

PRINTABLE PLANNING GUIDE

Digital Legacy Kit

Set up the “if something happens to me” switches on your phone, accounts and photos, and leave your family a map, not a mystery.



Apple

Google

Facebook & Instagram

Microsoft

Password managers

Photos & files



Digital Legacy Kit

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Tech Cheat Codes · Version 1.1 · October 2026 · About 30 minutes for the first pass, then 15 minutes a year.

What this kit is (and isn't)

When someone dies or can't manage their own affairs, the people left behind often find that the photos, messages and accounts they need are locked. Apple, Google and Meta all have built-in "legacy" settings that help with much of this, but they only work if you turn them on **before** they're needed. This kit walks you through each one in about 30 minutes, and gives you a printed map of where everything is.

Never write passwords in this kit

No passwords, passcodes, PINs, backup codes, recovery keys or access keys go on these pages. The kit records **who** to contact, **which** accounts exist and **where** the recovery information is kept (for example "in the fire safe" or "in my password manager"). If the kit is lost, it doesn't hand anyone the keys to your accounts.

Not legal advice

This kit covers the tech settings only. It isn't a will and doesn't replace one, and the settings in it don't decide who inherits anything. Talk to an estate attorney about your will, powers of attorney and how your digital accounts should be handled where you live.

Laws on who can access a person's digital accounts after death vary by state, so check with an estate attorney in your state. This kit isn't legal advice.

Covers: iPhone and iPad (iOS/iPadOS 15.2 or later) and Mac (macOS Monterey 12.1 or later); personal Google Accounts (not work or school); your main Facebook profile and Instagram; personal Microsoft accounts; 1Password, Bitwarden, Apple Passwords and Google Password Manager. Menus were checked on each company's own help pages on Oct 24, 2026 (list on the last page). Companies rename menus often; if yours looks different, look for the closest match or use the search box in Settings.



The 30-minute plan

Do this in one sitting. Have your phone, your computer and this kit in front of you.

Step 1: Pick your people (5 minutes)

- ☐ Choose **one main trusted person** who will handle your digital life. It can be the same person named in your will, or someone more comfortable with tech.
- ☐ Choose **one backup person** in case the first can't do it.
- ☐ Tell them both. Several of the settings below don't notify anyone until they're used, so an unexpected email years from now can look like spam.

Main trusted person _____

Backup person _____

Step 2: Turn on the four big switches (15 minutes)

- ☐ **Apple Legacy Contact** (page 4), if you use an iPhone, iPad, Mac or iCloud.
- ☐ **Google Inactive Account Manager** (page 6), if you use Gmail, Google Photos, Drive or an Android phone.
- ☐ **Facebook and Instagram legacy contact** (page 8), if you use either.
- ☐ **Password manager emergency access** (page 10), if you use one.

Step 3: Fill in the "where things are" sheet (8 minutes)

- ☐ Use pages 14–15. List each important account, what it's for, and where its recovery information is kept. **No passwords.** Start with email, phone carrier, bank, and photo storage; add the rest later.

Step 4: Store it safely (2 minutes)

- ☐ Keep this kit with your estate papers (for example a fire safe, or with your attorney).
- ☐ Tell your main trusted person where it is.
- ☐ Put a yearly reminder in your calendar to do the check-up on page 16.

Which switch matters most?

Start with the account that holds your **photos** and the one that holds your **email**. Email is the key to resetting almost every other account, and photos are often what families want most.



Apple Legacy Contact, page 1: set it up

iPhone or iPad with iOS/iPadOS 15.2 or later, or a Mac with macOS Monterey 12.1 or later. About 5 minutes per person.

A Legacy Contact is someone you choose who can request access to the data in your Apple Account after your death. They need two things: the **access key** you create now, and a copy of your **death certificate**.

Before you start

- ☐ Update your iPhone, iPad or Mac to the latest version available for it.
- ☐ Make sure you're signed in with your Apple Account and that **two-factor authentication** is on (Settings > [your name] > Sign-In & Security).
- ☐ Your Legacy Contact **doesn't need** an Apple Account or an Apple device, but they must be 13 or older (the age varies by country or region) to request access later.

