

Digital Assets Register Template

Introduction

In today's world, our lives are increasingly digital. From photos stored in the cloud to online banking, email, social media, and even cryptocurrency – our digital footprint often holds personal, financial, and sentimental value.

This **Digital Assets Register** helps you (or your nominated executor) identify, record, and manage these digital accounts and files in an organised and secure way.

You may be completing this as part of your own digital legacy plan, or you may have been asked to assist as a Digital Executor following someone's death. Either way, this register is designed to make a complex process clearer, more secure, and easier to manage over time.

By documenting the key details of a person's online life, from account types and service providers to access instructions and intended wishes, you can help ensure their digital legacy is handled with care and respect. This register also reduces the risk of important assets being lost, inaccessible, or misused after death.



✓ **Tip:** Record *where* information is stored, not necessarily passwords themselves. For example, note “stored in password manager” or “kept with solicitor.”

This approach aligns with best-practice recommendations from privacy and estate-planning bodies such as the **American Bar Association**, the **Law Society of England & Wales**, and **GDPR-based data-protection authorities** across the EU, which emphasise **minimising direct exposure of credentials** while ensuring clear retrieval processes.

Record digital accounts

Use below sections to help your digital executor know what to do with the different digital accounts you have (e.g. Facebook, Cloud Storage, Subscriptions like Netflix, etc.) and provide instructions for each, so they can follow through with your instructions when time comes.



E-mail Accounts

Provider name

Website location

Wishes (instructions)

Access instructions (optional)

(e.g. Gmail, Outlook, etc)

(e.g. Close, Memorialize, Retain, Delete)

(e.g. username, password)

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Storage

Provider name

Location

Wishes (instructions)

Access instructions (optional)

(e.g. OneDrive, Drive, etc)

(e.g. PC, Phone, Cloud, etc)

(e.g. Close, Memorialize, Retain, Delete)

(e.g. username, password)

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Social Media

Provider name

(e.g. Facebook, TikTok, etc)

Wishes (instructions)

(e.g. Close, Memorialize, Retain, Delete)

Access instructions (optional)

(e.g. username, password)

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Photos and videos

Location

(e.g. Google Photos, Phone, etc)

Wishes (instructions)

(e.g. Close, Memorialize, Retain, Delete)

Access instructions (optional)

(e.g. username, password)

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Financial and utilities

Provider

(e.g. Online banking, PayPal, Tax, energy,
insurance, phone, etc)

Wishes (instructions)

(e.g. Close, Memorialize, Retain, Delete)

Access instructions (optional)

(e.g. username, password)

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Subscriptions

Provider

(e.g. Netflix, Spotify, Amazon, etc)

Wishes (instructions)

(e.g. Close, Memorialize, Retain, Delete)

Access instructions (optional)

(e.g. username, password)

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Domain and website

Provider

(e.g. Personal blog, website, domain)

Wishes (instructions)

(e.g. Close, Memorialize, Retain, Delete)

Access instructions (optional)

(e.g. username, password)

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Other services

Provider

Wishes (instructions)


Access instructions (optional)

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Secure document storage

Keeping track of where your important documents and digital files are stored helps your executor or family find what they need when the time comes. Use this section to note where key items are kept and who can access them if needed.

You might store some items in a locked drawer, a home safe, with your solicitor, or in a secure digital service.

 **Tip:** Consider using a **secure digital vault** (such as the Forevermore Vault) to safely store copies of important files. This can help protect against loss, device failure, or unauthorised access.

Important documents:

List where each item is stored and who can access it:

This Planner

Where stored:

Who has access:

Will and Estate Papers

Where stored:

Who has access:

Backup Drive or USB

Where stored:

Who has access:

Digital or Cloud Storage Services

(e.g. Google drive, Dropbox, Forevermore Vault, etc)

Where stored:

Who has access:

Other Important Documents / Notes
