

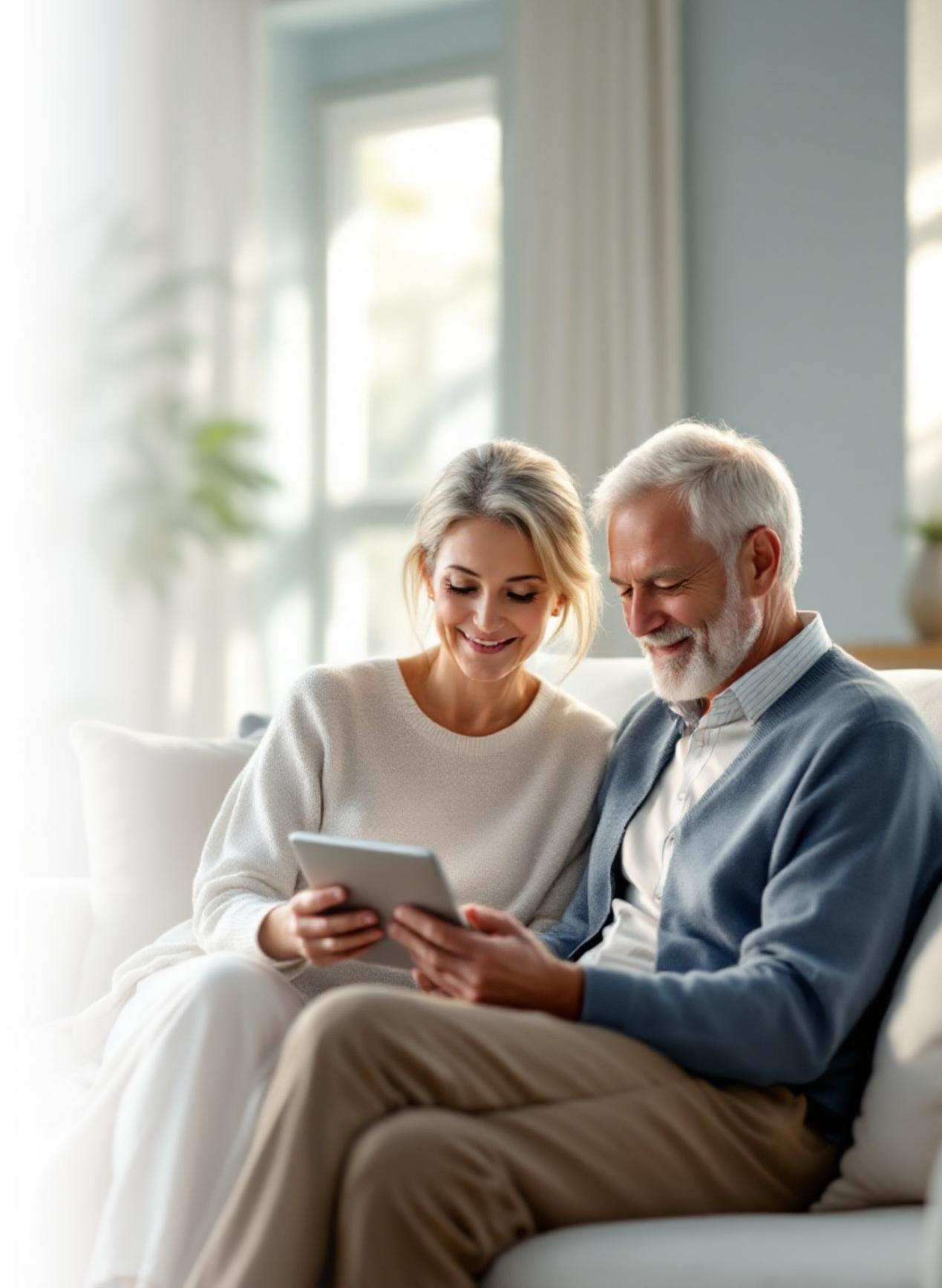


Digital Legacy Planning

A thoughtful guide to managing your digital life and protecting what matters most

FOR SENIORS 65+

CSNP RESOURCE



What Is Your Digital Legacy?

Your digital legacy includes everything you've created and stored online throughout your life. From precious family photos to important financial documents, these digital assets hold both monetary and sentimental value.

Personal Memories

Photos, videos, emails, and social media posts that tell your life story

Financial Assets

Bank accounts, investment portfolios, and online payment services

Important Documents

Tax records, medical information, and legal documents stored digitally



Creating Your Digital Inventory

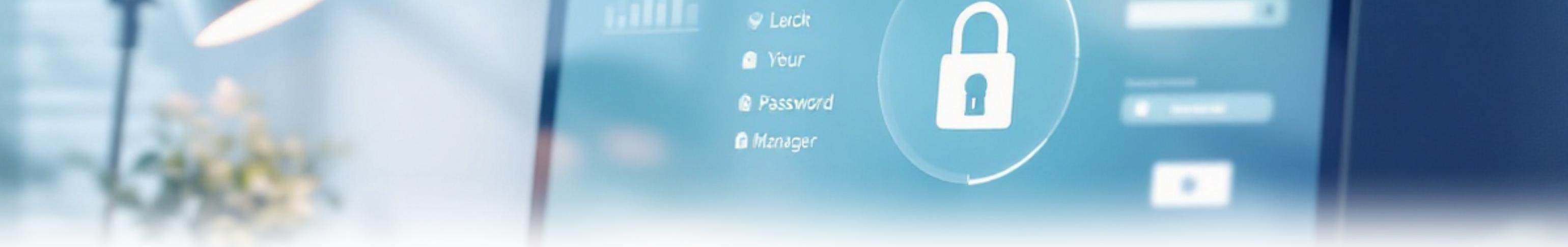
The first step is knowing what you have. Take time to list all your online accounts and digital assets. This inventory will be invaluable for your loved ones.

