

PodVault – Quick Start Guide

What the PodVault Is

The PodVault is a secure place to record **where important information can be found** — so your family always knows what to do in an emergency.

- You do **not** upload documents or sensitive data.
 - You simply guide people to the right place.
 - Even a few entries make a difference.
-

Before You Begin (Good to Know)

- The PodVault meets **SOC 2 Type II standards** for secure data handling.
- Do **not** include:
 - Bank account numbers
 - PIN numbers
 - Login details

Instead, record **where this information is kept**.

Anyone with access to your vault is someone you trust and will already know the relevant locations.

Set Up Your Vault

[Register →](#)

1. Register using your **Podplan email address**
 2. Create a password
 - You may use the same password as Podplan
 - Or choose a different one if you want to keep the vault private
 3. Share your password only with people who need access
-

Vault Sections

If you're unsure whether something belongs, include it anyway.



Documents

Where key paperwork is kept



Life Admin

Utilities, keys, pets, deliveries, accounts



Assets

Property, finances, sentimental items



Gifts

Gifts that may affect inheritance



Important People

Advisers and key contacts



Other Notes

Medical info, care plans, wishes

Where to Start

Start with  **Documents**.

Add just **one entry**, for example:

Passport — top drawer of study cabinet, blue folder.

Keep It Up to Date



- Click the **green bell** on the vault dashboard to set update reminders
- The vault records your **last login date** automatically
- You don't need to update everything — small changes matter

Important Reminder

 The PodVault is **not a legal document** and does not replace a will.
If you have specific instructions for assets, include them in your will.

Helpful Tips

You don't need to be perfect — this is a living guide

If you're unsure whether something belongs, include it anyway

You can edit, add, or remove information at any time

Even partial information is better than none

One hour today can spare your family weeks of confusion later.

Next Step

Log in to your PodVault and add your first entry.

Start small. Start now. Protect their clarity.