



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

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

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

WEBSITE HOSTING(2):	
Company Name:	<i>e.g. GoDaddy</i>
Username:	
Password:	
PIN:	<i>If applicable</i>
2-step verification phone number:	<i>If possible, try to only have a PIN</i>
Renewal date/length of term:	
Renewal notifications sent to:	<i>Change renewal notices to chapter email address</i>

WEBSITE BUILDER OR WEBMASTER:	
Name, email and phone:	
Username:	
Password:	
PIN:	<i>If applicable</i>
2-step verification phone number:	<i>If possible, try to only have a PIN</i>
Renewal date/length of term:	
Renewal notifications sent to:	<i>Change renewal notices to chapter email address</i>

WEBSITE SOFTWARE:	<i>Name/brand of software e.g. WordPress</i>
Name, email, phone:	
Username:	
Password:	
PIN:	<i>If applicable</i>
Renewal date/term:	
Renewal notifications sent to:	<i>If possible, change renewal notices to chapter email address</i>



SOCIAL MEDIA	
Facebook (FB):	
Tied to who's personal FB page (Name, email and phone):	
Chapter Facebook URL:	<i>e.g. IkebanaNorthAmerica</i>
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:	cherry blossom (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:	<i>If possible, try to only have a PIN</i>
PIN:	
Statements mailed or emailed to:	<i>Try to have them emailed not mailed to chapter email</i>
Who is authorized to sign checks or manage online account	<i>List names, emails and phone numbers</i>



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

- (1) For additional security you are welcome to share this information with your Regional Advocate who will insure 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)
- (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

