

SunLife

# My Digital Legacy

Here's everything you need to organise your digital legacy and leave your online affairs in order, ready for when the time comes.

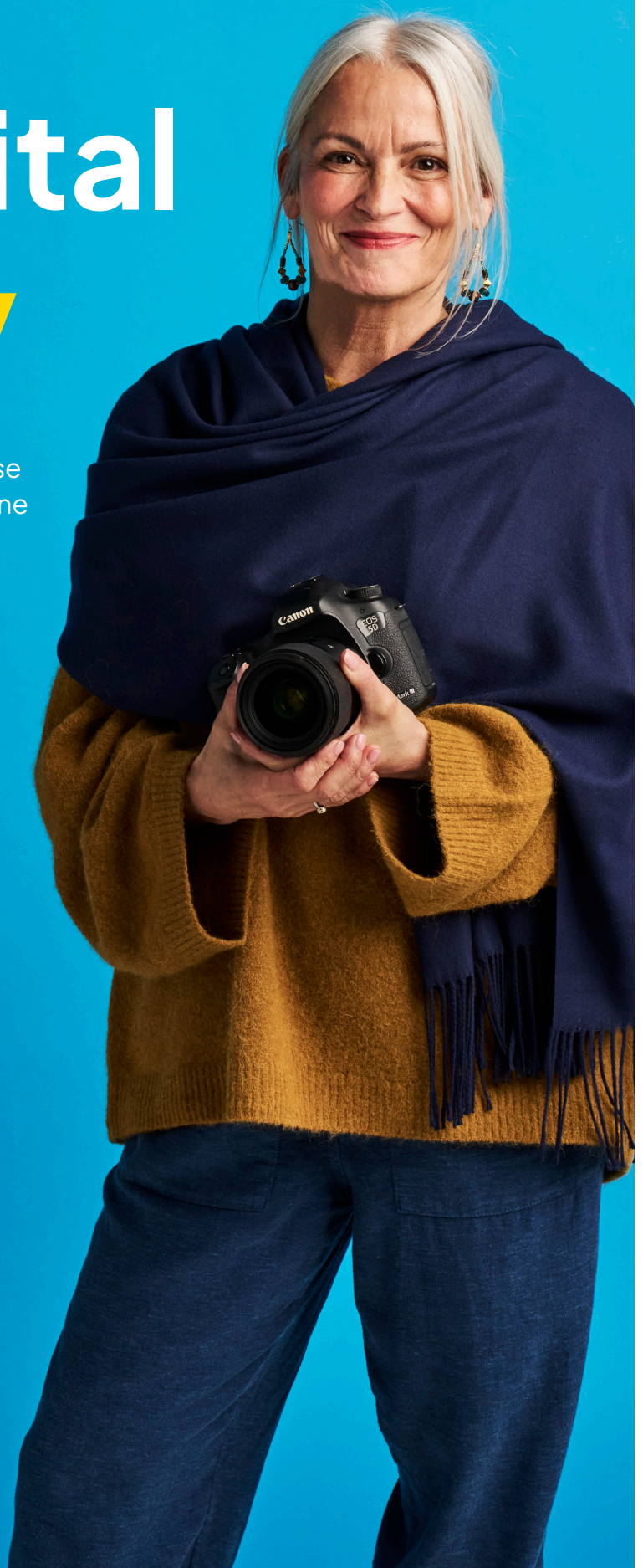
Digital executor letter



Digital accounts checklist



Digital wishes template



# Digital executor letter

Date:

Dear

I'm writing to ask if you would be willing to act as my digital executor please. As my digital executor, you would be responsible for sorting out my digital affairs when I die. I've chosen you for this role because I trust you and know you are comfortable dealing with matters of this nature. The duties of my digital executor will include:

- Archiving my personal files such as photos and videos
- Deleting files from my computer and
- Managing any of my online accounts that need to be transferred to
- Closing my online accounts, such as social media accounts and subscription services  
e.g. Amazon Prime
- Transferring my income-generating items (websites, blogs, affiliate accounts, etc.)  
to
- Informing any online communities or online friends of my death

I have documented my digital wishes detailing all my online accounts and left instructions to assist you when the time comes. Should you accept my request I will share my digital wishes with you and answer any questions you have.

Please let me know if you would be happy to act as my digital executor. If you have any questions, please give me a ring on

Yours sincerely,

# My Digital Legacy

## Digital accounts checklist

Use this quick checklist of popular social media, email and online accounts to create a list of your own. Don't forget to include accounts you have opened in the past but are now inactive.

This checklist is by no means exhaustive but should act as a useful prompt. Once you have a full list of your online affairs, you can then record your wishes for each account.

Even if you decide not to leave detailed instructions, having a simple list like this will help your executor and digital executor know which companies to contact when the time comes.

