Onboarding Checklist

Company Information	
Name:	**Phone Number:**
Address:	**Suite:**
City:	**Zip:**
Industry:	**Email:**
ISP:	**Telco:**

Network						
LAN Subnet						
Workstations		Users		Printers		Phones	
Domain?	☐ Yes ☐ No	If Yes, What?				
Router Info		**Firewall?**	**☐ Yes ☐ No**			
Model		LAN IP		WAN IP		
Username		Password				
Firewall Info						
Model		LAN IP		Support?	☐ Yes ☐ No	
Username		Password		Expiration		
Switch(es) – Core Switches						
Make Model		Make Model		Make Model		
Username		Username		Username		
Password		Password		Password		
IP Address		IP Address		IP Address		
Wireless						
SSID		Key		# of APs		
SSID		Key		Guest?	☐ Yes ☐ No	
LAN Controller	☐ Yes ☐ No	If yes, what?		IP Address		
		Username		Password		
Servers						
Make/Model		Purpose		IP Address		
Username		Password		Name		
Virtualized	☐ Yes ☐ No	Disk Size		RAID Level		
Make/Model		Purpose		IP Address		
Username		Password		Name		
Virtualized	☐ Yes ☐ No	Disk Size		RAID Level		
Make/Model		Purpose		IP Address		
Username		Password		Name		
Virtualized	☐ Yes ☐ No	Disk Size		RAID Level		
Applications – Proprietary Software						
Software		License Key		Support#		
Software		License Key		Support#		
Software		License Key		Support#		
Software		License Key		Support#		
Workstations						
User		Antivirus		Type		
User		Antivirus		Type		
User		Antivirus		Type		
User		Antivirus		Type		
User		Antivirus		Type		
User		Antivirus		Type		
User		Antivirus		Type		

User		Antivirus		Type	
Hosting and Domains					
Domain Registrar		Username		Password	
Domain Registrar		Username		Password	
Hosting		Username		Password	
Email – Administrator Account					
Hosting		Username		Password	
# of emails					

Notes