



Website Key Info Log

SITE URL:

Additional Domains Owned:

DOMAIN NAME REGISTRAR:

Web Address of Registrar:

Account Username:

Account Password:

Customer Number:

Expiration/Renewal Month:

Other:

HOSTING SERVICE:

Web Address of Host:

Account Number:

Username:

Password:

Dedicated IP address (if purchased):

Domain Name Server PRIMARY:

Domain Name Server SECONDARY:

Hosting Service Plan Type:

Purchase Date & Renewal Cycle:

Tech Support Information:

FTP ACCESS INFORMATION:

FTP Domain/Server/Hostname Address:

Username:

Password

EMAIL SERVER ADDRESSES:

POP3 Address:

SMTP Address:

Webmail Site:

FOREVER EMAIL:

Used when registering domain name, buying hosting services, etc.

The domain name and address [URL] for a website must be registered (for a yearly fee) through one of the numerous authorized domain name registrars. The domain name is then pointed to the servers [domain name servers] hosting the site content. These host servers can be changed without changing the domain name itself, just where it points.

After your domain name has been successfully pointed to your assigned nameservers [provided by your hosting service], it may take up to 48 hours to propagate through all Internet Providers around the world.

Website content is uploaded to the web host's servers via the FTP [file transfer protocol] access information they provide. You will need FTP client software (readily available, some free) that works with your computer operating system. Some of the better website building software programs [like Dreamweaver], have FTP functionality built in.

IMPORTANT: It's critical that you acquire and use a email address that you can hang onto for a very long time. Email addresses issued by service providers like AOL, Earthlink, DSL services, cable or satellite access providers are only good while you use that service. If you change service providers, you lose that email and with it a vital identification verification link to your domain name registrar, webhost and others. Best to acquire and use a web-based email that you can continue to use and access from anywhere for as long as you need. Either a paid account [like those offered by netaddress.com or fastmail.fm] or one of the free services [like hotmail.com or gmail.com.] Same goes for those who, as employees, are buying web services like name registration and site hosting on behalf of their company. Keep it portable.