Add a Legacy Contact on iPhone or iPad

- ☐ Open **Settings**, then tap **[your name]**.
- ☐ Tap **Sign-In & Security**, then tap **Legacy Contact**.
- ☐ Tap **Add Legacy Contact**. You may need to use Face ID, Touch ID or your passcode.
- ☐ If you're in a Family Sharing group, pick a member, or tap **Choose Someone Else** to pick a person from your Contacts.
- ☐ Choose how to share the access key: **Send an iMessage** (if you both use iMessage, their device saves a copy when they accept) or **Print a Copy**.

On a Mac

- ☐ Apple menu > **System Settings** > **[your name]** > **Sign-In & Security** > **Legacy Contact** > **Add Legacy Contact**. The rest of the steps match the iPhone.

The access key: handle it carefully

- To see it again: Settings > [your name] > Sign-In & Security > Legacy Contact > tap the person > **View Access Key**. They can scan the QR code if they're with you, or you can tap **Print a Copy**.
- A good habit: send it by iMessage **and** put a printed copy with your estate papers (not inside the will itself).
- **Apple can't look up or replace a lost access key**. Without it, your family has to use Apple's court-order route.
- Don't write the key on this sheet. Write down only **where** the printed copy is.

Check it stuck

If you add someone by iMessage and they never open the message, Apple may remove them automatically. Look at the Legacy Contact list a week later. If they're gone, add them again and choose **Print a Copy**.

Legacy Contact 1 (name) _____

Legacy Contact 2 (name) _____

Where the printed access keys are kept _____



Apple Legacy Contact, page 2: what your family gets

What a Legacy Contact can get

- iCloud Photos
- Notes, Mail, Contacts, Calendars, Reminders
- Messages in iCloud and call history
- Files in iCloud Drive
- Health data and Voice Memos
- Safari bookmarks and Reading List
- Anything in an iCloud Backup (for example, photos and videos stored on the device, device settings and which apps were downloaded)

What they can't get

- Purchased movies, music and books
- Subscriptions and in-app purchases
- Payment information for the Apple Account or Apple Pay
- Anything in **iCloud Keychain**: saved passwords and passkeys, Wi-Fi passwords, autofill card details

That's why you also need a plan for passwords (page 10).

What happens later (tell your Legacy Contact)

1. They request access on their Apple device (Settings > [their name] > Sign-In & Security > Legacy Contact > your name > **Request Access**) or on **Apple's Digital Legacy website**, and upload the death certificate.
2. Apple reviews the request and emails them. Apple also emails your Apple Account.
3. When approved, they get a special **Legacy Contact Apple Account**. Your original Apple Account stops working, and **Activation Lock is removed** from your devices so they can be erased and reused.
4. They sign in at iCloud.com or on an Apple device to see and download your data.
5. **Access lasts three years** from the first approval, then the account is permanently deleted. Download anything worth keeping.

Good to know

- If you add more than one Legacy Contact, **any one of them** can make decisions alone, including permanently deleting the account. Choose people who agree.
- For data that's end-to-end encrypted, they may be asked for the access key again.
- If you use **Advanced Data Protection**, they'll also need to sign in to an Apple device with the legacy account.
- A **recovery contact** is different: it helps *you* get back into your own account while you're alive and can't see your data. You can have both.
- You can remove a Legacy Contact at any time in the same menu (tap their name > **Remove Contact**). They aren't notified, and their key stops working.



Google Inactive Account Manager, page 1: set it up

Personal Google Accounts (Gmail, Photos, Drive, YouTube and others). Not available for work or school accounts, which are controlled by the organization. About 10 minutes, on a computer or phone browser.

Inactive Account Manager tells Google what to do if your account goes unused for a period you choose: who to notify, what data to share with them, and whether to delete the account afterward.

