

Planning Your Digital Affairs Checklist

When you die, a part of you lives on through your digital presence. By planning how those accounts are managed, you have some control over your legacy and how your loved ones remember you.

The first and simplest method of planning your digital afterlife is to leave your login credentials for a loved one, who will then log in to each account and delete it. The second option is for a loved one to reach out to the service provider on your behalf to notify them of your passing and request your account to be closed.

It's a good idea to create a "digital will" naming a specific person to handle your online affairs after you're gone, and to talk to that person in advance about their responsibilities.

To close social media accounts and other online profiles, your loved one will need:

- ☐ Your name and login or profile ID
- ☐ Proof of death, such as a death certificate
- ☐ Proof of your relationship, such as a birth or marriage certificate
- ☐ A list of accounts to access and notify

Protect Your Identity After You're Gone

Abandoned digital accounts can become a magnet for identity thieves and opportunists looking to gain access to sensitive and private information. Be sure to highlight for your loved ones which accounts are connected to a bank or contain other sensitive information so they can prioritize securing them after your passing.

What Happens to Your Accounts When You Die?

Some digital service providers offer the ability to plan ahead. Below are a few common accounts and their policies for deceased users. You'll want to check the terms of service for other providers to learn their policies.

Email Providers	<p>Gmail: Accounts remain open indefinitely unless you choose otherwise. You may appoint a person to receive information from your account after a specified period of inactivity by visiting the Inactive Account Manager.</p> <p>Hotmail and Outlook: Accounts are closed after two years of inactivity.</p> <p>Yahoo: Accounts are closed after 12 months of inactivity, or when notification of a death is received.</p>
Digital Storage	<p>Google Drive: The same as Gmail.</p> <p>iCloud: Accounts will close after 12 months of inactivity or upon receipt of a death notification.</p> <p>Dropbox: Accounts will be closed and their contents deleted after 12 months of inactivity.</p>
Social Media	<p>X: A family member or someone on behalf of your estate can request your account to be deactivated. Inactive accounts are also sometimes purged.</p> <p>LinkedIn: Accounts are deactivated upon notification of a user's passing.</p> <p>Facebook: Accounts may be deleted or "memorialized," leaving them open for friends and family to leave messages.</p>

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Digital Accounts Information Sheet

You can use the space below to fill in the details for the accounts you wish your loved ones to manage or delete after your death. Print this page and store it alongside your other vital documents in a safe location.

Online Banking and Financial Accounts

When your loved one notifies the bank of your passing, your online banking apps and account will be handled at the same time. However, you may have additional apps and accounts tied to your finances that you'll want a loved one to access, such as Paypal or Venmo, as well as cryptocurrency exchanges and related apps. You can document notes for accessing these here.

Online Banking

Other financial apps and accounts

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Email and Contacts

Are you a member of any online communities that you'd like your loved one to notify in the event of your death? You can make notes about that here, as well as login details for accounts you'd like to be closed or memorialized.

Login credentials and notes

Social Media Profiles

Specify for your loved ones whether you'd prefer your account to be deleted or memorialized after your death.

Login credentials and notes

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Subscriptions and Streaming Services

Make note of any online subscriptions, particularly those that are set to auto-bill from your bank account, so the service can be quickly shut off and your data deleted.

Login credentials and notes

Other Digital Accounts

Include notes for file and photo storage accounts, online games, fitness apps, etc.

Login credentials and notes
