

Worksheet: Digital And Online Accounts

Getting Started

Your emails, photos, videos, and entertainment purchases are all part of your Digital Estate. Here's one way to manage the various services you use so they don't disappear or get deleted after you're gone. (Unless that's what you want.)

This worksheet includes the following:

- Your Electronic Devices
- Email/Messaging Services
- Social Media Accounts
- Shopping
- Payment/Money Management Information
- Video/Movies/Music Accounts
- Online Storage

DEVICES

- Phone Unlock/Access Code: _____
- Computer Unlock/Access Code: _____
- Tablet Unlock/Access Code: _____
- Other Unlock/Access Code: _____

PASSWORD MANAGER

Even if you don't use a password manager, you should still include where you keep your passwords in the "Notes & Instructions" field below (Example: Word document on your laptop.)

- Service: _____ Login Info: _____
- Notes & Instructions: _____

EMAIL

(Most Popular: Gmail, AOL, Yahoo, Hotmail, work-based, personally hosted)

- Provider: _____ Login: _____
- Instructions: _____

- Provider: _____ Login: _____
- Instructions: _____

- Provider: _____ Login: _____
- Instructions: _____

- Other/Notes:

SOCIAL MEDIA

(Most Popular: Facebook, Twitter, LinkedIn, Instagram, Google+, Pinterest)

Site: _____ Login: _____

Instructions: _____

Site: _____ Login: _____

Instructions: _____

Other/Notes: _____

SHOPPING

(Most Popular: Amazon, Ebay, Target, Walmart, Best Buy)

Site: _____ Login: _____

Instructions: _____

Site: _____ Login: _____

Instructions: _____

Other/Notes: _____

PAYMENT/MONEY MANAGEMENT ACCOUNTS

(Most Popular: PayPal, Google Wallet, Mint, LearnVest, WePay)

Site: _____ Login: _____

Instructions: _____

Site: _____ Login: _____

Instructions: _____

Other/Notes: _____

CLOUD STORAGE ACCOUNTS

(Most Popular: Dropbox, iCloud, Microsoft OneDrive, SugarSync, Box)

Service: _____ Login: _____
Instructions: _____

Service: _____ Login: _____
Instructions: _____

Other/Notes: _____

VIDEO STREAMING ACCOUNTS

(Most Popular: Netflix, Hulu, Amazon Prime, Vudu, Redbox)

Service: _____ Login: _____
Instructions: _____

Service: _____ Login: _____
Instructions: _____

Other/Notes: _____

MUSIC ACCOUNTS

(Most Popular: iTunes, Spotify, Pandora, Rdio, Lastfm)

Service: _____ Login: _____
Instructions: _____

Service: _____ Login: _____
Instructions: _____

Other/Notes: _____

GAMING

(Most Popular: Xbox Live, PlayStation Plus, Steam, Battle.net)

Service: _____ Login: _____

Instructions: _____

Service: _____ Login: _____

Instructions: _____

Other/Notes: _____

BLOGGING/WEB HOSTING ACCOUNTS & SERVICES

(Most Popular: Tumblr, Blogger, Wordpress, Weebly, GoDaddy, Network Solutions)

Site/Service: _____ Login: _____

Instructions: _____

Site/Service: _____ Login: _____

Instructions: _____

Other/Notes: _____

SOFTWARE LICENSES

(Most Popular: Microsoft Office, iWorks, Adobe CS, Quickbooks, Turbo Tax, Antivirus Software)

Company: _____ Login: _____

Instructions/License Info: _____

Company: _____ Login: _____

Instructions/License Info: _____

Other/Notes: _____

FOOD/DELIVERY SERVICES

(Most Popular: Costco, Fresh Direct, Seamless)

Service: _____ Login: _____

Instructions: _____

Service: _____ Login: _____

Instructions: _____

Other/Notes: _____

TRAVEL/TICKETING/REWARDS

(Example: Airline, rental car, casino rewards, Uber, Ticketmaster)

Airline: _____ Frequent Flyer #: _____

Instructions: _____

Rental Car: _____ Member #: _____

Instructions: _____

Company: _____ Login Info: _____

Instructions: _____

Other/Notes: _____

MESSAGING SERVICES/VOIP

(Most Popular: Skype, WhatsApp, Kik, Snapchat)

Username: _____ Phone #: _____

Instructions: _____

Username: _____ Phone #: _____

Instructions: _____

NOTES & PERSONAL THOUGHTS

Use this section for any important information, personal thoughts, or anything we may have missed. Remember, you can do this all online. Create an Everplan so this info, along with much more, is neatly organized, securely stored, and easy to share with the people you care about most.
