**Create a Website Backup Point in Wp-Engine**

1. Log into WP Engine
	1. <https://my.wpengine.com/>
2. Navigate to sites and select the website environment you need to backup
	1. 
3. Find “Backup points” on the left-hand side
	1. 
4. Click the “create backup” button to create a new backup. Name your backup and type in the emails that should be notified when it is complete, including yours
	1. Please always include lakesidecapital.marketing@gmail.com





1. WAIT FOR YOUR EMAIL NOTIFICATION before making any website changes
2. Once you have been notified that the backup is complete, you can proceed with your website changes.