



**Whilst I'm alive**  
**I'm working hard**  
**to be a dream**  
**dead person!**



# **DIGITAL ASSET PLAN**

How to manage my digital assets + footprint

**To My Attorneys / Executors,**

It is important to me to protect my digital assets in case I lose mental capacity or if I die.

I have completed a Digital Asset Plan which I will keep up to date, neatly organised, and stored in a secure file, until it is needed.

I have an online digital safe. I will keep the details of how to access this in a secure place, until it is needed.

My Digital Asset Plan includes critical information about:

- Electronic Devices
- Password Storage
- Online Files
- Email/Messaging Services
- Social Media Accounts
- Shopping
- Payment/Money Management Information
- Video/Movies/Music Accounts

I have designated my executors to access, handle, distribute and dispose of my digital assets and the power to obtain, access, modify, delete and control my passwords and other electronic credentials associated with my digital devices and digital assets.

I want to share my usernames and passwords for my executors to have access to my social media accounts after I am gone.

Please provide a copy of the death certificate to help deal with my digital assets.

Thank you for handling my digital assets for me.

Yours sincerely,

Name:

Date:

**DEVICES**

Most popular: desktops, laptops, tablets, digital notepads, storage devices, smartphones

*Please note: a phone that is locked by a password requires the passcode to gain access. If you do not have the access code, the chances of accessing the deceased's phone become substantially more complicated, in some cases requiring court actions to access.*

| Device  | Unlock Code | Notes |
|---------|-------------|-------|
| Phone   |             |       |
| Laptop  |             |       |
| Desktop |             |       |
| Tablet  |             |       |
| Other   |             |       |

**PASSWORD MANAGER**

Most Popular: 1Password, LastPass, Dashlane

| Service               | Log In | Password |
|-----------------------|--------|----------|
|                       |        |          |
| Notes   Instructions: |        |          |

**WIFI SERVICE**

| Service               | Log In | Password |
|-----------------------|--------|----------|
|                       |        |          |
| Notes   Instructions: |        |          |

**SECURITY QUESTIONS**

Questions used to authenticate identity to reset password

| Question              | Answer |
|-----------------------|--------|
|                       |        |
|                       |        |
|                       |        |
|                       |        |
| Notes   Instructions: |        |

**EMAIL**

Most Popular: Gmail, Outlook, AOL, Yahoo, Hotmail, work-based, personally hosted

- I wish for all emails and archives as well as my email address to be DELETED in their entirety to furthest extent possible.
- I would like all of my emails and email archives to be SAVED in a convenient medium for the potential future use of my heirs.
- I would like NOTHING done with my email after I am gone.
- I have no preference with regard to my email.

| Email                 | Log In | Password |
|-----------------------|--------|----------|
|                       |        |          |
|                       |        |          |
|                       |        |          |
| Notes   Instructions: |        |          |

**SOCIAL MEDIA**

Most Popular: Facebook, Twitter, LinkedIn, Instagram, Google+, Pinterest

**FACEBOOK**

| Login  | Password |
|--|----------|
|  |          |
| <p>Instructions:</p> <p><input type="checkbox"/> I wish for my Facebook account to be DELETED in its entirety to furthest extent possible;</p> <p><input type="checkbox"/> as soon as practicable after I am gone.</p> <p><input type="checkbox"/> 3 months after I am gone.</p> <p><input type="checkbox"/> 6 months after I am gone.</p> <p><input type="checkbox"/> 12 months after I am gone.</p> <p><input type="checkbox"/> I would like my Facebook account to be MEMORALISED by adding "Remembering" to my account and removing it from search results.</p> <p><input type="checkbox"/> I would like NOTHING done with my Facebook account after I am gone.</p> <p><input type="checkbox"/> I have no preference with regard to my Facebook account.</p> |          |

**INSTAGRAM**

| Login  | Password |
|--|----------|
|  |          |
| <p>Instructions:</p> <p><input type="checkbox"/> I wish for my Instagram account to be DELETED in its entirety to furthest extent possible;</p> <p><input type="checkbox"/> as soon as practicable after I am gone.</p> <p><input type="checkbox"/> 3 months after I am gone.</p> <p><input type="checkbox"/> 6 months after I am gone.</p> <p><input type="checkbox"/> 12 months after I am gone.</p> <p><input type="checkbox"/> I would like my Instagram account to be MEMORALISED by adding "Remembering" to my account and removing it from search results.</p> <p><input type="checkbox"/> I would like NOTHING done with my Instagram account after I am gone.</p> <p><input type="checkbox"/> I have no preference with regard to my Instagram account.</p> |          |

**TWITTER**

| Login  | Password |
|--|----------|
|  |          |
| <p>Instructions:</p> <p><input type="checkbox"/> I wish for my Twitter account to be DELETED in its entirety to furthest extent possible.</p> <p><input type="checkbox"/> I would like NOTHING done with my Twitter account after I am gone.</p> <p><input type="checkbox"/> I have no preference with regard to my Twitter account.</p> |          |

**SNAPCHAT**

| Login  | Password |
|--|----------|
|  |          |
| <p>Instructions:</p> <p><input type="checkbox"/> I wish for my Snapchat account to be DELETED in its entirety to furthest extent possible</p> <p><input type="checkbox"/> I have no preference with regard to my Snapchat account.</p> |          |

