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1. Choose a digital executor

Have you ever had the 'if I die, please clear my Google search history!' conversation?

Whilst that conversation may be slightly flippant - the idea of someone dealing with your digital assets after you've died is actually a pretty good idea.

A digital executor is someone who will be in charge of managing your digital assets after you've died. This could include managing your social media, shutting down subscriptions or distributing your digital portfolio, including photos and documents.

Here's our three top tips for thinking about who to choose to be your digital executor:

1. Do you trust them?

Sounds simple enough, but our digital assets can get pretty personal. Are you happy to share your information with them and do you trust them to follow through with your wishes?

2. Do they know their way around an iPad?

You don't want to give this job to someone who doesn't know their Apple Mac from an Apple Pie. One, it'll take them an age to complete your wishes. Two, they might not actually be able to do them. And three, it may cause them a lot of stress.

3. Have you let them know they'll be doing this for them?

It's all well and good having someone in mind but make sure they know too! We suggest using this as an opportunity to grab a coffee and catch up. Whilst it feels apt to use an app like Whatsapp to ask someone to be your digital executor, why not instead use it as an excuse to get the kettle on?



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2. Make an inventory

For this task, you'll need a pen or paper or your laptop/iPad.

Now, don't worry if you're thinking 'where the heck do I start with this?!' - making an inventory of your digital assets can feel like a mammoth task but if you break it down it actually becomes a bit more simple.

First up, start with the physical things that might have digital data on them

By this we're talking desktop computers, laptops, external harddrives, Kindles, phones, digital cameras, memory cards and USB's. Get them down from the attic and look through to understand what you have on their you'll want passing on.

Then, think social

We're going to go out on a limb here and guess you've got a Facebook account. You may have Twitter, Instagram, LinkedIn, Pinterest. You may even have an old Myspace account knocking around from back in 2002.

After social comes subscriptions

So this is anything you may pay for on a regular basis. Some examples include Spotify, Kindle Unlimited, Netflix. If you're paying for it, put it down.

Now let's think shopping!

We're talking Paypal, Amazon, Ebay. Anywhere you've created an account (even if you're not using it!) You may have accounts for anything from betting to parenting to getting your food delivered. Make sure you jot 'em all down.

Top tip

Have a search of your email inbox for newsletters. These can help to remind you what accounts you may have set up.



3. Choose what to do with your assets

Whether you're now looking at a little or large collection of physical and digital items (we're not here to judge!) you now need to think about what you want to do with it all.

The chances are, you're not going to need to sort out your affairs for a while. But, we want you to think about your digital assets as if you do. Otherwise, it's pretty tricky to try and imagine what you want to happen in 10, 20 or even 50 years.

So what do you reckon? Do you want to:

1. deal with your assets now yourself.
2. leave instructions for your digital executor to do it.
3. do a little bit of both.

As well as your assets, you'll also want to think if you want to download any data stored on physical devices before you die, or whether you want the digital executor to do it.

What do we mean when we say data here? We mean all of the:

- 👍 Photos
- 👍 Videos
- 👍 Posts (blogs, tweets, FB updates)

That you've put onto social media that may not sit anywhere else. For example, you may have uploaded a picture to Facebook from an old phone that wasn't backed up on your computer.

A BIG one here is stuff shared through Whatsapp. Sometimes we'll save the photos and videos we get sent but a lot of the time we rely on accessing it again through Whatsapp. Think about baby photo's you've sent or been sent, pictures and videos of wedding and other events and even silly birthday messages. If you don't want to lose this data, you'll need to either pull it off yourself before you die, or get someone to do it afterwards.

Word of warning! Some accounts won't let your information be taken down by someone else, so it's up to you to save anything worth saving first. For example, Twitter allows you to download your media and your tweets, but won't let anyone else do this for you after you've died.



