

What This Section Is

This section records instructions for managing your digital life after your death. It provides a high level overview of you digital footprint, including social media accounts, cloud storage, photos, videos, online memberships, digital purchases, websites, creative work, and anything stored or accessed online that has personal, financial, or sentimental value.

Need To Create A Digital Legacy Plan?

[Key Resource]



Digital Life & Online
Accounts Information
Hub

Why This Section Matters While You’re Alive

Much of your life is now digital. Important memories, messages, financial information, and creative work may exist only online. Without guidance, loved ones may not know what accounts you have, where your photos are stored, or how to access important files. A clear plan helps protect your information, preserve what matters, and close or memorialize accounts in the way you prefer.

Quick Start Guidance

Complete the General Information and Quick Inventory sections of the worksheet.

Good To Know

Many companies limit what family members can access after a death. Some platforms allow a legacy contact or offer built in tools to manage accounts. Others require legal documents before releasing information, and some will not provide access at all.

A digital legacy plan gives your executor and loved ones clarity about what to save, what to delete, and what

Protect Your Digital Memories Your Photos and Messages May Be the Most Valuable Things You Leave Behind	Cloud libraries, message histories, voice notes, recordings, and shared albums often hold irreplaceable memories. If loved ones cannot access these accounts, entire chapters of a person’s life can disappear. Listing what should be saved and where it lives protects these memories and helps your family carry them forward.
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Tasks For This Section

- ☐ List major digital accounts, including email, cloud storage, social media, creative platforms, and subscription services.
- ☐ State how each account should be handled: closed, memorialized, saved, or transferred.
- ☐ Designate legacy contacts or account managers within specific platforms when available, such as Facebook, LinkedIn, or Google.
- ☐ Note where important digital files are stored and who should receive them.

Documents To Gather & Store

Additional Information Located: ☐ USB Drive | ☐ Other _____

- ☐ A printed summary of your digital accounts and instructions

☐ Notes about important files, collections, or creative work
- ☐ A list of legacy contacts designated on platforms that offer them

☐ A snapshot with the as of date to help your executor understand how current the information is

How This Information Will Be Used After A Death

Your executor and loved ones will use this plan to locate, preserve, or close your digital accounts. It guides them through what should be saved, what can be deleted, and which accounts require formal legal steps. A clear digital legacy plan reduces stress, protects privacy, and ensures that your digital memories and meaningful work are handled the way you intended.

Online Resources

Digital Life & Online Accounts Information Hub	How To Close Online Accounts	All Checklists	All Information Hubs
			

13. DIGITAL LEGACY PLAN

Use this worksheet to note whether you have a digital legacy plan, where it is located, and who should use it. This worksheet is for reference only. It is not legally binding and does not create legal authority over digital accounts.

1. GENERAL INFORMATION

Which best describes what you want to happen to your digital life?

- ☐ Preserve and archive as much as possible
- ☐ Preserve the important items, delete the rest
- ☐ Delete and close most things after essentials are handled
- ☐ Not sure yet

Your executor is the person with legal responsibility for administering your estate. If you would like a primary or backup person to help gather digital legacy information and support the executor, list them here with their contact details. It is up to your executor to decide whether to engage them.

Primary person

Backup person

2. QUICK INVENTORY

Check what you have so your executor or loved ones know what to look for.

Devices and phone plans

- ☐ Smartphone ☐ Tablet ☐ Laptop ☐ Desktop ☐ External drive(s) ☐ Other

Email and messaging

- ☐ Email account(s) ☐ Text messages ☐ iMessage ☐ WhatsApp ☐ Signal ☐ Telegram ☐ Facebook Messenger
- ☐ Other

Photos and videos

- ☐ Phone photo library ☐ Cloud photo storage ☐ External drives ☐ Shared family albums ☐ Professional photo sites
- ☐ Other

Online accounts and services

- ☐ Social media ☐ Shopping sites ☐ Streaming ☐ Subscriptions ☐ Cloud storage ☐ Websites or domains ☐ Online communities
- ☐ Other

Money related digital assets

- ☐ Online banking ☐ Payment apps ☐ Investment platforms ☐ Rewards points ☐ Crypto or digital wallets
- ☐ Other

13. DIGITAL LEGACY PLAN

3. TEXT MESSAGE & CHAT HISTORY

What do you want done with your messages?

- ☐ Keep private, do not review unless necessary for administration
- ☐ Review only to find key information (two factor codes, important conversations)
- ☐ Preserve meaningful threads for family
- ☐ Delete after essentials are handled
- ☐ Not sure

Where are your most important messages?

- ☐ On my phone
- ☐ Backed up to the cloud
- ☐ On another device
- ☐ Not sure

Use the following space to note anything specific someone would need to know about your text messages and chat history.

4. PHOTOS & VIDEOS

Where are your photos and videos stored?

- ☐ On my phone only
- ☐ Cloud photos (Apple, Google, Amazon, other)
- ☐ Cloud storage (Dropbox, OneDrive, iCloud Drive, other)
- ☐ External hard drive or USB
- ☐ Computer photo library
- ☐ Shared albums with family
- ☐ Not sure
- ☐ Other

What do you want done with them?

