

Revisions SOP

? CORE RULE (NON-NEGOTIABLE)

“ Access collection is a client responsibility. The absence or delay of logins does NOT block delivery if the agreed scope is completed.

Never delay delivery due to missing logins if the scope is otherwise complete.

? SECURITY FIRST (MANDATORY)

- Never request passwords outside Fiverr chat
 - Never store client credentials in plain text documents
 - Never include credentials in delivery messages
 - Access is requested **only when required**
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? REQUIRED LOGINS (STANDARD)

- Domain registrar (GoDaddy, Namecheap, etc.)
 - Hosting provider (cPanel / Hosting dashboard)
 - WordPress admin (if existing site)
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? SCENARIO 1

Requesting Logins After Order Starts

When to use

- Order has started
- Client has domain/hosting

Message

To proceed smoothly, please share the following access details when convenient:

- Domain registrar login
- Hosting login
- WordPress admin login (if available)

You can share these securely here on Fiverr chat.

? SCENARIO 2

Client Has NOT Shared Logins Yet

Message

Just a quick follow-up to check if you've had a chance to share the domain and hosting access.

No rush at all – once available, I'll take care of the setup accordingly.

? SCENARIO 3

Client Is Unsure How to Share Logins

Message

No worries at all.

If it helps, you can create a temporary admin user or share the hosting login directly. Either option works, and I'll handle the rest.

? SCENARIO 4

Client Does Not Have Hosting Yet

Message

That's completely fine.

I've completed the website on a temporary setup for now. Once you purchase hosting and domain, you can share the access and I'll transfer everything for you.

?? FOLLOW-UP INTERVALS (STRICT)

- Day 2 → Gentle reminder
 - Day 5 → Final reminder
 - No daily chasing
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? SCENARIO 5

Final Login Follow-Up

Message

Just a final check-in regarding the access details.

Whenever you're ready, feel free to share them and I'll proceed accordingly.

? SCENARIO 6

Client Requests a Hosting / Setup Meeting

Message

Happy to help.

If you'd like, we can go over the hosting setup together on a quick call. Let me know a suitable time and I'll arrange it.

? SCENARIO 7

Logins Shared After Delivery

Message

Thanks for sharing the access.

I'll take care of the setup and update you once everything is in place.

? WHAT NOT TO DO

- Do not block delivery due to missing logins
- Do not repeatedly chase the client
- Do not accept responsibility for delayed access

? GOLDEN RULE (PIN THIS)

“ Logins enable work — they do not define delivery.

“ Scope completion comes first. Access follows.

Final reassurance

- Protects delivery status
- Prevents access-related disputes
- Keeps responsibility correctly assigned
- Scales cleanly for teams

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