

Arcadian Claims — Website Handover Document (GitHub + Vercel + GoDaddy DNS)

1) What is set up

The Arcadian Claims website is fully set up with:

- **Gmail (owner account):** arcadianclaims@gmail.com
Used for account ownership, password resets, and service notifications.
 - **GitHub (source code):** <https://github.com/arcadianclaims/arcadianclaims>
Stores the full website code and version history.
 - **Vercel (hosting / deployment):** connected to GitHub for automatic deployments.
Current production domains are configured and live:
 - <https://arcadianclaims.com> (Production)
 - <https://www.arcadianclaims.com> (Production)
 - <https://arcadianclaims-rose.vercel.app> (Production)
 - **DNS Provider / Registrar: GoDaddy**
DNS records route arcadianclaims.com and www.arcadianclaims.com to Vercel.
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2) Live Website Links (Production)

- Primary: <https://arcadianclaims.com>
- Secondary: <https://www.arcadianclaims.com>
- Vercel fallback URL: <https://arcadianclaims-rose.vercel.app>

All are currently shown as **Valid Configuration** and **Production** in Vercel.

3) Account Ownership (Important)

Primary owner email: arcadianclaims@gmail.com

This Gmail controls access to:

- GitHub (repository access, collaborator invites, password resets)
- Vercel (deployments, domains, project settings, logs)
- Any service notifications and billing emails

Strong recommendations

- Enable **2-Step Verification** on Gmail.
- Add recovery phone + recovery email.

- Store backup codes securely.
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4) GitHub Repository (Source Code)

Repo URL: <https://github.com/arcadianclaims/arcadianclaims>

What GitHub is used for

- Stores the website source code
- Tracks every change (history)
- Allows future developers to maintain and extend the site

How updates should be made

- A developer makes changes locally, then pushes updates to GitHub.
- Once code is pushed, Vercel automatically deploys (see next section).

Future use

- To give a new developer access: GitHub → Repo → Settings → Collaborators (invite by email/username).
 - Do not delete the repository (it's the main backup + history of the site).
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5) Vercel Hosting (Deployments)

What Vercel does

- Hosts the website frontend
- Builds and deploys automatically from GitHub
- Manages production deployments for:
 - arcadianclaims.com
 - www.arcadianclaims.com
 - arcadianclaims-rose.vercel.app

Deployment flow (how the site updates)

1. Developer pushes a code update to GitHub
2. Vercel detects the change
3. Vercel builds and deploys automatically
4. Production updates live once deployment succeeds

Where to check status

- Vercel Dashboard → Project → Deployments
 - “Success” means the update is live
 - If there is an error, view the build logs there

Rollback (if an update breaks the site)

- Vercel keeps past deployments
 - You can redeploy a previous stable version from the Deployments page
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6) Domain + DNS (GoDaddy)

Domain: arcadianclaims.com

DNS Provider/Registrar: GoDaddy

Current status: Both arcadianclaims.com and www.arcadianclaims.com show **Valid Configuration** on Vercel.

How the domain works

- GoDaddy DNS contains records that point the domain to Vercel.
- Vercel confirms the DNS is correct and serves the website for those domains.

Where DNS is managed

- GoDaddy → My Products → Domains → arcadianclaims.com → DNS / Manage DNS

Important notes

- Do not remove/edit DNS records unless you intend to change hosting.
 - If DNS records are changed incorrectly, the domain may stop resolving to the site.
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7) What to do in the future (common tasks)

A) Updating the website

- Hire a developer (or I can help coordinate changes)
- Developer pushes code updates to GitHub
- Vercel auto-deploys to production

B) Giving access to someone else

- **GitHub:** invite collaborator to the repo
 - **Vercel:** invite them to the Vercel project/team
 - Keep Gmail ownership with the client (recommended)
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