- ☐ Create an archive for family
- ☐ Share selected albums with specific people
- ☐ Delete private photos and keep the rest
- ☐ Do not review, keep private
- ☐ Delete everything when safe to do so
- ☐ Not sure

People who should receive a copy (names)

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Use the following space to note anything specific someone would need to know about your photos and videos, including any important albums or folders to preserve (names, device, location).

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5. EMAIL ACCOUNTS

How should email be handled? (Check all that apply)

- ☐ Keep for a period of time to manage bills and notices, then close ☐ Preserve important emails and records, then close
☐ Close as soon as practical ☐ Not sure

What is email used for most in your life? (Check all that apply)

- ☐ Banking and financial accounts ☐ Bills and subscriptions ☐ Work or business ☐ Family records and receipts
☐ Travel and loyalty programs ☐ Two factor codes and logins

For email addresses, providers, and account access details, refer to the "Email and Online Accounts" (section 35) in the Green "Property, Money, & Digital Life" binder of your CLEAR Kit.

6. SOCIAL MEDIA AND PUBLIC FACING ACCOUNTS

Which platforms do you use? (Check all that apply)

- ☐ Facebook ☐ Instagram ☐ X ☐ LinkedIn ☐ TikTok ☐ YouTube ☐ Reddit
☐ Other

What should happen to social media? (Check one for each category you use)

Facebook or similar personal profile

- ☐ Memorialize ☐ Keep active ☐ Download what matters then delete ☐ Delete ☐ Not sure

Photo or video platforms (Instagram, TikTok, YouTube)

- ☐ Preserve as a legacy archive ☐ Transfer to a trusted person if possible ☐ Delete ☐ Not sure

Professional platforms (LinkedIn)

- ☐ Keep as professional history ☐ Close ☐ Not sure

Use the following space to note anything specific someone would need to know about your social media and other public facing accounts.

13. DIGITAL LEGACY PLAN

7. ONLINE ACCOUNTS AND SUBSCRIPTIONS

Do you want subscriptions handled in a specific way?

- ☐ Cancel quickly to stop charges
- ☐ Keep certain services active temporarily
- ☐ Not sure

Services to keep temporarily (name and why):

Services to cancel first (name and why):

8. CLOUD STORAGE AND SHARED FILES

Where do you store important files? (Check all that apply)

- ☐ iCloud Drive ☐ Google Drive ☐ Dropbox ☐ OneDrive ☐ Box ☐ Shared family folder ☐ Work folder ☐ Not sure
- ☐ Other

What should happen to stored files? (Check all that apply)

- ☐ Preserve and share with family
- ☐ Preserve only legal, financial, and family records
- ☐ Delete personal files after review
- ☐ Keep private, do not review unless necessary
- ☐ Not sure

Use the following space to note anything specific someone would need to know about your cloud storage and shared files, including the most important folders, file names, or categories to preserve.

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9. MONEY RELATED DIGITAL ASSETS

Do you have any payment apps? ☐ No ☐ Yes ☐ Not sure

If yes, which payment apps do you use? (e.g.; PayPal, Venmo, Cash App)

Do you have any rewards points and loyaltv accounts? ☐ No ☐ Yes ☐ Not sure

If yes, which ones?

Do you have cryptocurrency, tokens, NFTs, or digital wallets? ☐ No ☐ Yes ☐ Not sure

If yes, where are the access instructions are stored (location, not the keys)

Use the following space to note anything specific someone would need to know about your money related digital assets.

10. WEBSITES, DOMAINS, AND DIGITAL PROJECTS

Do you own or manage any websites, domains, or online storefronts? ☐ No ☐ Yes ☐ Not sure

If yes, what should happen?

- ☐ Keep the site live
- ☐ Archive and take down
- ☐ Transfer to a specific person or organization
- ☐ Close accounts and cancel renewals
- ☐ Not sure

Use the following space to note anything specific someone would need to know about your websites, domains, and digital projects.

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11. WHAT SHOULD NEVER BE SHARED OR OPENED

Are there any accounts, files, or devices you want kept private no matter what?

☐ No ☐ Yes

If yes, describe at a high level (no passwords):

Buried in Work's Legacy Message Delivery & Discretionary Disposal Service

Some people prefer to keep certain tasks off their family's plate, even if there is nothing confidential. If you want Buried in Work's Legacy Message Delivery and Discretionary Disposal Service, check the box below and record where your instructions can be found.

Learn More: [Shop.BuriedInWork.com](https://shop.buriedinwork.com) -> Services



Scan For More
Information

Use the space below to provide additional context that may help someone carry out your digital legacy plan, including details that prevent missed accounts or access problems and are not captured above, such as where important digital files are stored, which accounts are most critical, what should be preserved versus deleted, any subscription or auto pay items that could be overlooked, and any device or authentication issues that could block access. This space is for reference only. It is not legally binding and does not create legal authority over your accounts.

If you do not have a digital legacy plan drafted yet, use this space to note what you would want to happen with your digital accounts, devices, photos, and online storage that has not already been provided, and list any questions you want to discuss with a trusted person or professional when deciding what to put in place.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no text or other markings on the paper.

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