

**Vander May Wayne Colonial Funeral Home, inc.**

**567 Ratzer Road, Wayne, NJ 07470**

**[www.vandermay.com](http://www.vandermay.com) / 973 696 2900**

## **Digital Footprint & Password Checklist**

Planning ahead can make it much easier for your family or designated representative to manage your digital affairs after your death. Keep this information in a secure location and update it regularly. Be sure to share the location of this list with those who will be in charge of your digital affairs at your passing. **Do not leave passwords in an unsecured document or in an easily accessible location.**

### **Personal & Communication Accounts**

- Primary email account(s)
- Secondary/alternate email accounts
- Gmail, Outlook, Yahoo, iCloud, etc.
- Cell phone account and voicemail
- Social media accounts — Facebook, Instagram, X, LinkedIn, TikTok, Snapchat, etc.
- Messaging accounts — WhatsApp, Messenger, Signal, etc.
- Personal websites, blogs, or domain names

### **Financial Accounts**

- Online banking and checking/savings accounts
- Credit card accounts
- Investment and brokerage accounts
- Retirement accounts — 401(k), IRA, etc.
- PayPal, Venmo, Zelle, Cash App and other payment services
- Cryptocurrency accounts and digital wallets
- Online bill-payment accounts
- Mortgage, loans and other financial accounts

### **Insurance & Important Services**

- Life insurance websites/portals
- Health, dental and vision insurance portals
- Homeowners/renters insurance
- Automobile insurance
- Online benefits or pension portals
- Utilities — electric, gas, water, telephone, internet
- Alarm/security system accounts

### **Shopping & Subscription Accounts**

- Amazon and other online shopping accounts
- Grocery and delivery services
- Meal-delivery services
- Streaming services — Netflix, Hulu, Disney+, etc.
- Music services — Spotify, Apple Music, etc.
- Newspaper and magazine subscriptions
- Gaming accounts
- Memberships and recurring subscriptions

### **Digital Property & Personal Files**

- Computer login passwords
- Smartphone and tablet passcodes
- Apple ID / Google Account / Microsoft Account
- Cloud storage — iCloud, Google Drive, OneDrive, Dropbox, etc.
- Photo and video storage
- Digital documents and records
- External hard drives and USB drives
- Password manager and master password
- Website/domain registrar accounts
- Digital artwork, music, books, or other purchased content

## Other Important Access

- Home Wi-Fi/router password
- Smart-home devices and security cameras
- Smart locks and garage-door systems
- Vehicle apps and connected-car accounts
- Airline/hotel/travel reward accounts
- Professional or business accounts
- Employer-related accounts or devices
- Any other account requiring a username, password, PIN, or security code

## Important Information to Record for Each Account

**Company/Service:** \_\_\_\_\_

**Website/App:** \_\_\_\_\_

**Username/Email:** \_\_\_\_\_

**Password:** \_\_\_\_\_

**Security PIN/Passcode:** \_\_\_\_\_

**Two-Factor Authentication Method:** \_\_\_\_\_

## What Should Happen to This Account?

☐ Keep it active ☐ Close it ☐ Memorialize it ☐ Transfer it ☐ Other: \_\_\_\_\_

## Additional Instructions:

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## Important Reminder

Consider naming a trusted person who should have access to this information when needed. Also document **where the passwords and instructions are stored**, such as a password manager, safe, or sealed document. Review this information at least once a year and whenever you change an important password or open a new account.

**Your digital executor may need more than your passwords.** Make sure your estate-planning documents clearly address your wishes concerning digital accounts, photographs, social media, electronic records, and other digital property.