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DIGITAL ASSETS AND OTHER ONLINE ACCOUNTS INVENTORY

“Digital Assets” refers to personal information that is stored electronically or on-line. If you use email, make on-line purchases, have a password protected computer, ipad or iphone, or pay bills on line, then you have Digital Assets. Generally, to access your Digital Assets, you need a user name and/or password or PIN to access. It could be difficult, if not impossible to retrieve the information if a person becomes incapacitated or passes away.

Use this worksheet to record all of your digital assets by category. This worksheet should be kept in a safe, secure place, and should be shared only with those you trust, like a person with your power of attorney or your executor who might need this information at some point. **REMEMBER TO PASSWORDD PROTECT THIS DOCUMENT.**

Name: _____
 Address: _____
 Date Prepared: _____

Computers, tablets, laptops, ipads, hard drive, cell phone

	<i>Username</i>	<i>Password</i>	<i>Security Question</i>	<i>Security Answers</i>
<i>Home Computer</i>				
<i>Work Computer</i>				
<i>Tablet or iPad</i>				

	<i>Phone Number</i>	<i>Passcode</i>	<i>Voicemail Password</i>	<i>Other</i>
<i>Cell Phone #1</i>				
<i>Cell Phone #2</i>				

Email Accounts (such as Yahoo, Gmail, AOL, Outlook, Juno, employer)

<i>Email Provider/ Web Address</i>	<i>User Name/Email Address</i>	<i>Password</i>	<i>Security Answers</i>

Credit Cards

<i>Name of Financial Institution and Web Address</i>	<i>Account Number</i>	<i>User Name</i>	<i>Password</i>	<i>Security Answers</i>

Banking & Financial Accounts (such as banks, brokerage accounts, PayPal, Social Security, benefit Accounts)

<i>Name of Financial Institution and Web Address</i>	<i>Account Number</i>	<i>User Name</i>	<i>Password</i>	<i>Security Answers</i>

Online BillPay (such as Comcast, Hotwire, FPL, Utilities)

<i>Payment to & Web Address</i>	<i>User Name</i>	<i>Account Number</i>	<i>Password</i>	<i>Security Answers</i>

Benefit Accounts (such as airline miles, rental miles, hotel rewards, retailer rewards)

<i>Name of Benefit Account, Account Owner & web address</i>	<i>User Name</i>	<i>Password/Pin Number</i>	<i>Other</i>

Online Merchant Accounts (such as Amazon, Zappos, Ebay, Saks, Macys)

<i>Name of Online Merchant & web address</i>	<i>User Name</i>	<i>Password/Pin Number</i>	<i>Other</i>

Publications (such as newspapers, magazines, blogs)

<i>Name of Publication & web address</i>	<i>User Name</i>	<i>Password/Pin Number</i>	<i>Other</i>

Music and Arts Accounts (such as instagram, digital music, YouTube, Apple ID, Netflix, Hulu, Pandora, Spotify)

<i>Name of Website & web address</i>	<i>User Name</i>	<i>Password/Pin Number</i>	<i>Other</i>

Social Media (such as Facebook, Twitter, LinkedIn, Google, Snapchat)

<i>Name of Social Media Account, Account Holder and web address</i>	<i>User Name</i>	<i>Password/Pin Number</i>	<i>Other</i>

Website Accounts (such as hosting services, online business accounts, cloud storage, BitTorrent, Dropbox, Apple iCloud)

<i>Name of Web Site, Account Owner and web address</i>	<i>User Name</i>	<i>Password/Pin Number</i>	<i>Other</i>

Personal Interests (such as eHarmony, Match.com)

<i>Name of Web Site, Account Owner and web address</i>	<i>User Name</i>	<i>Password/Pin Number</i>	<i>Other</i>