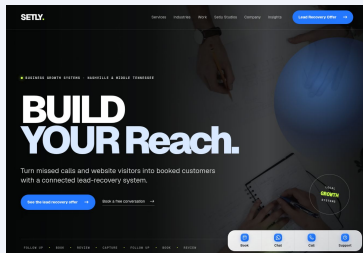


Access review checklist

Keep website access aligned with current responsibilities.



FROM THE SETLY PROJECT LIBRARY

A real project screenshot for visual inspiration. Follow the written steps for your own business.

YOUR ACTION PLAN

- 1 List active users and the role each needs.
- 2 Remove obsolete access through the platform's supported process after confirming ownership and dependencies.
- 3 Review shared accounts and enable available account protections.
- 4 Record a recovery route so stronger access controls do not lock out the owner.

EXAMPLE - ILLUSTRATIVE

A former designer may no longer need publishing access after handover.

CHECK YOUR RESULT

Does every privileged account have a current business reason?

Access review checklist

Use the prompts below to make this resource specific to your business. Save a local copy after completing it. Keep passwords and private customer data out of this worksheet.

Account:**User:****Required role:****Current role:****Change:****Owner confirmed:****DONE WHEN**

Does every privileged account have a current business reason?

FURTHER READING

[Wix Help Center](#)

Independent Setly planning resource. Platform settings and requirements can change; use the linked official help for current configuration details.