Set up your plan

- ☐ Go to **myaccount.google.com/inactive** and sign in.
- ☐ **Choose the waiting period:** how long the account must go unused before the plan runs. The choices have been 3, 6, 12 or 18 months, and Google may send you a warning before the plan runs; the setup page shows the current options and details.
- ☐ **Confirm your own phone number and email** if the setup page asks for them. Use ones you check.
- ☐ **Add up to 10 people.** For each one, enter their email address and their **mobile phone number**. Google uses the number to verify that only that person can download your data.
- ☐ **Choose what each person gets.** You can share all of your data or only certain products, and you can share different things with different people. Or choose to only notify them.
- ☐ **Optional:** write the message they'll receive, and, if the setup page offers it, set up a Gmail auto-reply that tells people who email you that the account is no longer in use.
- ☐ **Decide whether Google should delete the account** after it becomes inactive. If you share data, the people you chose have a limited time (it has been 3 months) to download it before deletion.
- ☐ Review and turn the plan on.

Three things that trip families up

- **Your people hear nothing until the plan runs.** Google doesn't notify them during setup. Tell them now, and tell them to watch for an email from Google.
- **A wrong phone number breaks it.** If a trusted contact changes their mobile number, update it here. Check on your yearly check-up.
- **Any sign-in restarts the clock.** Google looks at sign-ins, recent activity in My Activity, Gmail app use and Android check-ins. A phone left signed in can keep the account "active".

Waiting period I chose _____

People added (names only) _____

Delete after? (yes/no) _____



Google, page 2: if there's no plan, and two extras

If a family member died without a plan

- Google can work with **immediate family members and representatives** to close a deceased person's account, and in some cases provide content from it. Every request gets a careful review, and Google **can't provide passwords** or login details.
- Start at Google's "Submit a request regarding a deceased user's account" page. You'll choose between closing the account, requesting funds from the account, or obtaining data.
- **Get the data before closing.** Once an account is closed through that process, Google can't later process a request for its contents.
- Without any plan, Google may delete a personal account that's been inactive across Google for **at least two years**. Some things keep an account counted as active, such as a current subscription, a gift card balance, or managing a child's Family Link account.

Extra 1: download a copy now (Google Takeout)

A downloaded copy means your family isn't relying on any request.

- ☐ Go to **takeout.google.com** while signed in.
- ☐ Products holding your data are pre-selected. Uncheck what you don't want.
- ☐ Select **Next step**, choose a delivery method (email link, Google Drive, or another service listed), then **Create export**.
- ☐ When the email arrives, download the archive and store it with your backups (page 13).

Downloading doesn't delete anything from Google.

Extra 2: a recovery contact for you

This helps **you** get back in while you're alive. It's not a legacy feature, and the person can't see your account.

- ☐ Google Account > **Security & sign-in** > under "How you sign in to Google," **Recovery contacts** > **Add recovery contact**.
- ☐ Enter a trusted person's email and **Send request**. They have 7 days to accept, and there's another 7-day wait before you can use them.
- ☐ Up to 10 per account. The person needs a Google Account.

Work or school Google account?

Inactive Account Manager doesn't apply. The organization's administrator controls that data, so your family will need to contact the employer or school.



Facebook and Instagram

Your main Facebook profile and your Instagram profile. You must be an adult to choose a legacy contact (the age varies by region; 18 or older on Instagram). About 5 minutes each.

Meta gives you two choices for each profile: **memorialize** it with a legacy contact who looks after it, or **delete it after death**. Meta is moving people to Meta Accounts, so you may see either **Accounts Center** or **Meta Account settings**.

Facebook

- ☐ Click your profile photo (top right) > **Settings & Privacy** > **Settings**.
- ☐ Click **Accounts Center** > **Personal details** (may show as "Profiles and personal details").
- ☐ Click **Account ownership and control** > **Memorialization** > pick your account.
- ☐ Choose **Memorialize account** and pick a legacy contact, or choose **Delete after death**. Click **Next** to confirm.

A Facebook legacy contact can: accept friend requests for the memorialized profile, change the profile and cover photo, request deletion, and download a copy of what you shared (if you turned that on).

Note: this applies to your main profile only, not additional profiles. Pages where you're the sole admin are removed after memorialization, and groups where you're the sole admin are paused, so add a second admin now.

Instagram

- ☐ Open **More** > **Settings** > **Accounts Center**.
- ☐ Click **Personal details** > **Account ownership and control** > **Memorialization**.
- ☐ Pick your Instagram profile and follow the steps to choose a legacy contact, or choose **Delete After Death**.

