CHECKLIST

Company accounts and access

One page that shows who has access to what. If tomorrow your accountant, an employee or your web agency stops working with you — you know what to change, and nothing stops.

> **Do not write passwords here.** Keep passwords in a password manager (for example Bitwarden or 1Password), not in a spreadsheet, email or chat.

System	Whose name / which email	Who has access	Two-factor login	Where the backup code is	Renewal / payment
Domain e.g. company.com					
Hosting / server					
Company email					
Website / online store admin login					
Google Analytics, Search Console, profile					
Facebook and Instagram Meta Business					
Online banking					
Card payments POS, payment provider					
Couriers					
Accounting / invoices					
Tax authority portal digital signature					
Cloud files					
Phone numbers					

SIX RULES

1. Company accounts use a company email, not a personal one.
2. The domain and hosting are in the company's name — not your web agency's.
3. Every important system has at least two admins from your company.
4. Two-factor login is on everywhere it is available.
5. Everyone has their own login — no shared passwords.
6. Backup codes are kept somewhere safe, not on the same phone.

When an employee leaves

- [ ] Remove their personal access to Google, Meta Business, the store, the bank and accounting.
- [ ] Change the passwords of all shared logins they used.
- [ ] Forward their company email to a colleague — do not delete it right away.
- [ ] Transfer ownership of files and documents in their name.
- [ ] Collect devices, keys, cards and the digital signature.
- [ ] Change the Wi-Fi password if it was shared.
- [ ] Check that every system still has at least two admins.
- [ ] Note the changes in the table, with the date.

Once a year

- [ ] Check when the domain, hosting and subscriptions expire.
- [ ] Remove users who no longer work with you.
- [ ] Check that the backup codes work and are where the table says.
- [ ] Check that no important account is on a personal email.
- [ ] Download a copy of key data: customers, orders, invoices.

IF AN AGENCY RUNS YOUR WEBSITE

Ask for every account to be in your name, with your company as the owner and the agency as a user with access. That way you can change teams without the website going down.