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3. Online account information

This part is about working out what you can and can't pass on when it comes to your online accounts. Unfortunately, not all online accounts are made equally when it comes to death. (that would be too easy, right?!). So to help you, we've pulled this handy guide together of what you can and can't do with some of the most common types of online accounts:

Facebook

You can:

- 😊 Create a legacy contact before you die, who can memorialise your account and change your profile and cover photos when you die.
- 😊 Download your data (photos, videos and posts) and save it onto a desktop or laptop computer.

You can't:

- 😞 Have your legacy contact make posts from your account, or send anyone messages.

Click **here** to find out more about Facebook's policies.

Twitter:

You can:

- 😊 Download your data (photos, videos and tweets) and save it onto a desktop or laptop computer.

You can't:

- 😞 Have someone access your account for you once you've died. So if you don't want to lose your nuggets of wisdom make sure you pull your tweet history off.

Click **here** to find out more about Twitter's policies.



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3. Online account information cont.

Amazon

You can:

😊 Have someone close down your account for you.

You can't

😞 Pass on any digital downloads, like music or e-books.

😞 Transfer your Amazon Prime account to someone else.

Click **here** to find out more about Amazon's policies.

Paypal

You can:

😊 Have someone close down your account for you.

You can't:

😞 Have someone transfer any remaining money out digitally, a cheque will be sent in your name to the executor.

Click **here** to find out more about Paypal's policies

These are just some examples of the main accounts you might have. Of course there are tens if not hundreds of others you could have. So it's a good idea to have a Google of each account's policies to see what you can and can't do for when you die.



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4. List any regular subscriptions

In typical estate planning, monthly costs like Mortgage, Credit Card and loan payments are taken care of.

But these days we can have lots of other costs that come out of our accounts through online subscriptions.

Here's some examples of what you may be paying for online:

- Mobile Phone contract
- Gas and Electric/Water/Council Tax
- Contact Lenses
- Netflix
- Delivery savers (food or clothes etc)
- Insurance (phone, home, pet)
- Gym
- Spotify

5. List out any other important information

You've now listed out your online profiles, accounts and subscriptions. What else could you possibly have?!

Well, you could potentially have domain names that you've paid for, copyright on certain digital assets and business digital assets.

Make sure these are all listed out too, and you've given clear instructions to your digital executor regarding what should be done with them when you die.



6. Making your accounts available to your digital executor

How to do this will depend on what account it is, and whether you can assign someone to look after it after you've died.

So for example, to make your Facebook profile available you'll need to assign your digital executor as your legacy contact.

For accounts that don't have this function - you'll need to let your digital executor know the account details so they can deal with it once you've died.

Given that these accounts will hold a huge amount of personal data, it's really important to share your details safely and securely. Spend some time thinking about the best way to pass your information on. It could be through;

- An online password manager
- Storing them in an online vault
- Writing them down and storing them in a safe
- You could even email your usernames, but then text your passwords - so at least all your information isn't in one place.

7. The benefits of reviewing regularly

Our digital footprint changes much quicker than our physical one, so it's a good idea to set up reminders to review this information every six months or so. After all, that profile picture you thought was *super cute* three years ago, may give you a case of the cringe today.

Keeping a note in your diary (online or otherwise) will prompt you to have a quick look over everything you've written down and make any changes if needed. The good news is that, as you'll be doing this regularly, it won't take as long to do from now on.



8. Getting the rest of death in order

Congratulations! You've now filled out your Farewell Wishes, and you've now finished your digital checklist. So, what's next?

We've got loads of resources on our site to help you out, just click on the buttons below:

Funeral planning

Money stuff

Legal matters

Thanks for stopping by

We don't have to say goodbye just yet, keep on popping back to the site to check out our latest content. We also love hearing from you so please get in touch if you have any feedback or questions, our email address is: Hello@death.io.

And finally, sharing really is caring. If you've found this guide useful then why not encourage your nearest and dearest to have a go at filling theirs out too?



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