



DOMAIN OWNERSHIP & RENEWAL CHECKLIST

Print this and keep a copy with your other business records. Update it whenever anything changes.

1) At-a-Glance (One Per Domain)

Primary Domain: _____
Registrar (where you bought it): _____
Registrar Login URL: _____
Account Email (login): _____
Backup/Recovery Email: _____
Recovery Phone # (SMS): _____
2-Factor Auth (2FA): ☐ Off ☐ On (App: _____ Phone: _____)
Auto-Renew: ☐ Off ☐ On
Renewal Date (Exp.): ____ / ____ / ____
Term: ☐ 1 yr ☐ 2 yrs ☐ 3 yrs ☐ 5 yrs ☐ 10 yrs
Payment Method on File: ☐ Card (Last 4: _____) ☐ ACH ☐ Other _____
Billing Contact Name: _____
Registrar Support: Phone _____ Email _____

2) DNS & Website Routing

Nameservers (NS):
• NS1: _____
• NS2: _____
• NS3: _____

Where DNS is Managed: ☐ Registrar ☐ Cloudflare ☐ Hosting Provider ☐ Other _____
Website Host: _____
Hosting Login URL: _____
Email Provider: ☐ Microsoft 365 ☐ Google Workspace ☐ Other _____
Primary Email Admin: _____

3) Ownership & Contacts

Registrant/Owner (Entity): _____
Admin Contact: _____
Tech Contact: _____
Billing Contact: _____
WHOIS Privacy: ☐ Off ☐ On (Provider: _____)
Transfer Lock (ClientTransferProhibited): ☐ Off ☐ On

Notes:



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4) Reminders & Monitoring

Calendar Reminders Set: ☐ 60 days ☐ 30 days ☐ 14 days ☐ 7 days ☐ 3 days

Reminder Method(s): ☐ Email ☐ SMS ☐ Shared Team Calendar

Who Gets Reminders: _____

Domain Safety: Quick Reference

1) Auto-renew + Billing

- Turn auto-renew ON at your registrar.
- Use a company card + shared billing email.
- Add a backup card; watch expiry dates.

2) Access & Recovery

- Enable 2FA (authenticator app preferred).
- Set recovery email/phone to company-owned, current.

3) Know Who Runs What

- Document: Registrar ≠ DNS host ≠ Web host ≠ Email.
- Note where the Auth/EPP code is stored.

4) Never Miss a Renewal

- Add shared calendar reminders: 60/30/14/7/3 days.

5) Keep Contacts Current

- Update registrant/admin/tech after staffing changes.
- Consider WHOIS privacy (reduce spam, stay reachable).

6) If It Expires

- Act immediately: use grace/redemption periods.
- Renew in your account; contact registrar support if needed.
- Ignore scam "we'll sell it back" emails—verify in your registrar.

7) After Any Change

- Re-check DNS, site, email (SPF/DKIM/DMARC), SSL within 1-2 hours.
- Log what changed and who made it.

Review quarterly. Five minutes now saves days later.

Need a hand? ProFusion can help.

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