

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](#)

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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,

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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

Twitter

LinkedIn

Pinterest

Instagram

WhatsApp

Google e.g. Google + / YouTube

Other

My email accounts

Yahoo

Microsoft e.g. Hotmail, Outlook, Live.com, MSN.com

Gmail

Talk Talk / AOL

Other

My money online

Current account

Savings account

Credit card

ISA

Loan

Investment e.g. unit trust

Share dealing

PayPal

Other e.g. store or credit cards, loyalty cards, betting, auctions sites (seller account)

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

Other e.g. newspapers, magazines

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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.

About me

Name

Date

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

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Instructions – my social media

| Account | URL / link | Username | Email address related to profile | Digital assets | Action required |
|----------------------------------|-----------------------|--------------|----------------------------------|----------------|------------------|
| e.g. Facebook | facebook.com/yourname | Profile name | yourname@yahoo.com | e.g. Photos | e.g. Memorialise |
| Facebook | | | | | |
| Twitter | | | | | |
| LinkedIn | | | | | |
| Pinterest | | | | | |
| Instagram | | | | | |
| WhatsApp | | | | | |
| Google e.g. Google+ / YouTube | | | | | |
| 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 / further instructions

e.g. who should receive particular digital assets

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Instructions – my email accounts

| Account | Email address | Username | Action required |
|---|--------------------|--------------|--|
| e.g. Gmail | yourname@gmail.com | Profile name | 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 / further instructions

e.g. who should receive particular assets

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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. **Yes** **No**
(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.)

Online banking

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

Online banking – notes / further instructions

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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. **Yes** **No**
(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.)

Other online finances

| Account type | Bank / company | Account holder's name | Account number | Username/user ID |
|--|----------------|-----------------------|----------------|----------------------|
| e.g. Loyalty scheme | ABC Stores | Mr. J Account | 12345678 | Profile name/1234567 |
| Loyalty scheme e.g. Nectar, Clubcard | | | | |
| Store / credit card e.g. Next | | | | |
| Betting / gaming | | | | |
| Auction seller e.g. eBay | | | | |
| PayPal | | | | |
| Other | | | | |
| | | | | |
| | | | | |

Other online finances – notes / further instructions

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Instructions – my other online accounts and subscriptions

| Other | Company | Account | Account name / username | Account no / User ID | Action required |
|---|---------|---------|-------------------------|----------------------|-----------------|
| e.g. Music | Apple | iTunes | My name | 1234567 | 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 / further instructions

e.g. who should receive particular digital assets