

Keys to Your Website:

(URL here)

If you don't currently have all the information to fill in every blank below, someone else has it; perhaps the company that created your website. You need this information **"just in case."**

Content Management System

URL of website admin area or CMS:

Admin username:

Admin password:

FTP Access

FTP Access hostname:

FTP Access username:

FTP Access password:

URL Registration

Your URL (domain) should be registered to your organization and domain renewal fees billed to you. You also should have the URL, username and password to access your domain account.

Site where your URL is registered:

Registrar username:

Registrar password:

Billing info for Registrar:

Name of person on account:

Billing address:

Telephone number:

Email address:

Website Hosting Account

Your organization's name should be on the hosting account and the host should bill you. You also should have the URL, username and password to access your hosting account.

Site where your website is hosted:

Host location username:

Host location password:

Billing info for hosting company:

Name of person on account:

Billing address:

Telephone number:

Email address:

Keys to Your Website courtesy of BTC Marketing. Questions? Call 610.293.0500 or email info@btcmarketing.com.

