READ ME FIRST

How to use this set

Most technology emergencies in a small business are not attacks. They are a domain that quietly expired, a certificate nobody renewed, or the only administrator leaving with the password. Six sheets stop that.

How to use it

1. **List every system on the Keys register.** Email, domain, website, banking, accounting, social accounts, phones.
2. **Name two people for each.** One administrator and one backup. If only one person can get in, that is the first thing to fix.
3. **Copy every renewal into the 2027 calendar.** Then write the 90, 60 and 30-day notice dates beside it.
4. **Check the calendar on the first Monday of each month.** Ten minutes is enough.
5. **Keep it somewhere two people know about.** Not in a drawer only one person opens.

> **Never write a password, recovery code or key in this book.** Write *where* it lives (the name of your password manager, the sealed envelope in the safe) and *who* can open it. Paper gets photographed, copied and lost.

About this set

Renewals & Keys Tracker 2027 is an original Gustel Gustavus product, drawn in the same register we use for our clients' technology records. Free to print, copy and share. Printed in A4 and US Letter. Questions or corrections: abcbranding.org/contact.

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ACCESS REGISTER

Who holds the keys

One row per system. A system with no backup administrator is a single point of failure: mark it and fix it first.

SYSTEM	ADMINISTRATOR	BACKUP ADMIN	SIGN-IN PROTECTION	RECOVERY HELD BY	CHECKED
Email			app · key · SMS · none		
Domain registrar			app · key · SMS · none		
DNS			app · key · SMS · none		
Website / hosting			app · key · SMS · none		
Bank (online)			app · key · SMS · none		
Accounting			app · key · SMS · none		
Payroll			app · key · SMS · none		
Payments / card machine			app · key · SMS · none		
Social media			app · key · SMS · none		
Phone system			app · key · SMS · none		
Password manager			app · key · SMS · none		
Cloud files			app · key · SMS · none		
			app · key · SMS · none		
			app · key · SMS · none		
			app · key · SMS · none		
			app · key · SMS · none		
			app · key · SMS · none		
			app · key · SMS · none		
			app · key · SMS · none		

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EVERYTHING THAT RENEWS

Renewal register

GG-ST-01 · Register

Domains, certificates, hosting, software plans, warranties, insurance, support contracts. "Auto-renew" only helps if the card on file is still valid: write which card.

ITEM	PROVIDER	RENEWS ON	COST	AUTO-RENEW / CARD	NOTICE OWNER	DONE

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RENEWAL CALENDAR

2027 at a glance

GG-ST-01 · Calendar

Shaded: the first Monday of each month, the suggested check day. Write each renewal on its date, and its 90/60/30-day notices on theirs.

January 2027

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2027

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2027

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2027

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2027

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2027

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2027

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2027

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2027

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2027

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2027

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2027

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

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NOTICE TRACKER

90 / 60 / 30-day notices

We send our clients three notices before anything renews: at 90 days (decide whether you still need it), 60 days (get the quote or the budget approved) and 30 days (confirm payment details). Use the same rhythm here, and tick each one as it happens.

ITEM AND RENEWAL DATE	90 DAYS: STILL NEEDED?	60 DAYS: PRICE AGREED?	30 DAYS: PAYMENT READY?	RENEWED ON

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WHAT TO DO

When something is about to lapse

A domain or certificate expires within 7 days

1. **Sign in to the registrar or host yourself.** Do not follow a link in an email to do it: type the address.
2. **Renew for at least a year.** Check the card on file first.
3. **Turn on auto-renew and registrar lock.**
4. **Write the new date in this tracker.**

The only administrator is unavailable

1. **Find the recovery holder on the Keys register.**
2. **Use the provider's official recovery route.** Their help pages, never a stranger who calls you.
3. **Add a second administrator the same day.**

A renewal email arrives

- [ ] **Is the sender the provider you wrote down?**
  Compare with the register, not with the email's own wording.
- [ ] **Does the amount match last year's?**
  A large change deserves a phone call.
- [ ] **Is the link going where it claims?**
  When unsure, sign in by typing the address.

Want this kept for you?

Our clients' renewals live in their Technology Passport, with the 90/60/30-day notices sent automatically. The full printable version is the **Technology Passport Workbook** (GG-ST-02) at abcbranding.org/store.

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