

WORDPRESS.COM SETUP CHECKLIST

INITIAL SETUP

- ☐ Create WordPress.com account
- ☐ Verify email address
- ☐ Enable two-factor authentication
- ☐ Download WordPress mobile app

PLAN SELECTION

- ☐ Review current business needs
- ☐ Compare plan features
- ☐ Select appropriate plan
- ☐ Complete payment

DOMAIN SETUP

- ☐ Connect existing domain (from Lesson 1)
- ☐ Verify domain connection
- ☐ Set up domain email (if included in plan)
- ☐ Configure SSL certificate

ESSENTIAL SETTINGS

- ☐ Site title optimization
- ☐ Tagline creation
- ☐ Language settings
- ☐ Timezone configuration
- ☐ Date format selection
- ☐ Homepage display settings

BUSINESS INFORMATION

- ☐ Business name
- ☐ Physical address
- ☐ Contact information
 - ☐ Phone number
 - ☐ Email address
 - ☐ Contact form
- ☐ Business hours
- ☐ Service area (if applicable)

BASIC SECURITY

- ☐ Strong password created
- ☐ Backup email configured
- ☐ Recovery phone added
- ☐ Login notification enabled

RECOMMENDED NEXT STEPS

- ☐ Install mobile app
- ☐ Set up business email
- ☐ Configure basic theme
- ☐ Add site icon (favicon)
- ☐ Set up Google Analytics

QUALITY CHECKS

- ☐ Test website on desktop
- ☐ Test website on mobile

- ☐ Verify contact forms
- ☐ Check email notifications
- ☐ Test site speed

Notes:

- Complete each section in order
- Mark items as you complete them
- Document any issues for support
- Save login credentials securely