



digital estate planning



your step-by-step guide on how to take care of your digital assets

1

take inventory

Compile a list of digital assets, login credentials, and account information. (email accounts, social media profiles, online financial accounts, digital storage platforms, and any other relevant online services)

2

appoint a digital executor

Designate a trusted individual to manage your digital assets. Provide them with clear instructions and access to the necessary documents and passwords.

3

specify your wishes

Clearly state how you want your digital assets to be managed (whether you want them to be archived, deleted, or transferred to specific individuals. Consider the sentimental value of certain accounts and files).

4

use online tools and services

Utilize platform-specific features for digital estate planning. Facebook/Instagram and Apple have a policy of nominating a legacy contact; Twitter, Gmail, AOL, Yahoo, and SnapChat allow loved ones to deactivate a loved one's account; and LinkedIn allows you to do both.

5

regularly update your plan

Periodically review and update your digital estate plan. This ensures that your plan remains up-to-date and relevant to the ever-changing online world.

6

consider a password manager

Use a password manager for secure access to passwords. These service will allow you to nominate an emergency contact who then can have access to all of your passwords, making it easier and less cumbersome to transfer data.