

THE NEW BUSINESS IT CHECKLIST

Nineteen things worth having in place before a client, a hire, or a lost laptop forces the issue.

Most new businesses get to IT setup eventually — usually right after something goes wrong. This is the list we run through with every Legacy Launch client. Work through it yourself, or skip straight to having it done:

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1 IDENTITY & EMAIL

- ☐ Business email on **your own domain** — not a personal Gmail or Yahoo address
- ☐ A real domain provider account you control the login to (not a web designer's account)
- ☐ Email forwarding or a shared inbox set up for general inquiries

2 PASSWORDS & ACCESS

- ☐ A **password manager** — not a notes app or sticky note
- ☐ Unique password for every account, especially email and banking
- ☐ Two-factor authentication turned on for email, banking, and payment processors

3 DEVICES

- ☐ Automatic updates turned **on** for every laptop and phone
- ☐ Disk encryption enabled (FileVault on Mac, BitLocker on Windows)
- ☐ Screen lock set to activate within a few minutes, every device

4 BACKUP & RECOVERY

- ☐ Business files backed up automatically to the cloud — not just "on the laptop"
- ☐ A tested plan for what happens if a device is lost or stolen
- ☐ You've actually restored a file from backup once, to confirm it works

5 DOMAIN & WEB PRESENCE

- ☐ Domain renewal on **auto-pay** — a lapsed domain is a lost business
- ☐ Website served over HTTPS (the padlock, not a warning)
- ☐ A working contact method beyond a personal cell number

6 DATA & PRIVACY BASICS

- ☐ Client or customer information isn't scattered across personal drives and spreadsheets
- ☐ You know whether your industry has specific requirements (healthcare, legal, financial)
- ☐ A simple answer ready if a customer asks "how do you protect my information?"

7 GETTING READY TO HIRE

- ☐ A plan for individual logins per person — no shared "the office password"
- ☐ A simple offboarding step: revoke access the day someone leaves
- ☐ Company devices set up separately from anyone's personal accounts

8 SIGNS IT'S TIME FOR HELP

- ☐ You've said "I've been meaning to get to that" about anything above
- ☐ A client or investor has asked a security question you couldn't answer
- ☐ You're about to bring on your first employee or contractor

Want this handled instead of DIY'd? Legacy Launch is a flat-fee, one-time package that sets up everything on this list — email, devices, backup, and a website if you need one — in 3–5 business days. Three packages starting at \$299. litconsults.com/legacy-launch