An Instagram legacy contact can: update your profile picture and see and manage your tags. You can also let them download a copy of what you shared. They **can't** post as you, send messages as you, or read your messages.

Before you choose "delete after death"

Deletion is immediate and permanent once Meta receives proof of death. On Facebook, everything goes: messages, photos, posts, comments and all of your profiles. Tell your family first; they may want photos you haven't saved anywhere else.

What a memorialized profile looks like

"Remembering" appears next to the name. Nobody can log in. Posts stay visible to the audience they were shared with. The profile stops appearing in birthday reminders and suggestions. **A memorialized profile with no legacy contact can't be changed at all.**

Facebook legacy contact (or "delete") _____

Instagram legacy contact (or "delete") _____



Microsoft, and accounts with no legacy setting

Personal Microsoft accounts: Outlook.com, Hotmail, Live, MSN email and OneDrive. Microsoft has no legacy-contact setting for these.

What families can and can't do with a Microsoft account

- **No need to notify Microsoft** of a death.
- **If the family can sign in**, they can close the account themselves. A closed account can be reopened by signing in within **60 days**; after that, the account and its data are permanently deleted.
- **If nobody can sign in**, Outlook.com and OneDrive accounts are frozen after **1 year** of inactivity and their email and files are deleted shortly after. Microsoft accounts expire after **2 years** of inactivity.
- **Paid subscriptions keep charging** until stopped. Without access, the family stops them by canceling the card or asking the bank to stop the payments.
- **Getting the contents** requires a valid **subpoena or court order** served on Microsoft's registered agent, and even then Microsoft may decline. That's a job for the estate's attorney.

What to do now, since there's no switch

- ☐ **Download your OneDrive files and important email** to a place your family can reach (page 13). Without a copy, your family may not be able to get them later.
- ☐ Make sure your **password manager plan** (page 10) covers the Microsoft account, so a trusted person could sign in and close it.
- ☐ Note any **Microsoft 365 or Xbox subscriptions** on the "where things are" sheet so they can be canceled.

For every other account (banks, phone carrier, shopping, streaming, utilities)

- ☐ **List it** on pages 14–15: the company, what it's for, and the card or bank it bills.
- ☐ **Look for a "legacy," "beneficiary," "transfer on death" or "authorized user" option** in its settings or help pages. Banks and investment accounts often have formal beneficiary forms; ask the company directly.
- ☐ **Know what most companies will ask your family for**: a copy of the death certificate, proof they're the executor or next of kin (for example, letters testamentary or a court order), and the account holder's details. Order certified copies of the death certificate. Families often need several, because many companies ask for their own certified copy.
- ☐ **Paid digital purchases** (movies, music, books, game libraries) generally aren't transferable. Apple's Legacy Contact excludes them, for example.

Watch for scams after a death

Fraudsters target grieving families with fake debt calls and "account problem" messages. Before you pay or share anything, hang up and call the company back on a number from its official website or a statement you already have.



Password managers, page 1: 1Password and Bitwarden

A password manager is a good way to pass on passwords: you control who gets in and when, and there's no written list to lose. Below: what each one offers and how to set it up.

Bitwarden: Emergency Access

Bitwarden lets you name **trusted emergency contacts** who can request access to your vault. Emergency Access is a **premium feature** (including paid Families, Teams and Enterprise organizations). The contact can be on a free or premium Bitwarden account on the same Bitwarden server, and there's no limit on how many you add.

- ☐ In the Bitwarden **web app**, go to **Settings > Emergency access > Add emergency contact**.
- ☐ Enter their email and choose a **User Access** level: **View** (they can see the items in your individual vault, including passwords and attachments) or **Takeover** (they set a new master password and get full control; your old master password and two-step login methods are removed).
- ☐ Set a **Wait time**, then **Save** to send the invite. Invites expire after **5 days**.
- ☐ After they accept, go back to **Settings > Emergency access**, open the menu next to their name, choose **Confirm**, and check the **fingerprint phrase** with them (in person or by phone) before confirming.