Start With These Categories

- Email accounts (Gmail, Yahoo, Outlook)
- Social media (Facebook, Instagram, LinkedIn)
- Financial services (banks, credit cards, investments)
- Shopping accounts (Amazon, eBay, subscription services)
- Cloud storage (Google Drive, iCloud, Dropbox)
- Streaming services (Netflix, Spotify, audiobooks)

Information to Document

- Website name and URL
- Username or email used
- Approximate date created
- Whether account has payment information
- Value or importance level
- Location of password information



Secure Password Documentation

 **Important:** Never email passwords or store them in unsecured documents. Use approved methods only.

1

Choose a Password Manager

Use a reputable service like LastPass, 1Password, or Bitwarden. These encrypt your passwords and allow secure sharing with trusted contacts.

2

Create a Master Password

Choose one strong master password you'll remember. Write it down and store it in a safe place, like a fireproof safe or safety deposit box.

3

Document Everything

Add all your account passwords to your password manager. Update it whenever you change a password or create a new account.

Planning for Social Media Accounts

Each platform has different options for what happens to your account after death. Taking control now ensures your wishes are honored.

Facebook & Instagram

Designate a Legacy Contact who can manage your memorialized account, or request permanent deletion. Access settings under "Memorialization Settings."

Google Accounts

Use Inactive Account Manager to decide what happens to Gmail, Photos, and Drive. Choose someone to receive your data or set automatic deletion.

X (Twitter)

Accounts can be deactivated by verified family members. X does not offer legacy contact options, so document your preferences for loved ones.

Email and Photo Accounts

Your Email Legacy

Email accounts often contain years of correspondence, important receipts, and personal memories. Most services offer ways to share access or download your data.

- Gmail: Set up Inactive Account Manager (3-18 month timeout)
- Yahoo: Request access through Next of Kin process
- Outlook: Designate someone through account settings

Protecting Your Photos

Digital photos are irreplaceable. Make sure loved ones can access them.

- Download photos to an external hard drive as backup
- Share albums with family members while you can
- Include photo account access in your digital will



Financial Accounts and Digital Assets

Your financial accounts require special attention in your digital legacy plan. These accounts may hold significant value and require immediate access after your passing.



Banking

List all checking, savings, and credit card accounts. Include institution names and account numbers.



Investments

Document brokerage accounts, retirement accounts, and any cryptocurrency holdings.



Payment Services

Include PayPal, Venmo, Apple Pay, and similar services that may hold funds.



Recurring Bills

Note all auto-pay arrangements so accounts can be properly closed or transferred.



Tip: Review your accounts annually and update your documentation. Services and passwords change over time.

A blurred background image showing two people, a man in a light blue shirt and a woman in a grey sweater, engaged in a conversation. The image is out of focus, emphasizing the text in the foreground.

Choosing Trusted Contacts

Select people you trust completely to handle your digital legacy. Consider choosing different people for different types of accounts based on their skills and relationship to you.

01

Digital Executor

This person will manage your overall digital estate. Choose someone tech-savvy, organized, and trustworthy. Make it official in your will.

03

Financial Account Contact

Could be your executor, financial advisor, or trusted family member who understands your finances.

02

Social Media Legacy Contact

Someone who understands your values and can manage memorial pages appropriately. Often a family member or close friend.

04

Have the Conversation

Tell these people about their roles now. Make sure they know where to find your digital legacy documents and master password.

Your Digital Legacy Checklist

Use this practical checklist to ensure you've covered all the essential steps. Take your time—this is an ongoing process, not a one-time task.

Documentation Tasks

- Create complete inventory of all online accounts
- Set up a password manager
- Document location of master password
- List all financial accounts with details
- Identify valuable digital assets
- Note recurring subscriptions and bills

Legal and Planning Tasks

- Choose and inform your trusted contacts
- Set up legacy contacts on social media
- Configure Google Inactive Account Manager
- Include digital assets in your will
- Store documents in secure, accessible location
- Review and update annually

 **Remember:** Download free templates and additional resources at csnp.org/resources

About Cybersecurity Non-Profit (CSNP)

Making cybersecurity knowledge accessible to everyone through education, community, and practical resources.

Our Programs – All Completely Free

Senior Digital Safety

Protecting what matters most in your digital life

Family Cybersecurity

Keeping your whole family safe online

Kids Safety

Age-appropriate online safety education

Women's Security

Privacy and safety resources for women

Business & Non-Profit Security

Protecting organizations of all sizes

Parents & Educators

Tools to teach digital citizenship

[Visit csnp.org](https://www.csnp.org)

[Free Resources](#)