(insert Chapter Name and #)
Important Information and Passwords (1)
As of (insert date)

CHAPTER EMAIL	*(Insert chapter email address)*
Username:	
Password:	
Verification/Recovery email address:	
Verification phone and name:	*2-step verification is not recommended*

CHAPTER WEBSITE:	
Web address:	
Username:	
Password:	
Member only login or password:	

WEBSITE HOSTING*(2)*:	
Company Name:	*e.g. GoDaddy or mystrikingly*
Username:	
Password:	
PIN:	*If applicable*
2-step verification phone number:	*If possible, try to only have a PIN*
Renewal date/length of term:	
Renewal notifications sent to:	*Change renewal notices to chapter email address*
WEBSITE BUILDER OR WEBMASTER:	
Name, email and phone:	
Username:	
Password:	
PIN:	*If applicable*
2-step verification phone number:	*If possible, try to only have a PIN*
Renewal date/length of term:	
Renewal notifications sent to:	*Change renewal notices to chapter email address*
WEBSITE SOFTWARE:	*Name/brand of software e.g. WordPress*
Name, email, phone:	
Username:	
Password:	
PIN:	*If applicable*
Renewal date/term:	
Renewal notifications sent to:	*If possible, change renewal notices to chapter email address*

SOCIAL MEDIA	
Facebook (FB):	
Tied to who's personal FB page (Name, email and phone):	
Chapter Facebook URL:	*e.g. IkebanaNorthAmerica*
Admin (name, email and phone) (3):	
Admin Username:	
Admin Password:	
Admin (name, email and phone):	
Admin Username:	
Admin Password:	
Repeat same information for other Social Media accounts e.g. Instagram & Pinterest, Eventbrite	

NCAR ACCOUNTS	
ZOOM:	Zoom.us
Username:	Ikebana.ncar@gmail.com
Password:	Contact your Regional Advocate
IKEBANA NCAR WEBSITE	
Website:	ikebanancar.org
Password for protected pages:	1956sakura (all lower case)

IKEBANA INTERNATIONAL HEADQUARTERS WEBSITE	Ikebanahq.org
Password for protected pages:	1956sakura

FINANCIAL ACCOUNTS	
CHAPTER BANK ACCOUNT	
Name of bank, address, phone:	
Checking Account #:	
Savings Account #:	
Other account #:	
Log in – web address:	
EIN or Tax ID # (4):	
Username:	
Password:	
2 step verification phone or email address:	*If possible, try to only have a PIN*
PIN:	
Statements mailed or emailed to:	*Try to have them emailed not mailed to chapter email*
Who is authorized to sign checks or manage online account	*List names, emails and phone numbers*

CHAPTER CREDIT/DEBIT ACCOUNT	
Name of bank, address, phone:	
Account #:	
Expiration:	
CSV:	
Log in – web address:	
Username:	
Password:	
2 step verification phone or email address:	*If possible, try to only have a PIN*
PIN:	
OTHER PAYMENT ACCOUNTS:	
e.g. Paypal, Venmo, Zelle	
Associated with what email or bank account:	*Try to have associated with chapter email*
Username:	
Password:	
2 step verification phone or email address:	*If possible, try to only have a PIN*
PIN:	
Transactions sent to what email:	*Try to have them emailed to chapter email; not individual member*
Transactions sent to what account:	
QUICKEN OR OTHER ACCOUNTING SOFTWARE:	
Website, email, phone:	
Associated with what email or bank account:	*Try to have associated with chapter checking account and chapter email*
Admin Username:	
Admin Password:	
2 step verification phone or email address:	*If possible, try to only have a PIN*
PIN:	
OTHER:	*e.g. MailChimp or Constant Contact*
	PO Box
	Online tax filing for 501c3 or 501c7
	Insurance; company website; contact; expiration and where is renewal info sent (try to have redirected to chapter email)

(1) For additional security you are welcome to share this information with your Regional Advocate who will ensure the information is kept in a password manager file.
(2) In many cases the domain name, hosting, web builder/webmaster and software are all with same company (e.g. GoDaddy or mystrikingly)
(3) Recommend at least two Administrators for all Social Media accounts
(4) EIN – Employer Identification Number. Also, in some cases account may be tied to a chapter members' social security number depending on the account set up