



THE DIGITAL ASSETS WORKBOOK



DIGITAL ASSETS CHECKLIST

ELECTRONIC DEVICES

- Smart phone
- Tablet
- Laptop computer
- Desktop computer
- External hard drive
- Flash drive

BENEFIT ACCOUNTS

- Airline miles rewards programs
- Railroad miles rewards programs
- Hotel rewards
- Retailer reward/loyalty programs

EMAIL ACCOUNTS

- Gmail
- Yahoo!
- AOL
- Outlook
- Hotmail
- iCloud

FINANCIAL ACCOUNTS

- Banks
- Credit Unions
- Brokerage accounts
- Mutual Funds
- Retirement savings accounts
- Credit card accounts
- Employee benefit accounts
- PayPal
- Venmo
- Social Security

ONLINE MERCHANT ACCOUNTS

- Amazon
- eBay
- Etsy
- Zappos
- Grocery delivery

MEMBER ORGANIZATION ACCOUNTS

- Charitable organizations
- Religious organizations
- Board membership
- Sports season ticket holder
- Yacht and boat clubs
- Country clubs
- Golf memberships

PHOTO/MUSIC/VIDEO/GAMING ACCOUNTS

- Instagram
- Snapfish
- Shutterfly
- Flickr
- Apple
- Hulu
- Steam
- Epic
- Microsoft
- Nintendo
- Playstation
- Streaming Services (i.e., HBO, Starz, PrimeVideo, Netflix, etc.)



DIGITAL ASSETS CHECKLIST

PUBLICATION ACCOUNTS

- Newspapers
- Magazine subscriptions
- Blogs

SOCIAL MEDIA/VIDEO ACCOUNTS

- Facebook
- LinkedIn
- Twitter
- YouTube
- Instagram
- Vimeo
- Pinterest

VIRTUAL CURRENCY ACCOUNTS WITH CASH VALUE

- Cryptocurrency (i.e., Bitcoin, Ripple, Ethereum, etc.)
- Video gaming (i.e., World of Warcraft, Farmville, etc.)

WEBSITE ACCOUNTS

- Domain names
- Hosting services
- Online business accounts
- Apple iCloud
- Dropbox
- Google Drive
- OneDrive



DIGITAL ASSETS WORKSHEET

- ✓ Use this worksheet to record the digital assets inventoried in the checklist on page 1 & 2.
- ✓ Keep this document in a safe place.
- ✓ Share it with your power of attorney, executor, and other trusted people who would need to have this information.
- ✓ Note that some accounts allow for two factor authorization. If you have enabled these security features, make a note how to access the second factor (e.g., app on phone, text message, security questions, or pre-printed codes, etc.).

Name _____

Date Prepared _____

ELECTRONIC DEVICES

User Name/ID	Location of Device	Password

BENEFIT ACCOUNTS

Name of Account and Web Address	User Name	Password

EMAIL ACCOUNTS

Provider	E-mail Address	Password

FINANCIAL ACCOUNTS

Name of Financial Institution	User Name	Password

ONLINE MERCHANTS

Merchant	User Name	Password

ORGANIZATIONS

Name of Organization	User Name	Password

PHOTO/MUSIC/VIDEO/GAMING ACCOUNTS

Name of Account	User Name	Password

PUBLICATION ACCOUNTS

Name of Publication	User Name	Password

SOCIAL MEDIA/VIDEO ACCOUNTS

Name of Account	User Name	Password

VIRTUAL CURRENCY ACCOUNTS WITH CASH VALUE

Name of Virtual Currency	User Name	Password

WEB SITE ACCOUNTS

Web site & Address	User Name	Password

TWO-FACTOR AUTHENTICATION REQUIRED

Site or Service	What (i.e., text, email, app, etc.)	How to Access