

Website Information Sheet



Use this sheet to track where your website and domain name(s) are hosted:

Organization Name: _____

Date Created: _____ Last Updated: _____

Our Web Developer is: _____

Their Number is: _____ Email: _____

My Site uses the following platform and or integrations:

Username & Passwords: In the digital age you may want to consider storing logins using a web-based password manager. If you list logins here, be sure to store this document safely.

Website Host:

Host Provider: _____

Phone: _____ Acct #: _____

Username: _____ Password: _____

FTP/SFTP Login: This is usually different from your main login:

Hostname: _____

Username: _____ Password: _____

Domain Name Register:

This may be different from your website host.

Domain Provider: _____

Phone: _____ Account #: _____

Website Backups:

Backups are critical. We recommend having a backup in two locations. NOT a file on your host server. If the server crashed, your backup goes with it ☹

Backup is located: _____

Backups are done automatically: Yes or No at a frequency of: _____

