Site Password and Exclusions tutorial – bullet points

- Log into your ESP Websites admin

- Select your site

- Click Settings

- Click Select Site Password

- Check the box for "Enable Password Protection"

- Change the "Password Prompt Text" (optional)

- Enter the password you wish to use

- Save

- Click on Exclusions

- Select all lists by using the double arrows, pointing to the right

- Select a single or several lists by highlighting list(s) and use the single arrow, pointing to the right

    o To move all lists back, use the double arrow, pointing to the left

    o To move a single or several lists back, highlight a list one at a time and use single arrow, pointing to the left

- Save