

COVER YOUR DIGITAL ASSETS

PROTECT YOURSELF FROM DIGITAL WEASELS - WORKSHEET

1. DOMAINS

List each domain your company owns, where they are registered, and who has access:

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Let's Assess Your Level of Ownership:

- Whose name is on the domain registration?
- Is the contact information for your registration (including name, address, phone number) up to date?
- Do you pay for registration on each of these domains?
 - If you pay your webmaster for registration, do you have receipts for it?
 - Do you have admin access to the domain registration account?
 - When do your domain registrations renew?
 - Is auto-renew enabled on your domains?
 - Does your domain registrar have an up-to-date form of payment?

- What steps need to be completed to make the following statements true?
 - I have administrator access to my domain registration
 - My domains are registered in my name
 - My domains have updated contact information
 - My domain registrar has an up-to-date form of payment
 - My domains have auto-renew enabled

2. WEBSITES

Complete this step for each website your company owns

WEBSITE NAME:

- Where is it hosted?
 - Who has access to the hosting?
 - Who has access to cPanel or SFTP?
- Who has admin access to the backend of the website?
- Is the website backed up regularly?
 - Who has access to the backups?
- Is your website behind a firewall?
- Are you using any web security software?
- Who is maintaining the website and keeping your server, plugins, WordPress, etc. up to date?
- How frequently is it being maintained? (I recommend at least once a month)
- What steps need to be completed so you have administrator access to hosting, cPanel/SFTP, the backend of the website, and backups of the site?

3. EMAIL ACCOUNTS

- Where are your email accounts hosted?
- Who has administrator access to your email management?
- Do your email accounts end in your primary domain?
- What steps need to be completed to ensure all company emails use your primary domain, and you have administrator access to the management?

4. GOOGLE ASSETS

You should have administrator access on all your company's Google Assets.

Most companies should have each asset with a *

GOOGLE ASSET	WHO HAS ADMIN ACCESS?	MY LEVEL OF ACCESS
Google Business Page*		
Local Service Ads (LSA)		
Google Ads		
Google Universal Analytics		
Google Analytics 4*		
Google Search Console*		
Google Tag Manager*		
Google Workspace		

5. SOCIAL MEDIA/OTHER MARKETING ASSETS

You should have administrator access on all your company's social media assets.

SOCIAL MEDIA ASSET	WHO HAS ADMIN ACCESS?	MY LEVEL OF ACCESS
Facebook Pages		
Instagram		
NextDoor		
LinkedIn		
Pinterest		
TikTok		

6. LOGIN INFORMATION

- How do you currently share and store login information?
- When was the last time you changed shared passwords?
- What accounts allow 2 Factor Authentication?
 - For each account that offers it, do you have 2FA enabled?
 - Is your 2FA linked to **your** email address or phone number?
- What steps do you need to take to implement a password safe like LastPass for your business?

A.

B.

C.

D.

E.

F.

G.

H.

I.

J.

QUESTIONS ABOUT WEB SECURITY?

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