**OTHER**

| Login   | Password |
|---|----------|
|   |          |
| <p>Instructions:</p> <p><input type="checkbox"/> I wish for my ..... account to be DELETED in its entirety to furthest extent possible;</p> <p><input type="checkbox"/> I would like my ..... account to be MEMORALISED by adding "Remembering" to my account and removing it from search results.</p> <p><input type="checkbox"/> I would like NOTHING done with my ..... account after I am gone.</p> <p><input type="checkbox"/> I have no preference with regard to my ..... account.</p> |          |

**OTHER**

| Login   | Password |
|---|----------|
|   |          |
| <p>Instructions:</p> <p><input type="checkbox"/> I wish for my ..... account to be DELETED in its entirety to furthest extent possible;</p> <p><input type="checkbox"/> I would like my ..... account to be MEMORALISED by adding "Remembering" to my account and removing it from search results.</p> <p><input type="checkbox"/> I would like NOTHING done with my ..... account after I am gone.</p> <p><input type="checkbox"/> I have no preference with regard to my ..... account.</p> |          |

**OTHER**

| Login   | Password |
|---|----------|
|   |          |
| <p>Instructions:</p> <p><input type="checkbox"/> I wish for my ..... account to be DELETED in its entirety to furthest extent possible;</p> <p><input type="checkbox"/> I would like my ..... account to be MEMORALISED by adding "Remembering" to my account and removing it from search results.</p> <p><input type="checkbox"/> I would like NOTHING done with my ..... account after I am gone.</p> <p><input type="checkbox"/> I have no preference with regard to my ..... account.</p> |          |



**ONLINE SHOPPING**

Most Popular: Amazon, Ebay, Iconic, CrazySales

| Service               | Log In | Password |
|-----------------------|--------|----------|
|                       |        |          |
|                       |        |          |
|                       |        |          |
| Notes   Instructions: |        |          |

**PAYMENT / MONEY MANAGEMENT ACCOUNTS**

Most Popular: PayPal, Google Wallet, Apple Pay

| Service               | Log In | Password |
|-----------------------|--------|----------|
|                       |        |          |
|                       |        |          |
|                       |        |          |
| Notes   Instructions: |        |          |

**CLOUD STORAGE ACCOUNTS**

Most Popular: Dropbox, iCloud, Microsoft OneDrive

| Service               | Log In | Password |
|-----------------------|--------|----------|
|                       |        |          |
|                       |        |          |
| Notes   Instructions: |        |          |

**VIDEO + MUSIC STREAMING SERVICES**

Most Popular: Foxtel, Netflix, Paramount, DisneyPlus, Spotify, Pandora

| Service               | Log In | Password |
|-----------------------|--------|----------|
|                       |        |          |
|                       |        |          |
|                       |        |          |
|                       |        |          |
|                       |        |          |
|                       |        |          |
|                       |        |          |
|                       |        |          |
|                       |        |          |
| Notes   Instructions: |        |          |

**GAMING ACCOUNTS**

Most Popular: Xbox, Playstation

| Service               | Log In | Password |
|-----------------------|--------|----------|
|                       |        |          |
|                       |        |          |
|                       |        |          |
| Notes   Instructions: |        |          |

**DOMAIN HOSTING, WEBHOSTING, BLOG etc**

Most Popular: Crazy Domains, Ventra IP, WordPress, Square Space, BlogSpot

| Service               | Log In | Password |
|-----------------------|--------|----------|
|                       |        |          |
|                       |        |          |
|                       |        |          |
|                       |        |          |
|                       |        |          |
| Notes   Instructions: |        |          |

**SOFTWARE LICENSES**

Most Popular: Office 365, Outlook, Adobe, Xero, Turbo Tax, Canva

| Service               | Log In | Password |
|-----------------------|--------|----------|
|                       |        |          |
|                       |        |          |
|                       |        |          |
|                       |        |          |
|                       |        |          |
|                       |        |          |
| Notes   Instructions: |        |          |

**FOOD DELIVERY**

Most Popular: Coles Online, Woolies Online, DoorDash, Uber Eats

| Service               | Log In | Password |
|-----------------------|--------|----------|
|                       |        |          |
|                       |        |          |
|                       |        |          |
|                       |        |          |
|                       |        |          |
| Notes   Instructions: |        |          |

**TRAVEL & TICKETING**

Most Popular: Qantas, Virgin, Ticketek, TicketMaster

| Service               | Log In | Password & FF Number |
|-----------------------|--------|----------------------|
|                       |        |                      |
|                       |        |                      |
|                       |        |                      |
|                       |        |                      |
| Notes   Instructions: |        |                      |

| Service | Login | Password / PIN | Notes |
|---------|-------|----------------|-------|
|         |       |                |       |
|         |       |                |       |
|         |       |                |       |
|         |       |                |       |
|         |       |                |       |

ADDITIONAL NOTES

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.....  
.....  
.....  
.....  
.....

Date this information was last reviewed: .....

.....  
**Signature**

# ESTATE YOUR LAWYER

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