

Digital Legacy Planning Worksheet

So your family is not locked out of what matters. Store this with your will or estate papers.



Do not write passwords on this sheet. Record where things are and who should handle them. Keep passwords in a password manager with emergency access turned on.

Key information

My name: _____

Date completed: _____

My executor or trusted person: _____

Where my will and estate papers are kept: _____

Where my phone passcode is stored (sealed envelope, safe): _____

Password manager I use: _____

Emergency access set up for: _____

Legacy settings

Service	Done	Who I chose	Where to set it
Apple Legacy Contact	☐		Settings > your name > Sign-In & Security > Legacy Contact
Google Inactive Account Manager	☐		myaccount.google.com/inactive
Facebook legacy contact	☐		Settings > Memorialization settings
Password manager emergency access	☐		Your password manager's settings

Apple's access key is stored at: _____

My important accounts

List the accounts your family would need to find, close, or keep. Include the login email or username, never the password.

Account	Type	Login email or username	Who handles it	My wish

Type examples: email, phone carrier, bank, investment, utilities, subscriptions, cloud photos, social media. **Wish examples:** close, memorialize, download photos, transfer, keep paying until closed.

Photos and files

Where our family photos are stored: _____

Where important files and backups are: _____

Notes for my family

Review this sheet once a year and whenever you change phones or open a new account.