

GO LIVE! checklist

Here is a to-do list of items you need to complete before we take your new website live:



Registrar Information

If your domain is in an account that you control, you need to give your Account Manager the login information for that account. If your domain is not in an account you control, we need to transfer it into one that you control. Contact your account manager if you need to begin the transfer process.



PayPal / Authorize.net

If you plan to sell products or services online, you will need an online service such as PayPal or Authorize.net. Contact your Account Manager for help in setting up your account and integrating it with our shopping cart system.



High Traffic Pages

We want to preserve your web-search results on pages that have high traffic, so it's a good idea to send the URLs for each such page to your Account Manager. The search results for your Home page will automatically be preserved if it has the same name on your existing site.



Email Marketing List(s)

This is best done just before you go live so that you have the latest possible additions to your list. If you will be using our Email Marketing module to mass-mailouts of newsletters and promotional offers, we will need your list of contacts that you will want on your master list. Contact your Account Manager if you have any questions on this.



Search Engine Optimization Setup (Important but not required)

If we are not setting up your website SEO for you, have you worked with your Account Manager on making sure your pages are set up right for Search Engine Optimization?



Old Host Policies

Some website hosting companies require that you give 30-days notice before cancelling service with them. It is a good idea to research the policies of your host now so that you don't end up paying for an extra month that you won't be using.

If you have any questions or concern please contact your account manager.