

Domain Access and Ownership Sheet

Purpose

Keep one clear record of who owns and manages your domain name. This sheet helps you find essential information quickly if your website, email or hosting ever need updates. Store a printed copy with your business records and a secure digital copy in your password manager or cloud drive.

1. Domain Details

Prompt	Your Record
Primary domain	
Additional domains (if any)	
Date registered	
Renewal date	
Registration term (e.g. 1 year, 2 years)	

Tip: Renewal notices come from your registrar. Make sure these emails go to an inbox that someone actively checks.

2. Registrar Information

Prompt	Your Record
Registrar name	
Registrar website	
Account username	
Primary admin email	
Billing contact email	
Account recovery process (e.g. 2FA, phone, backup email)	

3. Ownership and Contact Records

Prompt	Your Record
Business name or ABN	
Registrant contact (name)	
Registrant email address	
Registrant phone number	

Tip: Check your WHOIS record through your registrar or a public lookup. The registrant should be your business, not a third party.

4. DNS and Hosting Access

Prompt	Your Record
DNS host (name servers)	
Website hosting provider	
Email hosting provider	
Backup location or service	

Tip: If Asporea Hosting manages your DNS or web hosting, your support contact details will be in your hosting welcome email.

5. Security and Access Control

Setting	Notes
Two-factor authentication enabled	<input type="checkbox"/> Yes <input type="checkbox"/> No
Backup and recovery confirmed	<input type="checkbox"/> Yes <input type="checkbox"/> No
Shared access with team or developer documented	<input type="checkbox"/> Yes <input type="checkbox"/> No
Passwords stored securely (e.g. 1Password, Bitwarden)	<input type="checkbox"/> Yes <input type="checkbox"/> No

6. Key Contacts

Role	Name	Email	Phone
Domain registrar support			
Website developer			
Hosting provider			
IT / technical contact			

7. Review Schedule

Prompt	Your Record
Last verified	
Next review	
Reviewer	

Tip: Review this sheet at least once a year, or whenever you change developers, hosts or staff access.