

1 Review & Print your Will

Once you have been notified that your Will has been drafted, log in to your account and review its contents to make sure everything is as you want it. Once you're satisfied, download your Will and print it single-sided.

☐ Have you read your Will?

☐ Is your Will printed single-sided?

2 Signing, witnessing and dating your Will

When you are happy, your Will needs to be signed and witnessed by two people who are not named in your Will.

☐ Do you have two independent witnesses who are **NOT** named in your Will (including the Trustees or Executors, beneficiaries, partner, children, guardians etc), and preferably not family members?

☐ Have you signed each page of your will where indicated in front of both your witnesses?

☐ Have you printed the date on which you signed in the space provided?

☐ Are both witnesses over the age of 18?

☐ Have both witnesses signed each page and filled in their details in front of each other and in front of you?

3 Sending us your Will

Once your Will has been signed and witnessed, please scan and upload a copy to the Footprint portal. We will review the electronic copy to confirm whether it has been signed in the right places.

☐ Are all your documents in the correct order?

☐ If you have the Will It product have you uploaded your Will to your vault?

☐ Have you scanned your signed Will and uploaded it to your Footprint account for us to check against our Will signing checklist?

4 Storing your Will safely

Once you've signed and witnessed your Will, store the original in a safe, secure place, ideally a fireproof and waterproof safe. Two things to do before you're done:

☐ Tell your executor and a trusted loved one where your original Will is stored.

☐ Keep a copy with your other important documents for easy reference.
