RADER & COLEMAN, PL

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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 Personal Representative, who might need this information at some point. **REMEMBER TO PASSWORD PROTECT THIS DOCUMENT.**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Prepared: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | *Username* | *Password* | *Security Question* | | *Security Answers* |
| *Home Computer* |  |  |  | |  |
|  |  |  |  | |  |
| *Work Computer* |  |  |  | |  |
|  |  |  |  | |  |
| *Tablet or iPad* |  |  |  | |  |
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|  |  |  |  |  | |
|  |  |  |  |  | |
|  | *Phone Number* | *Passcode* | *Voicemail Password* | *Other* | |
| *Cell Phone #1* |  |  |  |  | |
| *Cell Phone #2* |  |  |  |  | |
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***Email Accounts (such as Yahoo, Gmail, AOL, Outlook, Juno, employer)***

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| --- | --- | --- | --- |
| *Email Provider/*  *Web Address* | *User Name/Email Address* | *Password* | *Security Answers* |
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***Credit Cards***

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| --- | --- | --- | --- | --- |
| ***Name of Financial Institution and Web Address*** | ***Account Number*** | ***User Name*** | ***Password*** | ***Security Answers*** |
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***Banking & Financial Accounts (such as banks, brokerage accounts, PayPal, Social Security, benefit Accounts)***

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| --- | --- | --- | --- | --- |
| ***Name of Financial Institution and Web Address*** | ***Account Number*** | ***User Name*** | ***Password*** | ***Security Answers*** |
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***Online BillPay (such as Comcast, Hotwire, FPL, Utilities)***

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| ***Payment to & Web Address*** | ***User Name*** | ***Account Number*** | ***Password*** | ***Security Answers*** |
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***Benefit Accounts (such as airline miles, rental miles, hotel rewards, retailer rewards)***

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| --- | --- | --- | --- |
| ***Name of Benefit Account, Account Owner & web address*** | ***User Name*** | ***Password/Pin Number*** | ***Other*** |
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***Online Merchant Accounts (such as Amazon, Zappos, Ebay, Saks, Macys)***

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| --- | --- | --- | --- |
| ***Name of Online Merchant & web address*** | ***User Name*** | ***Password/Pin Number*** | ***Other*** |
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***Publications (such as newspapers, magazines, blogs)***

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| ***Name of Publication***  ***& web address*** | ***User Name*** | ***Password/Pin Number*** | ***Other*** |
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***Music and Arts Accounts (such as instagram, digital music, YouTube, Apple ID, Netflix, Hulu, Pandora, Spotify)***

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| --- | --- | --- | --- |
| ***Name of Website & web address*** | ***User Name*** | ***Password/Pin Number*** | ***Other*** |
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***Social Media (such as Facebook, Twitter, LinkedIn, Google, Snapchat)***

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| --- | --- | --- | --- |
| ***Name of Social Media Account, Account Holder and web address*** | ***User Name*** | ***Password/Pin Number*** | ***Other*** |
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***Website Accounts (such as hosting services, online business accounts, cloud storage, BitTorrent, Dropbox, Apple iCloud)***

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| --- | --- | --- | --- |
| ***Name of Web Site, Account Owner and web address*** | ***User Name*** | ***Password/Pin Number*** | ***Other*** |
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***Personal Interests (such as eHarmony, Match.com)***

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| --- | --- | --- | --- |
| ***Name of Web Site, Account Owner and web address*** | ***User Name*** | ***Password/Pin Number*** | ***Other*** |
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