

# Worksheet: Digital And Online Accounts

## Getting Started

Your emails, photos, videos, and entertainment purchases are all part of your Digital Estate. Here's one way to manage the various services you use so they don't disappear or get deleted after you're gone. (Unless that's what you want.)

This worksheet includes the following:

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

## Remember

Since digital account information can frequently change, we suggest you [Create an Everplan](#), which allows you to easily and securely update and share this vital information with the people you trust.

### DEVICES

- Phone                      Unlock/Access Code: \_\_\_\_\_
- Computer                      Unlock/Access Code: \_\_\_\_\_
- Tablet                      Unlock/Access Code: \_\_\_\_\_
- Other                      Unlock/Access Code: \_\_\_\_\_

### PASSWORD MANAGER

Even if you don't use a password manager, you should still include where you keep your passwords in the "Notes & Instructions" field below (Example: Word document on your laptop.)

- Service: \_\_\_\_\_                      Login Info: \_\_\_\_\_
- Notes & Instructions: \_\_\_\_\_

### EMAIL

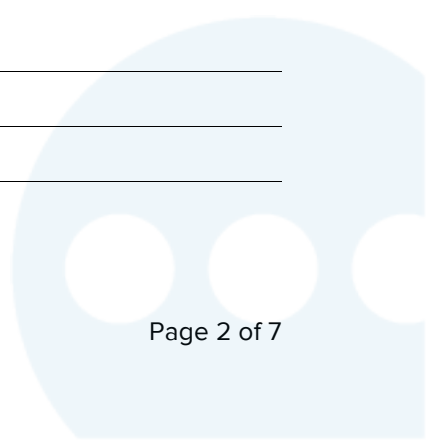
**(Most Popular:** Gmail, AOL, Yahoo, Hotmail, work-based, personally hosted)

- Provider: \_\_\_\_\_                      Login: \_\_\_\_\_
- Instructions: \_\_\_\_\_

- Provider: \_\_\_\_\_                      Login: \_\_\_\_\_
- Instructions: \_\_\_\_\_

- Provider: \_\_\_\_\_                      Login: \_\_\_\_\_
- Instructions: \_\_\_\_\_

