PRINTABLE WORKSHEET

Your marketing accounts inventory

One line per account your business runs on. Never write passwords here: write where the password is kept (for example "password manager").

BUSINESS: FILLED IN BY: DATE: NEXT REVIEW:

ACCOUNT	WEB ADDRESS TO SIGN IN	LOGIN EMAIL (WHOSE?)	OWNER / REGISTRANT	YOUR ACCESS LEVEL	WHO ELSE HAS ACCESS	BILLING: WHO PAYS, RENEWS WHEN	PASSWORD KEPT WHERE
WEBSITE AND EMAIL							
Domain registrar							
Website hosting							
Website builder / editor							
Business email (admin)							
GOOGLE							
Google Business Profile							
Google Analytics							
Google Search Console							

Review this sheet every January and every time you hire or fire a marketing company or an office manager. Guide: **mastodonmarketing.com/guides/who-owns-your-website/marketing-accounts-inventory/**

ACCOUNT	WEB ADDRESS TO SIGN IN	LOGIN EMAIL (WHOSE?)	OWNER / REGISTRANT	YOUR ACCESS LEVEL	WHO ELSE HAS ACCESS	BILLING: WHO PAYS, RENEWS WHEN	PASSWORD KEPT WHERE
Google Ads							
Local Services Ads							
SOCIAL AND REVIEW SITES							
Facebook / Instagram (Meta)							
Yelp / Nextdoor / Angi / BBB							
PHONES AND SOFTWARE							
Call tracking numbers							
Main phone line							
CRM / scheduling software							
Review request tool							
FILES AND OTHER							
Logo, photos and video files							
Other:							