COOPERATIVE MEMORIAL SOCIETY

Digital Accounts Checklist

Help your family access what matters, and close what doesn't.

1) First things to record (most important)

Phone type: iPhone / Android (circle)
Phone passcode / unlock method info: _____
Where is the passcode stored (if not here)?: _____

Email address(es) used most: _____
Primary email password location: _____

Password manager used (if any): 1Password / LastPass / Bitwarden / Apple Keychain / Google Password Manager / Other: _____
How to access it (where to find the master password or recovery key):

Two-factor authentication (2FA) method: text / authenticator app / security key / email
Where the authenticator app is (which phone/device)?: _____

> Tip: If you don't want to write passwords on paper, write where they are stored and who has access.

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2) Key digital accounts to list

Email accounts (work + personal):

- _____
- _____

Mobile provider / account: _____

Apple ID / Google account username: _____

Banking/financial apps used (names):

- _____
- _____

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3) What to do with online presence (choose what you want)

Social media (Facebook/Instagram/X/LinkedIn, etc.)
☐ Memorialize account(s)
☐ Close/delete account(s)
☐ Leave as-is for now
Notes / who should manage: _____

Messaging apps (iMessage/WhatsApp/Signal, etc.)
☐ Access for important contacts/history
☐ Close/delete
Notes: _____

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4) Subscriptions to review/cancel (common ones)

☐ Mobile apps subscriptions (Apple/Google)
☐ Streaming (Netflix, etc.)
☐ Music (Spotify, etc.)
☐ News/magazines
☐ Cloud storage upgrades
☐ Software (Microsoft 365, Adobe, etc.)
☐ Delivery services / memberships
List anything specific: _____

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5) Photos, files, and digital memories

Where photos are stored: iCloud / Google Photos / computer / external drive / other:
_____

Where important files are stored: Google Drive / Dropbox / OneDrive / iCloud Drive / other: _____

Who should receive copies of photos/files?: _____

Any special albums/projects to preserve?: _____

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6) Devices and backups (helpful for avoiding loss)

Computer(s) location + login method: _____

External hard drive / USB backups location: _____

Do you use automatic backups?: yes / no / not sure

Notes: _____

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7) Trusted helper

Person authorized to help with digital accounts: _____

Phone / email: _____

Where is this checklist stored?: _____