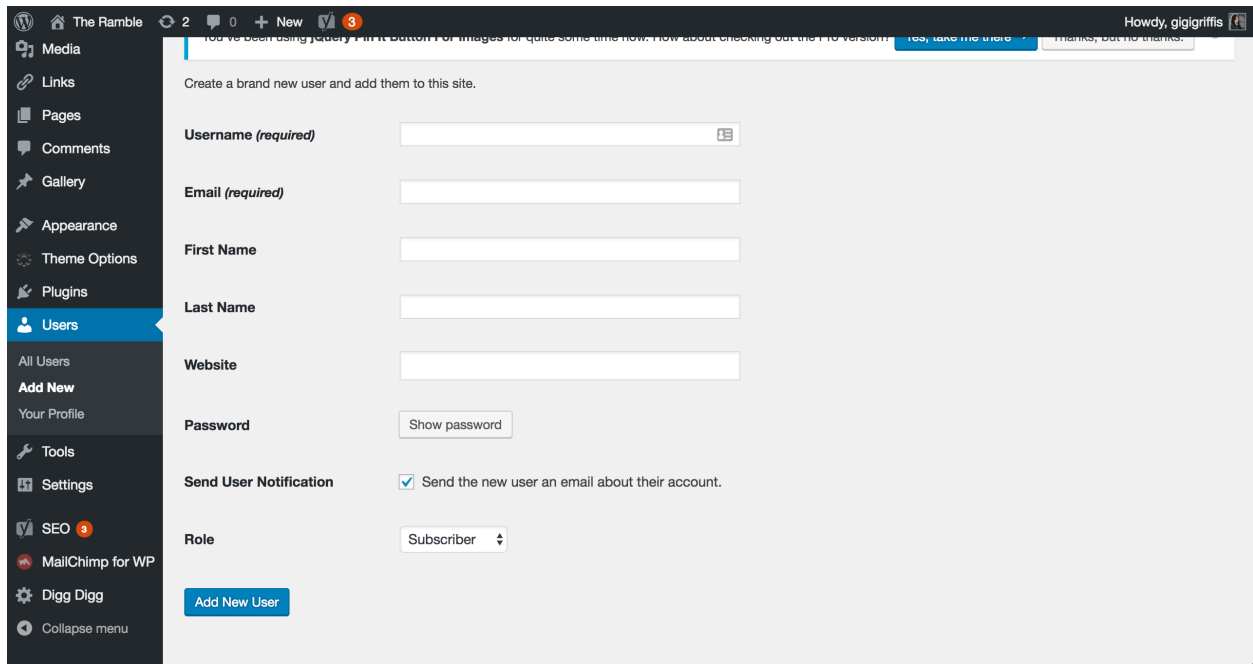


HOW TO SET UP YOUR BACKUP USER

Just in case you ever lock yourself out of the system, it's a good idea to have a backup username and password. Here's how to set it up:

