

MY DIGITAL ESTATE PLAN

Instructions for my family:

This document is a roadmap to my digital accounts and important information. It does **not** contain all of my passwords. Please use the information below to locate my digital estate instructions and trusted contacts.

Last Updated: _____



MY DIGITAL CONTACT

Primary person responsible: _____

Phone: _____ Email: _____

Backup person: _____

Phone: _____ Email: _____



APPLE

Apple Account / Apple ID email: _____

☐ Apple Legacy Contact has been designated

Legacy Contact: _____

Access Key location: _____



MICROSOFT / ONEDRIVE

Microsoft account email: _____

☐ OneDrive Digital Legacy has been established

Digital Legacy contact: _____

Digital Legacy code location: _____



GOOGLE

Google account/Gmail: _____

☐ Google Inactive Account Manager has been configured

Designated contact: _____

Google Photos/Drive contain important information: ☐ Yes ☐ No



PASSWORDS & DEVICES

Password manager: _____

Emergency access / instructions location: _____

iPhone/iPad/Mac passcode instructions: _____

Other important device: _____



WEBSITES & ONLINE ACCOUNTS

Domain registrar: _____

Web hosting: _____

WordPress / website information: _____

Important websites/domains: _____

Social media accounts: _____



IMPORTANT DIGITAL ACCOUNTS

☐ Banking / financial accounts

☐ Investment / retirement accounts

☐ Insurance accounts

☐ PayPal / Venmo / other payment accounts

☐ Online subscriptions

☐ Shopping accounts

☐ Other: _____



IMPORTANT DIGITAL FILES

Photos: _____

Important documents: _____

Computer/external drive backups: _____

Cloud storage: _____



WHAT I WANT YOU TO KNOW

Most important photos/files to preserve:

Accounts or websites that should NOT be immediately deleted:

Anything else my family should know:



IMPORTANT

Do not delete or close my email, cloud storage, computers, phones, websites, or online accounts until this document and my digital estate instructions have been reviewed.

Location of my complete digital estate information:

Location of my important legal/estate documents: