

Done-for-You Systeme.io Business Setup – Client Checklist

Before we begin, please ensure you have the following ready. This checklist ensures a smooth and quick setup of your complete DFY business system.

This will be applied after the checkout and rest of the instructions will be given after you fill the onboarding form.

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1. Systeme.io Starter Plan (Paid Plan)

You must be on a paid plan (Starter or higher).

If you're on the free plan, please upgrade first.

If you haven't yet,

[Upgrade Systeme.io Starter Plan Here](#)

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2. Systeme.io Account Access

Email address used for Systeme.io

Temporary password (you can change it after setup)

OR: Add us as a temporary team member (instructions provided on request)

<https://help.systeme.io/article/1709-invite-assistant-account>

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3. Custom Domain (Optional but recommended):

Purchased from providers like Namecheap, GoDaddy, Hostinger, etc.

Provide access to your domain provider for DNS setup

(I recommend "NAMECHEAP" for Cheap Domain and 2 months free Business Email)

If unavailable, we will use the free Systeme.io subdomain

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4. Business Email Address:

e.g., you@yourbrand.com

Can be created via domain provider (I recommend "NAMECHEAP" for Cheap Domain and 2 months free Business Email)

<https://help.systeme.io/article/272-is-it-possible-to-use-a-private-email-address-to-send-emails-from-systemeio>

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5. Payment Processor - Choose any one (But Both Recommended)

Stripe (International) – business account login or team member access

<https://support.stripe.com/questions/invite-team-members-or-developers-to-access-your-stripe-account>

OR PayPal Business – login access or user access

<https://www.paypal.com/bm/webapps/mpp/business-support/account-management>

<https://www.paypal.com/in/cshelp/article/how-do-i-manage-users-on-my-business-account-help274>

If you need any help, email us.

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6. Brand Details

Business/Brand Name/Your Name as a Brand

Tagline (if any)

Brand Color

Instagram handle or other social media (optional)

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Setup delivery time: 4-7 business days

> All your data is kept confidential and securely deleted after completion.