1. Log into your Wordpress (yourdomain.com/wp-admin).
2. On the left side, mouse over Users and click Add New.

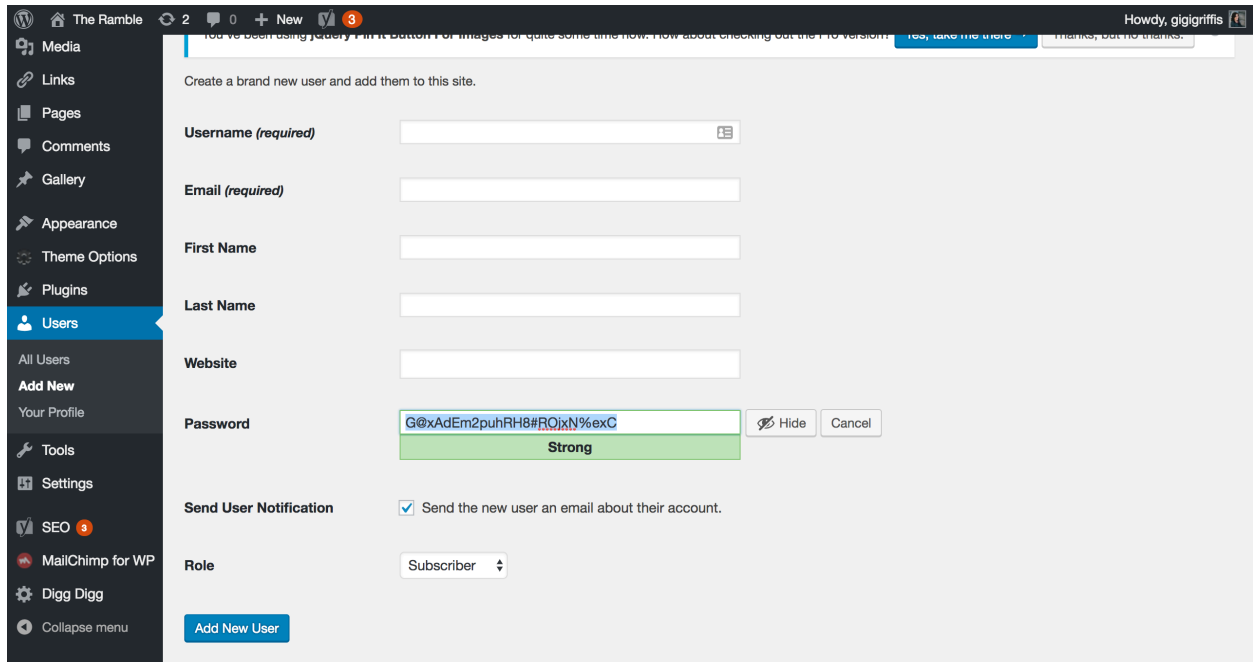


3. Choose a username and enter your email address.

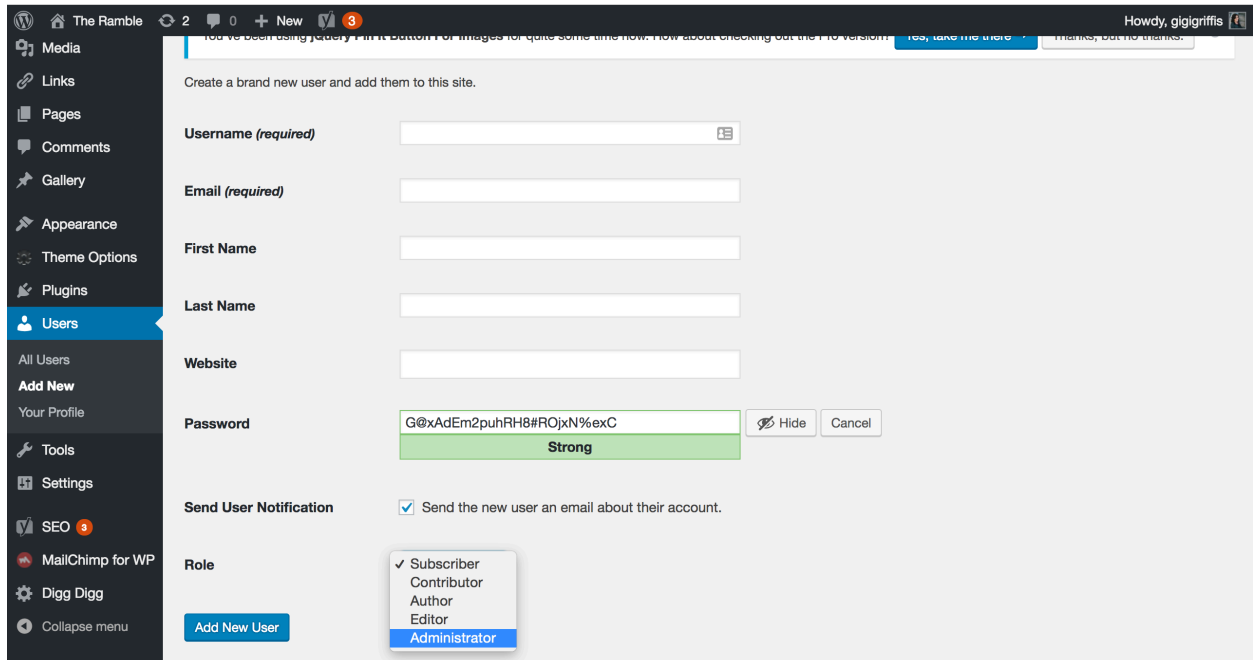
NOTE: Wordpress won't let you use the same email address for two accounts, so you should use a backup email for this account. If you only have one email address, I recommend asking a friend or colleague if you can use theirs. Wordpress will only email them if you lose a password and ask for it to be restored.

4. You can skip first name, last name, and website address.
5. In the password field, click Show Password.

(Scroll down for screenshot)



6. You can either note the password Wordpress has provided for you or change it change it now. Again, make sure to keep this somewhere safe.



7. Under Role, choose Administrator. This means this account will have full access to edit anything on the site.

8. Slick Add New User.