

DIGITAL ASSET INVENTORY/CHECKLIST

If you have a home computer, smartphone or email account or if you engage in any activities on the internet, please complete the following:

- 1. Computer and phone information.** List all of your personal and professional computers, tablets, notebooks and smartphones and identify the user name and password to access each device.
- 2. Email information.** List all of your email addresses, describe what activities the email address is used for (e.g., personal, professional, or to receive unwanted messages) and identify the password for each.
- 3. Social networking profiles.** List the usernames and passwords to each of your social networking profiles (e.g., LinkedIn, Facebook, Twitter, etc.). If you die or become disabled, should your profile be deleted? If not, who should be responsible for continuing your profile, and what would you like them to do with it?
- 4. Blogs, webpages and domain names.** List all of your blogs, domain names and webpages and indicate the registrar/host for each. If you die or become disabled, should these sites be continued? If so, how and by whom?
- 5. Online financial information.** List each bank and brokerage account for which you have online access, and indicate your username and password for each account. If you have a PayPal or other online purchasing account, list your username and password.
- 6. Digital Photos.** If you take photos digitally, describe where you store photos, list any photo sharing websites that you use, and indicate your username and password for each site.
- 7. Other online accounts/information.** List any other online accounts or digital information that may be important or valuable. If relevant, describe what you would like to happen to that account if you die or become disabled.
- 8. Confidentiality.** Is there any sensitive information in the online accounts listed above that should be kept secret from some of your family and friends? If so, how should that information be handled and by whom?