

Keep your logins safe

Five habits that protect your site, email, Google profile and Instagram logins, plus what to do when someone leaves or something looks off.

Your site, your email, your Google profile and your Instagram all sit behind logins. If one is easy to guess or shared carelessly, someone else can change your hours, your prices or your messages. A few habits prevent almost all of it.

Five habits

1. **Use a different password for each account.** If one leaks, the others stay safe. A password manager, such as the one built into your phone or browser, remembers them for you.
2. **Turn on two-step verification.** It sends a code to your phone when someone logs in. Switch it on for your email first, then your Google account, your Instagram and your site editor if it offers it.
3. **Make passwords long.** Three or four unrelated words together beat a short word with numbers.
4. **Never share a password by email or text,** and we will never ask you for one. If we need access to something, we'll ask you to invite us, with steps. If you ever sent a password by mistake, change it now.
5. **Use an email address only you can read** for your important accounts. If an employee or a relative controls that inbox, they control everything it can reset.

Keep a short list

Write down, on paper or in your password manager, where your accounts are: your email, your Google profile, your Instagram and Facebook, your site editor, the company where your website address is registered and any ordering or booking tool. Who has access to each, and which email each uses.

When someone leaves

If a manager or employee had a login, change the password and remove their access that day. If they were added as a user on your Google profile or your social accounts, remove them there too.

Spotting trouble

Watch for a login alert you didn't expect, a password reset email you didn't ask for, or a change on your site you didn't make. If you see one, change that password now, turn on two-step verification and tell us at hello@zossoz.com.

Good to know

- If you forget a password, use the "forgot password" link. Don't ask anyone to read it back to you.

Need a hand?

Email hello@zossoz.com with your business name, the page, and what you'd like done, and we'll take care of it. We reply within one business day. See [Request a change](#).

Related guides: [Log in to your site editor](#) · [What to do if something looks wrong](#) · [Your website address \(domain\)](#)

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