How it works later: they submit a request; you get an email. You can approve or reject it. If you do nothing, access is granted when your wait time runs out. So pick a wait time long enough for you to reject a request you didn't expect.

1Password: Emergency Kit and family recovery

1Password doesn't have a legacy-contact switch. It offers two tools instead:

- ☐ **Emergency Kit.** A PDF with your sign-in address, email address and **Secret Key**, plus a space for your 1Password account password. To get it: sign in at 1Password.com > your name (top right) > **Manage Account > Save Emergency Kit**. Print it and keep it somewhere very safe, such as a safe deposit box or with your passport, and give a copy to someone you trust, like a spouse or someone named in your will.
- ☐ **Family recovery (1Password Families).** A **family organizer** can start recovery for a family member who can't sign in. Recovery sends an email to the member, who sets a new password, so after a death it only helps if someone can get into that email account. Your Emergency Kit (above) is the main way in. Set up **at least two** people who can recover accounts.

The 1Password Emergency Kit is its own document

It's designed to hold your account password, so **keep it separate from this kit** and store it as described above. On this kit's "where things are" sheet, write only where the Emergency Kit is kept.



Password managers, page 2: Apple and Google

Apple Passwords: shared groups

Apple Legacy Contact **can't** reach your saved passwords (they live in iCloud Keychain). The way to pass on key passwords is a **shared password group**, set up now.

- ☐ Open the **Passwords** app on iPhone.
- ☐ Create a new group, give it a name (for example "Family essentials") and tap **Add People**. Each person must be in your contacts and have iOS 17, iPadOS 17, macOS 14 or later.
- ☐ Select the passwords to share and tap **Move**.
- ☐ They accept under **Passwords > Group Invitations**.

Good to know: anyone in the group can add passwords, and changes sync to everyone. Only you (the creator) can add or remove members or delete the group. Share only what your trusted person should have now, since they get it immediately.

Google Password Manager: sharing with family

Google Password Manager has no emergency-access feature. You can share copies of individual passwords with members of your **Google family group**.

- ☐ On your computer, open **Chrome**.
- ☐ Top right: **More > Passwords and autofill > Google Password Manager**.
- ☐ Under "Passwords," pick a password > **Share** > choose the family member(s) > **Share > Done**.
- ☐ The copy is saved to their Google Account.

Good to know: sharing works only inside a family group. If you reuse that password elsewhere, they could get into those accounts too, so use unique passwords. Your Google Inactive Account Manager plan (page 6) is a separate tool for your Google data.

Which approach fits you?

If you...	Consider
Use Bitwarden Premium or a paid Bitwarden organization	Emergency Access with a wait time you're comfortable with
Use 1Password Families	Emergency Kit stored safely (family organizers can also start a recovery, which needs access to your email)
Use 1Password on your own	Your Emergency Kit stored safely, and tell your trusted person where
Use Apple devices only	A shared password group with your trusted person for the essentials
Use Chrome and Google	Share the essentials with a Google family member
Don't use a password manager	Start with your phone's built-in one, then come back to this page

Never do this

Don't email or text a list of passwords, don't keep one in a notes app, and don't write them in this kit. Someone who calls or emails "to help settle an estate" and asks for passwords or codes should be treated as a scammer.



Phones and computers: getting in

The legacy settings above unlock your accounts. They don't unlock the phone or laptop in a drawer. Plan for both.

Why the passcode matters

Apple can't remove a passcode lock without **erasing** the device. If your family needs something that exists only on the phone, they need the passcode or a backup. On Windows, a drive protected with **BitLocker** may ask for a 48-digit recovery key, and Microsoft Support can't retrieve, provide or recreate a lost one.

Passcode handover plan (pick one)

- ☐ **Option A, in a password manager:** save your phone passcode and computer login as items your trusted person can reach through emergency access or a shared group (pages 10–11).
- ☐ **Option B, sealed with your estate papers:** write the passcodes on a separate sheet, seal it in an envelope, and keep it with your estate papers or in your attorney's file, not inside the will itself. **Not in this kit.**
- ☐ Write which option you chose on page 14.

Recovery codes and 2-step backups

Two-step verification protects you, but it can also lock out your family. Make sure the backups are somewhere they can be found.

