

Who Holds the Keys?

04

IT basics that are no different than owning your LLC

Your digital "keys" are the logins, accounts, subscriptions, and settings that control your website, email, files, devices, and customer information. They determine who can get in, who can make changes, and who can lock you out. Use this sheet to record who holds each one.

NOTE

Do not write passwords on this sheet. Store them in a business password manager, not a spreadsheet or a sticky note.

BUSINESS NAME		COMPLETED BY		DATE	
KEY	OWNER ACCOUNT IS IN WHOSE NAME	WHO ELSE HAS ACCESS	RENEWS	MFA ON	
01 Domain name Who controls your website address				☐ Yes ☐ No	
02 Business email Microsoft 365 or Google Workspace admin. Who can reset passwords or add accounts				☐ Yes ☐ No	
03 Website and hosting Where your site lives, plus a recent copy of it				☐ Yes ☐ No	
04 Cloud storage Who can see or delete your files				☐ Yes ☐ No	
05 Social media pages Full admin on every business page, not just an editor				☐ Yes ☐ No	
06 Network Internet modem, router, Wi-Fi and any firewall				☐ Yes ☐ No	
07 Devices Who can wipe or unlock your laptops and phones				☐ Yes ☐ No	
08 Business software Billing, scheduling, CRM, point of sale				☐ Yes ☐ No	
09 Vendor accounts Shipping, banking, payment processors				☐ Yes ☐ No	
10 Backups Where they are, that they're working, and how to get to them				☐ Yes ☐ No	

Reclaim Your Keys.

You don't need a security team or a big budget. You just need ownership.

DONE	STEP
☐	1 List every critical account Email, domain, website, banking, software. Page 1 of this checklist is your starting point.
☐	2 Identify who has admin access, and remove anyone who shouldn't
☐	3 Move all ownership to a business email you control Not a personal one.
☐	4 Have two admins, never one You plus one trusted backup, so no single person can lock the business out.
☐	5 Turn on multi-factor authentication for every admin login
☐	6 Document everything so you're never guessing again For each account, note whose name it's in, who else has access, and when it renews. Store the passwords in a business password manager, not a spreadsheet or a sticky note.
☐	7 Review access anytime someone leaves the business, and once a year Remove a departing person's access the same day, just like collecting the office keys, and do a full review annually, the same way you keep up with your LLC's required filings.

LAST REVIEWED

NEXT REVIEW

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A GOOD RULE OF THUMB

If someone walking away would leave you locked out, they don't just have access. *They hold your keys.*

If you wouldn't hand your LLC paperwork to a random person, don't hand your digital keys to one either.