DOCUMENTATION CHECK LIST

We are happy to help you & thanks for choosing us to launch your successful site.

To build your site properly we need the following content :

○ Social media login to configure your social media sharing they ask for one APP key

(We also will ask for you authorization before login in and do this step quickly after

this set up you can change your passwords)

○ Any professional photo with a white background for your Professional Bio

○ Your Logo original format PSD, PNG original, and high quality (If you are in a

membership plan that includes logo we take care of that).

○ Your writer content like your professional Bio and about your company, description of

what you are selling, product and services description any writer content for other

pages you have in mind (If you are in a subscription for business we take care of

that).

○ Wordpress login & Password or create one temporary for us instruction bellow (We need admin access in order to audit your site and install 2 step verification to secure it) .

○ Blue host or hosting account, only for realtors and commerce (We have to touch what we can code and Php files in the process to do that there can be some child theme for this information we use dropbox have SSL secure inscription also we instruct you at the end of this document how to secure your password before sharing it with you. You can also use a service that you usually trust to send us this content.

Instructions:

○ Share your sensitive information like social media using SSL secure inscription encrypted sharing. Dropbox have encrypted sharing
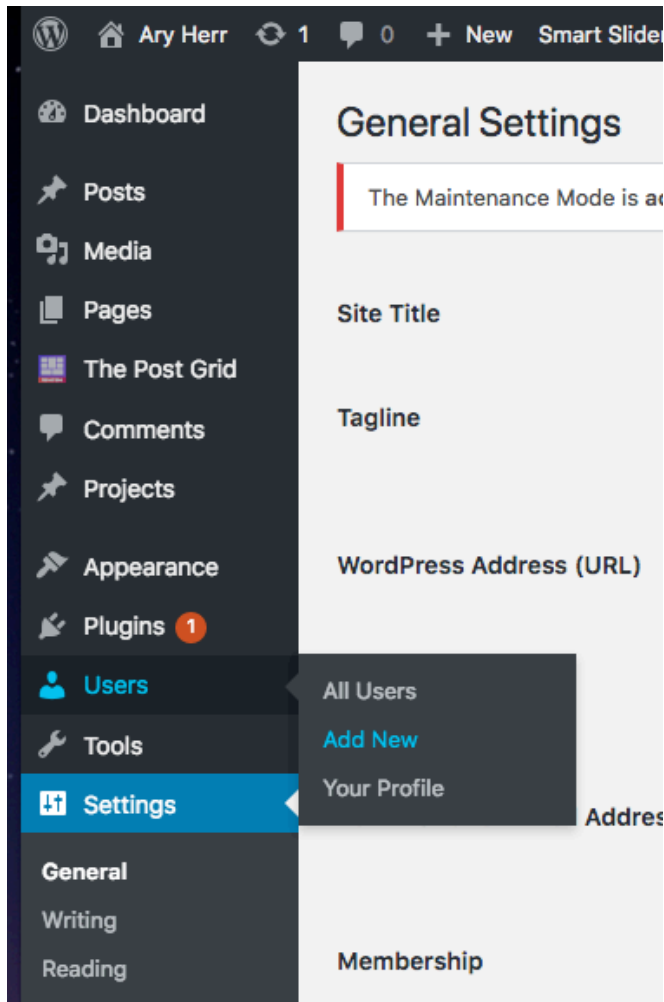
Option 1: Print this page and go to your computer and start making a folder with all this content and use your Name upload to Dropbox before you share it with us contact us to click the share link so you can turn that set up to keep your information secure.

Option 2: Is there a way to make this easier to share my content, yes we use Asana, there you can upload your content and is secure only project members have access to your site project.

Contact customer support to verify your identity and include you

Wordpress adding one account for your

designer.

Step 1 Go to the WP

Dashboard.

Step

Add New User

The Maintenance Mode is **active**. Please don't forget to deactivate as soon as you are done.

Create a brand new user and add them to this site.

Username *(required)*	
Email *(required)*	
First Name	
Last Name	
Website	
Password	Show password
Send User Notification	☑ Send the new user an email about their account.
Role	Subscriber ⌄

Add New User

3. Enter the following information for your designer and developer.

— Select a username for your designer. This cannot be changed later, so pick a good one.

1. **Email (required)** — Enter our email address aryherr111@gmail.com

2. **User name** Moon Blue Design (this is a hard to guess username for login attempts)
3. First name Ary Creatives

4. **Last Name (optional)** —none

5. **Website (optional)** —none

6. **Password (required)** — Click **Show Password** to generate a password for your designer. You can replace this with a password of your choosing, but I recommend using the suggested password. You can never be too safe when it comes to web passwords, and the WordPress generated passwords are both strong and unique.

7. **Send User Notification** — Select this box to send your designer an email with their new account information.

8. **Role** —Admin

Create a word or pages document and include the username and password attach

this to your Client documentation folder you going to send to our team.

HOW TO SECURE YOUR PASSWORD

BEFORE SHARING IT ?

You can secure your password with salty and hashing method this means that you share in a document your password combined with other characters and only the sender and receiver know the correct password.

We know the password is Colombia111 since we tell you to place it in the middle . Same with other less than 9 characters make sure you make 7 rows with different numbers we will know will be the second row.

- user Admin

- Nice777   Nice 111 Colombia111   Mylove111 Moon777

- XB8939 9cdjeu(a89002C   gb89374821   ab384930

- Nice777   Nice 111 Colombia111   Mylove111 Moon777

Numbers and character

We will know the password is in the middle second line because we know that

message. 2b55s2`3qb!H83J replace it with your password and copy and paste

make sure is in the second line in the middle .

If your login is the email you provide to us just type My email we will know is the

username.

        h1(1Y3q5N7-hO08   6AUS8]W6h014]i4   22^05c4'29CBSWO

        1Y3q5N7-hO08   2b55s2`3qb!H83J   2205c4'29CBSWO

        (4w52!o8H32Qc9T   (8v52!o8H32Qc8T   1b55s2`3qb!H83X