

# Digital Asset Management Checklist

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To create and manage your digital estate, we suggest you take the following actions:

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- Identify and make an inventory of your digital content on your personal, and remote, "in the cloud" devices. Include email, social websites, and other important online accounts.

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- Provide the name of your intended heir, access rights, and your final wishes for each asset. For a template to help inventory your assets, go to: [www.yourdigitalafterlife.com/resources](http://www.yourdigitalafterlife.com/resources).

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- Backup your devices and data. If you use online backup service websites, remember to add these accounts to your inventory list.

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- State your final digital asset wishes in your Will or in a digital addendum to your Will or Estate Plan.

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- Use digital estate planning services, posthumous email services, or ask your digital executor to carry out your final wishes.

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- Ensure that your loved ones have the permission and access credentials to access the accounts you choose by reviewing your online account sites' "Terms or Conditions" for transferring access to others after your death.

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- Communicate your final wishes directly to your loved ones or heirs.