

How To Create A WordPress Backup

Your Premium WordPress Hosting account allows you to quickly create and manage backups of your website. This article will show you where to do that within the CHI portal.

- Step 1. In order to configure backups for your WestHost WordPress hosting, you will need to log into your CHI control panel.
- Step 2. Click on the WordPress icon in the top left hand corner of your screen.
- Step 3. Click on your domain name, again at the top left hand corner of your screen.
- Step 4. Click the "Backups" tab at the top of your screen as seen below.
- Step 5. Once you are viewing the Backups page, you will need to click the "Generate new Backup" button.

Step 1. In order to configure backups for your WestHost WordPress hosting, you will need to log into your CHI control panel.

Step 2. Click on the WordPress icon in the top left hand corner of your screen.

Step 3. Click on your domain name, again at the top left hand corner of your screen.

Step 4. Click the “Backups” tab at the top of your screen as seen below.

Step 5. Once you are viewing the Backups page, you will need to click the “Generate new Backup” button.

At this point you have the option to create a note so that you can differentiate the backups. Once the backup is taken, it cannot be renamed or changed, so it is important to name it appropriately.

From here you can restore or delete the backup.

If you have any questions concerning this task, please click the question mark from the menu on the left hand side of your screen to contact our technical support staff.