

Taking stock of your digital life

Is it time for a cuppa and a chat?

We can start by listing all our important online accounts:

- Email (e.g. Gmail, Outlook)
- Banking and finance apps
- Social media (e.g. Facebook, Instagram)
- Shopping accounts (e.g. Amazon)
- Cloud storage (e.g. Google Drive, Dropbox)
- Subscription services (e.g. Netflix)

Include digital assets:

- Photos, videos, documents
- Cryptocurrencies (e.g. Bitcoin)
- Domain names or online businesses

Record Access Information Safely

Create a secure list of:

- Usernames and passwords
- Security questions or backup codes

Store this securely:

- Password manager (e.g. LastPass or IPassword)
- Written copy stored in a safe place

Do not leave passwords openly accessible without protection

Consider a service like Legacy Trail to keep all this information together and easily accessible.

If you have a close network:

- Choose a trusted person (family member or friend)
- Discuss your wishes openly with them
- Consider naming them as a "digital executor" in your will

If you do NOT have a close network:

- Consider appointing:
 - A solicitor or legal professional
 - A trusted organisation or executor service
- Document clear written instructions
- Ensure your will specifies who has authority



Use Built-In Legacy Tools (Where Available)

Many platforms allow you to plan ahead:

- Set up Google Inactive Account Manager
- Choose a legacy contact on Facebook
- Review account policies for memorialisation or deletion

Document Your Wishes

Decide what should happen to each account:

- Delete, memorialise, or transfer access

Leave instructions for:

- Photos and personal files
- Social media presence
- Financial or business accounts

Include this in:

- A will
- A separate "digital legacy" document



Extra Considerations Based on Support Network

For people with strong support:

- Share enough information to avoid confusion or stress later
- Avoid overloading one person—consider backups

For people without close support:

- Consider using professionals (solicitors, executors, Legacy Trail)
- Leave clear, step-by-step written instructions
- Consider simplifying your digital footprint (fewer accounts)

Keep It Simple and Manageable

- Focus on the most important accounts first
- Don't aim for perfection—clarity is more important
- Even partial planning is better than none

Starting the Conversation

- Begin with a neutral reason (e.g. getting organised)
- Emphasise peace of mind, not death