

Digital Legacy Checklist

✔ Step 1: List Your Key Accounts

- Email accounts
- Phone/computer login
- Photo storage or cloud accounts
- Social media accounts
- Shopping/subscription services
- Financial or insurance portals

✔ Step 2: Choose a Trusted Helper

- Select one trusted person
- Choose a backup person
- Tell them you have a plan
- Tell them where to find it

✔ Step 3: Organize Passwords Safely

- Choose one method:
 - Password notebook
 - Password manager
- Record your **top 10 important accounts first**
- Store securely
- Do not send passwords via email or text

✔ Step 4: Make Simple Decisions

- Photos:
 - Identify important albums or folders
 - Choose who should receive them
- Social media:
 - Memorialize
 - Delete
 - Leave as is
- Accounts:
 - Note any accounts to close

✔ Step 5: Write Your Digital Legacy Letter

Include:

- Where your account list is stored
- Your trusted helper's name
- Instructions for accounts and files
- Services to cancel

✔ Step 6: Keep It Updated

- Review once a year
- Update when passwords or devices change
- Confirm your helper still has access

✔ Simple First Step Today:

Set a 15-minute timer and list the accounts you remember



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