



## Digital Asset Inventory

Use this handy guide to record all of your digital assets then keep it in a safe place. Share it with your power of attorney, executor and/or other trusted people who would need to have this information if you were to pass away.

Date of Preparation / Review	
Name	
Address	
Home Phone Number	
Mobile Phone Number	
Mobile Phone Password	
Voicemail Password	
Safety Deposit Box Location/ Box Number / key location / PIN	
Digital Executor Name	
Digital Executor Address	
Digital Executor Phone Number	
Digital Executor Email	

### ELECTRONIC DEVICES

Eg. Smart Phone, Tablet, Computers, External Hard Drives, USB etc.

DESCRIPTION / BRAND	USER NAME	PASSWORD

### EMAIL ACCOUNTS

Gmail, Yahoo! Outlook, Employer's Email Account etc.

SERVICE PROVIDER	USER NAME / EMAIL ADDRESS	PASSWORD



### SOCIAL MEDIA

Facebook, Twitter, Pinterest, LinkedIn, Google +, Tumblr etc.

ACCOUNT NAME WEB ADDRESS	ACCOUNT OWNER USERNAME	PASSWORD

### INSTANT MESSAGING / CHAT ACCOUNTS

Skype, Apple Messages, Google Hangouts, Yahoo Messenger etc.

SERVICE WEB ADDRESS	USERNAME	PASSWORD

### BENEFIT ACCOUNTS

Frequent Flyer Points, Hotel Rewards, Retailer Reward / Loyalty programs etc.

ACCOUNT PROVIDER WEB ADDRESS	ACCOUNT OWNER / USERNAME	PASSWORD / PIN #

### ONLINE MERCHANT ACCOUNTS

Amazon, eBay, Etsy, Craig's List, Gumtree etc.

MERCHANT NAME WEB ADDRESS	USERNAME	PASSWORD



### PHOTOGRAPHY, VIDEO AND MUSIC ACCOUNTS

Instagram, Snapfish, Flickr, YouTube, Netflix, Apple iTunes, Pandora etc.

ACCOUNT NAME WEB ADDRESS	USERNAME	PASSWORD

### FINANCIAL ACCOUNTS

Banks, Credit Unions, Credit Card Accounts, PayPal, Google Wallet, MyGov, Superannuation, Insurance etc.

INSTITUTION NAME WEB ADDRESS	USERNAME	PASSWORD / SECURITY Q & A

### CLOUD STORAGE ACCOUNTS

Dropbox, Google Drive Apple iCloud, Microsoft OneBox etc.

ACCOUNT NAME WEB ADDRESS	ACCOUNT OWNER / USERNAME	PASSWORD



## Record and Store Essential Documents



Make a list of your possessions and document it with photos or a video. It is recommended that you keep one copy of your inventory in your home in a lockable, fireproof box and keep another electronically by scanning the documents and storing them on a USB, external hard drive or in cloud storage. Consider storing this in another location rather than your home (perhaps a trusted relative).

- a list of emergency contacts, including family members who live outside your area
- copies of current prescriptions
- health insurance cards
- Medicare card
- policy numbers for auto, flood, renter's, or homeowner's insurance, and a list of telephone numbers of your insurance companies
- a list of phone numbers or email addresses of your creditors, financial institutions, landlords, and utility companies (water, gas, electricity, telephone, internet)
- a list of bank accounts, loans, credit cards, mortgage, leases, debit cards, and investment account numbers
- backups of financial data you keep on your computer
- an extra set of keys for your house and car
- a small amount of cash. ATMs or financial institutions may be closed.
- deeds, titles, and other ownership records for your home, cars, or boats
- birth certificates
- marriage license/divorce papers and child custody papers
- passports
- appraisals of expensive jewellery and heirlooms
- certificates for stocks, bonds, and other investments and retirement accounts
- power of attorney
- enduring power of attorney
- advanced health directive
- home improvement records
- a copy of your will

