

SHARE YOUR WEBSITE & DOMAIN ACCESS.

Only if you already have a site or domain; if not, skip this guide, we build both in your name. Each grant takes about five minutes, no passwords ever. Stuck? Book 15 minutes and we will do it together on a screen share.

WHAT YOU'LL NEED FROM US

Our email for every invite, WordPress, hosting, registrars, and Cloudflare alike:

admin@tenantacquisitiongroup.com. Namecheap sharing accepts that same email as the new manager.

A · WORDPRESS: ADD US AS AN ADMIN.

- 1 Log in to your WordPress admin at **yourdomain.com/wp-admin**.
- 2 Go to **Users → Add New User** (just "Add New" on older versions).
- 3 Username: **tag-admin**. Email: ours, from the box above. Let WordPress generate the password; do not type or email one.
- 4 Set **Role = Administrator**. (Editor is not enough for plugin and SEO work.)
- 5 Leave "Send User Notification" checked and click **Add New User**. We set our own password from the emailed link.

If it looks different: the username cannot be changed later, so type it carefully. A security plugin (Wordfence and similar) can block our setup link; just tell us its name.

Watch it instead: "How to Add New Users To Your WordPress Site (Manage Roles & Permissions)" · Create a Pro Website

<https://www.youtube.com/watch?v=rYuJKHdD5fw>

B · HOSTING (IF SEPARATE FROM YOUR REGISTRAR).

GoDaddy hosting: covered by the same delegate invite as your domain (see over the page); one invite handles both.

Bluehost: profile icon → **Users & Roles** → Manage → + **Add User** → our name and email → role **Admin Contact** → Invite.

SiteGround: Client Area → **Websites** → the site's Actions menu → **Manage Users** → **Add Users** → our name and email → Add. The invite expires in 48 hours, so tell us when you send it.

Official help: wordpress.org/documentation/article/users-add-new-screen · bluehost.com/help/article/am-users-roles · siteground.com/kb/can-add-collaborator-website

C · YOUR DOMAIN REGISTRAR.

Find your registrar on your renewal invoice or credit card statement, then use the matching recipe. Delegates never see your payment methods or passwords.

GoDaddy · delegate access

- 1 Go to **account.godaddy.com/access**.
- 2 Under "People who can access my account," click **Invite to Access**.
- 3 Enter our name and email; choose the **Products & Domains** level, then **Invite**. We accept by email within 48 hours (the invite expires fast).

Namecheap · share the domain

- 1 Sign in → **Domain List** → **Manage** on the domain → **Sharing & Transfer** tab.
- 2 Under Share Access, enter our Namecheap username or email as "New Manager" and click **Add**.
- 3 Tick **DNS/host records management**, confirm with your account password, and tell us it is sent; we must accept within 7 days.

Cloudflare · add a member

- 1 Dashboard → account home → **Manage Account** → **Members** → **Invite**.
- 2 Enter our email, choose the **Administrator** role (or the narrower DNS role), then **Continue to summary** → **Invite**.

Rather not delegate at all? Fine. We email you a small table of DNS records (type, host, value) and you or your IT person pastes them in. Two gotchas: paste values exactly, no extra quotes or spaces, and put only the subdomain in the Host field (**_dmarc**, not **_dmarc.yourdomain.com**). Also check where your DNS actually lives; it may sit at Cloudflare or your website host even though the domain was bought at GoDaddy.

About email records (SPF, DKIM, DMARC), in plain language: three small DNS records proving to Gmail and Yahoo that email from your domain is really you. The big inbox providers have required them since February 2024; without them, leasing emails from your domain land in spam. We send the exact records; adding them takes five minutes plus a day or two to take effect.

Watch it instead: "How to Give Delegate Access in GoDaddy – Step-by-Step Tutorial" · Precise Wolf Digital
<https://www.youtube.com/watch?v=xyMoHKlalk0>

"How to Add A User To Your Cloudflare Account" · Basic Joomla Tutorials
<https://www.youtube.com/watch?v=eNAeGNmKF30>

Official help: godaddy.com/help/12376 (delegate access) · [namecheap.com support article 192](https://namecheap.com/support/article/192) (domain sharing, screenshot-rich) · developers.cloudflare.com/fundamentals/manage-members/manage · support.google.com/a/answer/81126 (email sender rules)