


Hello {!Contact.FirstName},

Thank you for reaching out to us! We have created login credentials so you may access and make changes to your website.

You will log into your website at this address: {!Account.Website}/wp-admin/

You will log in using these credentials:

Username:

Password: 

You will be able to change your password to something more secure after your initial log in to the website.

At the bottom of your "Dashboard" (the landing page that appears after you log into your account), you should see an option that reads "Video Tutorials". Click this link to be taken to our list of revision walkthroughs. From there you will learn how to make most of the changes to your website. We recommend starting out with the following videos:

The Block Editor

How to Add an Image

Creating Links and Buttons

Embed a PDF File

Publishing Options

Edit Existing Posts

How to Create Pages

Creating Custom Menus

How to Add Widgets

Edit Your Profile

Note: When making changes to your website, be sure to only use the Google Chrome browser, as other internet browsers (Internet Explorer, Mozilla, Safari, etc.) tend to be incompatible with the modern Wordpress platform and may not save all edits correctly.

Please let us know if you have any questions. Thank you for choosing **REDACTED!**

--**REDACTED** Web Team