Client Responsibilities

Important: All items listed below must be provided as soon as possible to avoid impacting the project timeline. Contact your project manager with any questions. For directions on some of the tasks below, please click the ❓ icon in that row.

Standard Items Required for All Projects	
Website Access	If you currently have a website, please provide us with the login credentials (generally a username or email address and password) as well as the login URL you use to access the website.
Google Analytics	If you have an existing Google Analytics account, add **momentum.client.import@gmail.com** as an Admin user. ❓ If you do not already have a Google Analytics account, skip this item, we will create one during the setup process.
Google Business Profile	If you have access to your Google Business Profile listing, add **momentum.client.import@gmail.com** as an Owner. If you don't have access to this, we can claim the location. ❓
Website Copy	Momentum will provide website copy based on the sitemap and content outline determined during the planning stages of the website. Clients may be required to provide additional information to assist in the content creation process as determined by the copywriter.
Files / Images	Please provide any brochures, flyers, marketing material, etc. to the file sharing link below. These will be utilized during the design and content generation phases of the project. Please provide any photos that are available of completed projects, your team, your building, etc. to display on the site.
File Sharing	Please provide the requested items above by using the Dropbox folder available at the following URL ❓ https://www.dropbox.com/request/4uRhq1R5bQlCmWIb4ecN **Password**: Momentum

Client Responsibilities

Projects with a Google Ads Campaign	
Google Ads	If you have an existing Google Ads account, please provide your Google Ads Customer ID number. ❓ Once provided, you will need to accept our Manager request ❓ If you do not already have a Google Ads account, skip this item.
Credit Card	**Payment Method Form** Please supply the credit card that will be used to pay Google Ads directly for the ad spend from the campaign.

Projects with a Ecommerce/Online Store Setup	
Product Data	Please prepare your product information in a spreadsheet (Excel or Google Sheets preferred) for our team to review. Please include all relevant information on each product including variations, pricing, attributes, dimensions, etc. Additional changes and information may be requested after reviewing this data.
Payment Gateway	Please provide login details to your payment gateway. Additional information for security purposes may be requested later.

Additional Accounts We May Need Access To	
YouTube	Add **momentum.client.import@gmail.com** as an Admin user. ❓
Facebook	Add **social@seekmomentum.com** as an admin user. ❓ *Note: The user's name will be displayed as Adam Clinton*
Instagram	Add **social@seekmomentum.com** as an Admin user. ❓
LinkedIn	First, add **social@seekmomentum.com** as a contact, then you can add that user as an admin of the page. ❓ *Note: The user's name will be displayed as Adam Motta*
Twitter	Please provide account login details.
Email Marketing	If you use MailChimp, please add **apps@seekmomentum.com** as an admin user. ❓ If you use any other email marketing provider, please provide login details.

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