### My social media

- ☐ Facebook
- ☐ X (Twitter)
- ☐ LinkedIn
- ☐ Pinterest
- ☐ Instagram
- ☐ WhatsApp
- ☐ Google e.g. Gmail / YouTube
- ☐ TikTok

### My email accounts

- ☐ Yahoo
- ☐ Microsoft e.g. Hotmail, Outlook, Live.com, MSN.com
- ☐ Gmail
- ☐ Talk Talk / AOL
- ☐

### My money online

- ☐ Current account
- ☐ Savings account
- ☐ Credit card
- ☐ ISA
- ☐ Loan
- ☐ Investment e.g. unit trust
- ☐ Share dealing
- ☐ PayPal
- ☐

### My other online accounts and subscriptions

- ☐ Music e.g. Apple, Spotify
- ☐ Film e.g. Netflix
- ☐ Books e.g. Amazon
- ☐ Photo sharing e.g. Flickr
- ☐ TV and broadband e.g. Sky, Virgin Media
- ☐ Auction sites e.g. eBay
- ☐ File storage e.g. Dropbox
- ☐ Personal website or blog
- ☐

# My Digital Legacy

## Digital wishes template

Use this simple template as a guide to record your digital wishes and give instructions on what you'd like to happen to your online accounts after your death.

Setting out your digital wishes in this way will ensure your executor and digital executor will have the information they need to action your instructions.

Store this document safely and let your executors know where it can be found. Remember, to be recognised in law, your digital wishes should be included in your will.

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### About me

Name

Date

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### About my digital executor

The person nominated to carry out my digital wishes. This person has kindly agreed to manage my digital affairs in accordance with my wishes as set out overleaf.

Name

Address

Telephone

Email

# My Digital Legacy

## Instructions – my social media

Account e.g. Facebook	URL / link facebook.com/yourname	Username Profile name	Email address related to profile yourname@yahoo.com	Digital assets e.g. Photos	Action required e.g. Memorialise
Facebook					
X (Twitter)					
LinkedIn					
Pinterest					
Instagram					
WhatsApp					
Google e.g. Gmail / YouTube					
TikTok					
Other					

## Digital assets back up

If digital assets held on social media are also backed up elsewhere, include the location of those files here.

## My social media – notes and further instructions

e.g. who should receive particular digital assets.

# My Digital Legacy

## Instructions – my email accounts

Account e.g. Gmail	Email address yourname@gmail.com	Username Profile name	Action required e.g. I have set up Inactive Account Manager: Go to [Insert link to your Inactive Account Manager]
Yahoo			
Microsoft Hotmail / Outlook / Live.com / MSN.com			
Gmail			
Talk Talk / AOL			
Other			

## Digital assets back up

If digital assets in your emails, such as documents, are also backed up elsewhere, include the location of those files here.

## My email – notes and further instructions

e.g. who should receive particular digital assets.

# My Digital Legacy

## Instructions – my money online

This list is for reference only, to document all my online financial accounts. I would like this to assist in the settling of my estate in accordance with my will.  
(Please note there is only one way to ensure your plans for your online accounts are legally binding and will be followed, and that is to include them in your valid will.)

Yes

No

## Online banking – notes and further instructions

## Online banking

Account type e.g. Current account	Bank / company ANY Bank	Account holder's name Mr J Account	Account number 1234567	Username Profile name	User ID ABCD12345
Current account					
Savings account					
Credit card					
ISA					
Loan					
Investment					
Share dealing					
PayPal					
Other					



# My Digital Legacy

## Instructions – my money online

This list is for reference only, to document all my online financial accounts. I would like this to assist in the settling of my estate in accordance with my will.  
(Please note there is only one way to ensure your plans for your online accounts are legally binding and will be followed, and that is to include them in your valid will.)

Yes		No	
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## Other online finances – notes and further instructions

## Other online finances

Account type e.g. Loyalty scheme	Bank / company ABC Stores	Account holder's name Mr J Account	Account number 1234567	Username/user ID Profile name/1234567
Loyalty scheme e.g. Nectar, Clubcard				
Store / credit card e.g. Next				
Betting / gaming				
ebay/etsy/vinted				
PayPal				
Other				



# My Digital Legacy

## Instructions – my other online accounts and subscriptions

Other e.g. Music	Company Apple	Account iTunes	Account name / username My name	Account no / User ID 1234567	Action required e.g. Close
Music e.g. Apple, Spotify					
Films e.g. Netflix					
Books e.g. Amazon					
Photo sharing e.g. Flickr					
TV and broadband					
Auction sites e.g. eBay					
File storage e.g. Dropbox, iCloud					
Personal blog / website					
Online dating					
Other					

## Digital assets back up

If digital assets such as documents and photos are backed up elsewhere, include the location of those files here.

## My other accounts – notes and further instructions

e.g. who should receive particular digital assets.