- ☐ **Google backup codes:** Google Account > **Security & sign-in** > **2-Step Verification** > under "Backup codes," select **Continue** > **Get backup codes**, then print them. You get 10 one-time codes; making a new set cancels the old one.
- ☐ **Microsoft recovery code:** account.live.com/proofs/manage/additional > **Recovery code** > **Generate a new code**. Print it. Each new code cancels the old one. Don't store it on a device you use to sign in.
- ☐ **Windows BitLocker key:** if BitLocker is on and the key was backed up to your Microsoft account, it can be found at aka.ms/myrecoverykey from another device. If it was printed or saved to a USB drive, note where.
- ☐ **Apple:** add a **recovery contact** (Settings > [your name] > Sign-In & Security > **Recovery Contacts**), up to five people. They can give you a code if you're locked out; they can't see your account.
- ☐ Store printed codes the same way as passcodes: **sealed, with your estate papers, never in this kit.**

For the family later: reusing an Apple device

After Apple approves a Legacy Contact request (or a request to delete the account), Activation Lock is removed. The device still has to be erased and restored before it can be used with another Apple Account.



Photos and files: a backup the family can reach

Photos are often what families want most. Make sure at least one copy is reachable without your passwords.

iPhone: iCloud Shared Photo Library

Share your photo library with up to five other people (six including you), so it's already in their Photos app.

- ☐ Turn on iCloud Photos: Settings > [your name] > **iCloud** > **Photos** > **Sync this iPhone** on.
- ☐ Open **Photos** > **Collections** > tap your account (top right) > **Shared Library**, then follow the steps to add people and move photos in.
- ☐ Needs iOS 16.1, iPadOS 16.1 or macOS 13 or later. You can be in one shared library at a time.

Good to know: everyone in the library can view, edit and **delete** shared photos, and everything counts toward the organizer's iCloud storage. If the organizer deletes the library, anyone who has been a member for more than 7 days can copy everything into their own library.

Google Photos: partner sharing

Automatically share your photos with one person as they back up.

- ☐ On a computer, go to **photos.google.com** > **Settings** > next to "Sharing," **Expand** > **Partner sharing**.
- ☐ Choose all photos or photos of certain people, and a start date (or none).
- ☐ Enter their email (they need a Google Account) > **Next** > **Send invitation**.
- ☐ They can choose to **save** your photos to their own account, so copies stay with them.

Good to know: you can partner share with one person at a time. Face-group filtering isn't perfect, so check what you're sharing.

One copy that needs no account at all

- ☐ Once or twice a year, download your photos and key documents (for example with **Google Takeout**, page 7) and copy them to an **external drive**.
- ☐ Label the drive, store it with this kit, and note it on page 14.
- ☐ If you keep files only in OneDrive, download them now (page 9). Without access, they may be deleted after a year of inactivity.

Quick check: where do your photos live?

Main photo service (iCloud / Google Photos / other) _____

Shared with (name) _____

Offline copy kept at _____

Last copied on (date) _____



Where things are, page 1

One row per account. **No passwords, passcodes or codes.** "Recovery info kept" means a location, for example "Bitwarden," "sealed envelope in fire safe," or "Apple Legacy Contact set."

Filled in by _____

Date _____

Phone and computer passcodes: handover option chosen (A or B, page 12) _____

#	Provider	What it's for	Legacy / recovery set?	Recovery info kept
1	Email:			
2	Phone carrier:			
3	Apple Account:			
4	Google Account:			
5	Microsoft account:			
6	Password manager:			
7	Bank:			
8	Bank / credit card:			
9	Investments / retirement:			
10	Facebook / Instagram:			
11	Photo storage:			
12	Cloud files:			



Where things are, page 2

Shopping, subscriptions and anything that bills you every month. Note the card it bills so your family can stop the charges.

