



BUSINESS PASSWORD & ACCOUNT TRACKER

Keep your important business logins organized in one secure location.



Print and store this document in a safe place. Avoid leaving it unsecured or sharing it electronically.



COMPUTER & DEVICE ACCESS

ACCOUNT	USERNAME	PASSWORD	LAST PASSWORD CHANGED (DATE)	2FA / RECOVERY METHOD	NOTES
 Computer Login					
 Laptop Login					
 Phone Passcode					
 Tablet					
 Other Device					



EMAIL ACCOUNTS

ACCOUNT	USERNAME / EMAIL	PASSWORD	LAST PASSWORD CHANGED (DATE)	2FA / RECOVERY METHOD	NOTES
 Primary Business Email					
 Secondary Email					
 Personal Email					
 Other Email					



SOCIAL MEDIA ACCOUNTS

PLATFORM	USERNAME	PASSWORD	LAST PASSWORD CHANGED (DATE)	2FA / RECOVERY METHOD	NOTES
 Facebook					
 Instagram					
 LinkedIn					
 X (Twitter)					
 TikTok					
 YouTube					
 Pinterest					
 Other					

More account categories on page 2 →



Smart BUSINESS.
STRONG CONNECTIONS.



SECURITY TIP

Change your passwords regularly and consider enabling two-factor authentication (2FA) whenever it's available for added protection.



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WEBSITE & HOSTING ACCOUNTS

ACCOUNT / SERVICE	USERNAME / EMAIL	PASSWORD	LAST PASSWORD CHANGED (DATE)	2FA / RECOVERY METHOD	NOTES
 Website Login					
 WordPress Admin					
 Hosting Provider					
 Domain Registrar					
 SSL Provider					
 FTP / SFTP					



CLOUD STORAGE & COLLABORATION

SERVICE	USERNAME / EMAIL	PASSWORD	LAST PASSWORD CHANGED (DATE)	2FA / RECOVERY METHOD	NOTES
 Google Drive					
 OneDrive					
 Microsoft Teams					
 Dropbox					
 SharePoint					
 Other Cloud Service					



BUSINESS SOFTWARE ACCOUNTS

SOFTWARE / SERVICE	USERNAME / EMAIL	PASSWORD	LAST PASSWORD CHANGED (DATE)	2FA / RECOVERY METHOD	NOTES
 Canva					
 Adobe (Creative Cloud)					
 QuickBooks					
 Zoom					
 Mailchimp					
 CRM					
 Booking / Scheduling Software					
 Other Software					



BANKING & FINANCIAL ACCOUNTS

ACCOUNT / SERVICE	USERNAME / EMAIL	PASSWORD	LAST PASSWORD CHANGED (DATE)	2FA / RECOVERY METHOD	NOTES
 Online Banking					
 Credit Card Portal					
 Payment Processor					
 Payroll / Pay Provider					
 Accounting / Finance Tool					
 Insurance Portal					
 Other Financial Account					



IMPORTANT REMINDER

Keep this information secure and up to date.
Do not store this file on shared drives or devices.

*Stay Organized.
Stay Secure.*



SECURITY TIP

Change your passwords regularly and consider enabling two-factor authentication (2FA) whenever it's available.