- Other/Notes:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



### SOCIAL MEDIA

**(Most Popular:** Facebook, Twitter, LinkedIn, Instagram, Google+, Pinterest)

Site: \_\_\_\_\_ Login: \_\_\_\_\_

Instructions: \_\_\_\_\_

Site: \_\_\_\_\_ Login: \_\_\_\_\_

Instructions: \_\_\_\_\_

Other/Notes: \_\_\_\_\_

### SHOPPING

**(Most Popular:** Amazon, Ebay, Target, Walmart, Best Buy)

Site: \_\_\_\_\_ Login: \_\_\_\_\_

Instructions: \_\_\_\_\_

Site: \_\_\_\_\_ Login: \_\_\_\_\_

Instructions: \_\_\_\_\_

Other/Notes: \_\_\_\_\_

### PAYMENT/MONEY MANAGEMENT ACCOUNTS

**(Most Popular:** PayPal, Google Wallet, Mint, LearnVest, WePay)

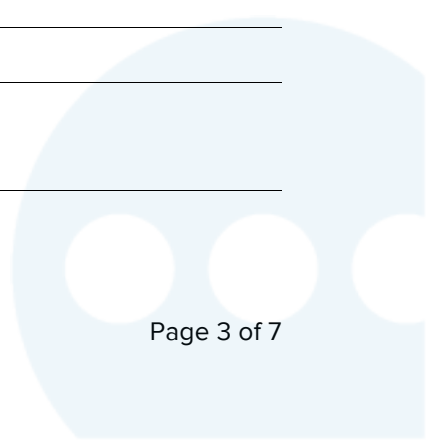
Site: \_\_\_\_\_ Login: \_\_\_\_\_

Instructions: \_\_\_\_\_

Site: \_\_\_\_\_ Login: \_\_\_\_\_

Instructions: \_\_\_\_\_

Other/Notes: \_\_\_\_\_



### CLOUD STORAGE ACCOUNTS

**(Most Popular:** Dropbox, iCloud, Microsoft OneDrive, SugarSync, Box)

Service: \_\_\_\_\_ Login: \_\_\_\_\_

Instructions: \_\_\_\_\_

Service: \_\_\_\_\_ Login: \_\_\_\_\_

Instructions: \_\_\_\_\_

Other/Notes: \_\_\_\_\_

### VIDEO STREAMING ACCOUNTS

**(Most Popular:** Netflix, Hulu, Amazon Prime, Vudu, Redbox)

Service: \_\_\_\_\_ Login: \_\_\_\_\_

Instructions: \_\_\_\_\_

Service: \_\_\_\_\_ Login: \_\_\_\_\_

Instructions: \_\_\_\_\_

Other/Notes: \_\_\_\_\_

### MUSIC ACCOUNTS

**(Most Popular:** iTunes, Spotify, Pandora, Rdio, Lastfm)

Service: \_\_\_\_\_ Login: \_\_\_\_\_

Instructions: \_\_\_\_\_

Service: \_\_\_\_\_ Login: \_\_\_\_\_

Instructions: \_\_\_\_\_

Other/Notes: \_\_\_\_\_

### GAMING

**(Most Popular:** Xbox Live, PlayStation Plus, Steam, Battle.net)

Service: \_\_\_\_\_ Login: \_\_\_\_\_

Instructions: \_\_\_\_\_

Service: \_\_\_\_\_ Login: \_\_\_\_\_

Instructions: \_\_\_\_\_

Other/Notes: \_\_\_\_\_

### BLOGGING/WEB HOSTING ACCOUNTS & SERVICES

**(Most Popular:** Tumblr, Blogger, Wordpress, Weebly, GoDaddy, Network Solutions)

Site/Service: \_\_\_\_\_ Login: \_\_\_\_\_

Instructions: \_\_\_\_\_

Site/Service: \_\_\_\_\_ Login: \_\_\_\_\_

Instructions: \_\_\_\_\_

Other/Notes: \_\_\_\_\_

### SOFTWARE LICENSES

**(Most Popular:** Microsoft Office, iWorks, Adobe CS, Quickbooks, Turbo Tax, Antivirus Software)

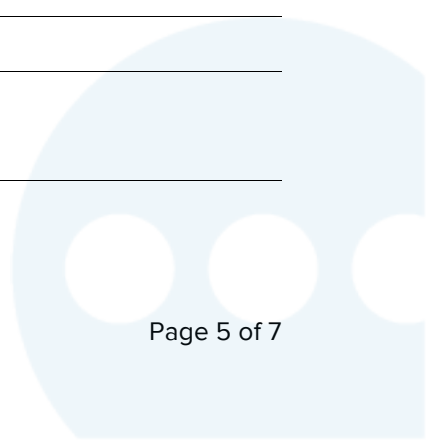
Company: \_\_\_\_\_ Login: \_\_\_\_\_

Instructions/License Info: \_\_\_\_\_

Company: \_\_\_\_\_ Login: \_\_\_\_\_

Instructions/License Info: \_\_\_\_\_

Other/Notes: \_\_\_\_\_



### FOOD/DELIVERY SERVICES

**(Most Popular:** Costco, Fresh Direct, Seamless)

Service: \_\_\_\_\_ Login: \_\_\_\_\_

Instructions: \_\_\_\_\_

Service: \_\_\_\_\_ Login: \_\_\_\_\_

Instructions: \_\_\_\_\_

Other/Notes: \_\_\_\_\_

### TRAVEL/TICKETING/REWARDS

**(Example:** Airline, rental car, casino rewards, Uber, Ticketmaster)

Airline: \_\_\_\_\_ Frequent Flyer #: \_\_\_\_\_

Instructions: \_\_\_\_\_

Rental Car: \_\_\_\_\_ Member #: \_\_\_\_\_

Instructions: \_\_\_\_\_

Company: \_\_\_\_\_ Login Info: \_\_\_\_\_

Instructions: \_\_\_\_\_

Other/Notes: \_\_\_\_\_

### MESSAGING SERVICES/VOIP

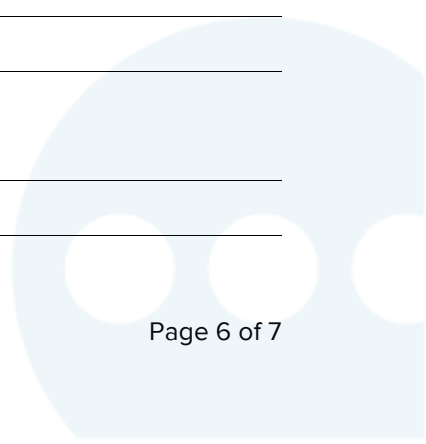
**(Most Popular:** Skype, WhatsApp, Kik, Snapchat)

Username: \_\_\_\_\_ Phone #: \_\_\_\_\_

Instructions: \_\_\_\_\_

Username: \_\_\_\_\_ Phone #: \_\_\_\_\_

Instructions: \_\_\_\_\_



## NOTES & PERSONAL THOUGHTS

Use this section for any important information, personal thoughts, or anything we may have missed. Remember, you can do this all online. Create an Everplan so this info, along with much more, is neatly organized, securely stored, and easy to share with the people you care about most.

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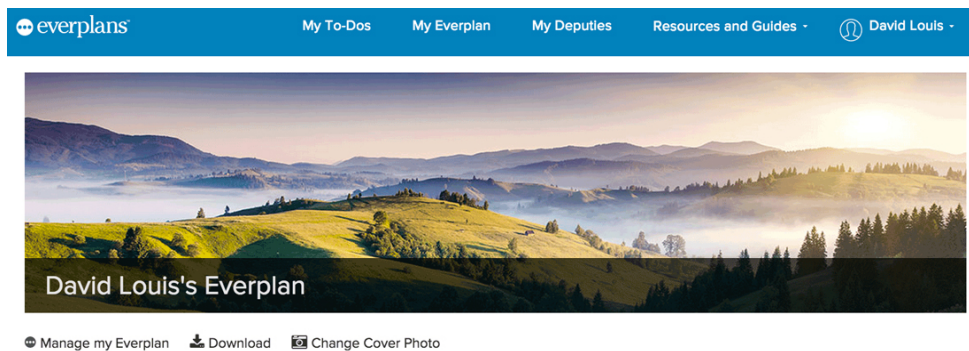
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## CREATE YOUR FREE EVERPLAN NOW: [www.everplans.com](http://www.everplans.com)

Create, store, and share all of the digital and online account information in this document (and so much more) in a personalized Everplan so it’s accessible to those who will need it.



Learn more about creating an Everplan at [www.everplans.com](http://www.everplans.com).

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