#	Provider	What it's for	Card / account it bills	Recovery info kept
13	Streaming:			
14	Streaming:			
15	Shopping:			
16	Phone / app subscriptions:			
17	Internet provider:			
18	Utilities:			
19	Insurance:			
20	Work or business accounts:			
21	Domain / website:			
22	Other:			
23	Other:			
24	Other:			

Where the important things are

This kit is kept at _____

Will / estate papers are kept at _____

Estate attorney (name and firm) _____

Printed Apple access keys kept at _____

Password manager Emergency Kit kept at _____

Sealed passcode envelope kept at _____

Offline photo and file backup kept at _____



Yearly check-up

Pick a date you'll remember (a birthday, New Year's Day, tax day). Takes about 15 minutes.

My check-up date each year _____

- ☐ **Apple:** Settings > [your name] > Sign-In & Security > Legacy Contact. Are the right people still listed? Did any drop off?
- ☐ **Google:** open myaccount.google.com/inactive. Are your contacts' **mobile numbers** still right? Is your own warning phone and email current?
- ☐ **Facebook and Instagram:** is your legacy contact still the right person? Do your Pages and groups have a second admin?
- ☐ **Password manager:** is emergency access, the shared group or family recovery still set up? Is your 1Password Emergency Kit still where you said?
- ☐ **New accounts:** add any new bank, subscription, or service to pages 14–15. Cross out ones you closed.
- ☐ **Recovery codes:** if you generated new Google backup codes or a new Microsoft recovery code, replace the old printouts (old ones stop working).
- ☐ **Photos:** make a fresh offline copy and update the date on page 13.
- ☐ **Passcodes:** changed your phone or computer passcode? Update the password manager item or the sealed envelope.
- ☐ **People:** has anything changed (a move, a falling-out, a new phone number)? Update your choices everywhere.
- ☐ **Tell your trusted person** you've done the check-up and that the kit is still where they expect.

Life events that need a check-up right away

A marriage, divorce or separation; a death in the family; a new phone or computer; switching password managers; changing your main email address.

Year	Done on	Initials
1		
2		
3		
4		
5		



Official pages checked on Oct 24, 2026

We checked the steps in this kit against each company's own help pages on October 24, 2026. Menus change; if something doesn't match, look for the closest name. v1.1, Oct 2026.

Apple (pages 4–5, 11–13)

- support.apple.com/en-us/102631 (add a Legacy Contact)
- support.apple.com/en-us/103128 (data a Legacy Contact can access)
- support.apple.com/en-us/102678 (request access as a Legacy Contact)
- support.apple.com/en-us/126507 (remove a Legacy Contact)
- support.apple.com/en-us/102431 (deceased family member's account)
- support.apple.com/en-us/102641 (recovery contacts)
- support.apple.com/guide/iphone/share-passwords-iph6b2b7043/ios
- support.apple.com/guide/iphone/set-up-or-join-an-icloud-shared-photo-library-iph28ac9ea81/ios

Google (pages 6–7, 11–13)

- support.google.com/accounts/answer/3036546 (Inactive Account Manager)
- security.googleblog.com/2021/10/google-protects-your-accounts-even-when.html
- support.google.com/accounts/troubleshooter/6357590 (deceased user)
- support.google.com/accounts/answer/12418290 (inactive account policy)
- support.google.com/accounts/answer/3024190 (Google Takeout)
- support.google.com/accounts/answer/16590793 (recovery contacts)
- support.google.com/accounts/answer/1187538 (backup codes)
- support.google.com/chrome/answer/95606 (share a password)
- support.google.com/photos/answer/7378858 (partner sharing)

Meta (page 8)

- facebook.com/help/103897939701143 (memorialization and legacy contacts)
- help.instagram.com/231764660354188 (memorialized profiles)
- help.instagram.com/2936528529862624 (Instagram legacy contacts)
- help.instagram.com/1401340471077706 (add an Instagram legacy contact)

Microsoft (pages 9, 12)

- support.microsoft.com: Accessing Outlook.com, OneDrive and other Microsoft services when someone has died
- support.microsoft.com: How to get a Microsoft account recovery code
- support.microsoft.com: Find your BitLocker recovery key

Password managers (pages 10–11)

- bitwarden.com/help/emergency-access/
- bitwarden.com/help/add-and-manage-trusted-emergency-contacts/
- support.1password.com/emergency-kit/
- support.1password.com/recovery/

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