**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. Graphical user interface, application, Teams

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3. Find “Backup points” on the left-hand side
   1. Graphical user interface, application, Teams

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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](mailto:lakesidecapital.marketing@gmail.com)

Graphical user interface, application

Description automatically generated

Graphical user interface, application, Teams

Description automatically generated

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.