

# How To Create A WordPress Backup In CHI

*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: To configure backups for your Midphase WordPress hosting, you will need to log into your CHI control panel with your username and password.**

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

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

**Step 4. Next click the “Backups” tab from the menu at the top of your screen as seen below.**

**Step 5. Once you have reached the Backups page, you will need to click the “Generate new Backup” button.**

**Step 6. At this point, you have the option to create a note so that you can differentiate individual backups.**

Once the backup is created, 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 the Midphase technical support staff.