



Digital Echoes

A Beautifully Guided Journal of Love,
Reflection, and Legacy



Introduction

We live our lives in both the physical and digital worlds. Our memories, our messages, our photos, our accounts—even our final words—often live behind passwords and on platforms that the people we love may never access without help.

The Digital Life Legacy Guide is not about death. It's about love.

This is a living document. A powerful gift. A reflection of your care and clarity in a world where too many families are left guessing, overwhelmed, and locked out of important pieces of a loved one's life. It's not morbid to prepare—it's compassionate. It's not just responsible—it's empowering.

Whether you're organizing your digital life for yourself, your children, a partner, or your future executor, this guide walks you step-by-step through the process. You don't need to be tech-savvy. You just need the desire to leave behind peace instead of puzzles.

Inside, you'll find space to document your devices and passwords, explain your digital identity preferences, store final messages, and make sure your photos and files don't disappear with a forgotten login. You'll also find tools to make sure your wishes can be honored, your memories preserved, and your loved ones supported in a time when they'll need clarity the most.

And while this guide will one day serve others, it's also a gift to you. It brings peace of mind. It helps you get your digital world in order, feel less scattered, and regain a sense of control in a world full of passwords, platforms, and digital clutter.

You are here—doing the hard, beautiful work of preparing something that matters.

Take your time. Do one chapter a week. One section a day. But don't stop.

Because the truth is: one day, someone you love will be incredibly grateful that you took the time to do this.

Table of Contents

Introduction.....	1
Between the Pages	5
Chapter 1	6
Pulling It Together	6
Chapter 1 Section Introduction.....	7
Master Prep Checklist	7
Emergency Contacts	7
Important Documents & Their Locations	7
Device Inventory.....	8
Password Storage Method (with Explanation).....	8
Online Account Overview (No Logins Yet)	9
The Quiet Work	10
Chapter 2	11
Devices and Digital Access	11
Chapter 2 Section Introduction.....	12
Device Inventory.....	12
Unlock Codes & Security	12
Cloud Accounts & Storage Devices	13
Recovery Info & Secondary Verification	13
A Gentle Order	15
Chapter 3	16
Passwords and Accounts.....	16
Chapter 3 Section Introduction.....	17
Part 1: Where Are Your Passwords Stored?	17
Part 2: Important Logins by Category (No Passwords—Just Guidance).....	17
Part 3: Two-Factor Authentication (2FA) & Extra Layers	18
Reflection	19
What Stays Behind	21
Chapter 4	22
Subscriptions and Recurring Payments	22
Chapter 4 Section Introduction.....	23
Part 1: Subscription Inventory.....	23
Part 2: Business-Related Subscriptions (Optional)	23
Part 3: Payment Method Summary.....	23

Part 4: Cancelling Subscriptions	24
How to Find Your Subscriptions	24
Very Helpful Tip.....	24
Reflection	25
Beneath the Surface	27
Chapter 5	28
Social Media and Digital Identity	28
Chapter 5 Section Introduction.....	29
Part 1: Social Media Accounts Inventory.....	29
Part 2: Blog, Website, or Domain Info (Optional)	30
Part 3: Digital Presence Preferences	30
Part 4: Platform-Specific Instructions.....	30
Reflection	31
If I Could Leave a Light	33
Chapter 6	34
Photos, Videos, and Cloud Memories	34
Chapter 6 Section Introduction.....	35
Part 1: Where Are Your Digital Memories Stored?	35
Part 2: Labeling & Organization Preferences	36
Part 3: Preservation & Sharing Preferences	36
Optional Tips: Downloading Cloud-Stored Media	37
Reflection	37
Letters We Never Send	38
Chapter 7	39
Final Messages, Digital Letters, and Service Wishes	39
Chapter 7 Section Introduction.....	40
Part 1: Who Will You Write To?.....	40
Part 2: What Do You Want to Say?	41
Part 3: How Should Your Messages Be Shared?	42
Helpful Tip	42
Reflection	42
Printable Message Template	42
Part 4: My Service & Celebration Wishes	43
The Gentle Hand-Off	46
Chapter 8	47

Instructions for Executors	47
and Loved Ones.....	47
Chapter 8 Section Introduction.....	48
Part 1: Where to Begin – Quick-Start Checklist.....	48
Part 2: Document & Info Map	48
Part 3: When the Time Comes: Funeral & Service Planning Checklist.....	49
Part 4: Who to Contact	50
Part 5: Tone & Encouragement	50
Reflection	50
More Than a List	51
Chapter 9	52
Keep It Safe, Keep It Updated	52
Chapter 9 Section Introduction.....	53
Part 1: Storage and Security Options	53
Part 2: Update Reminders.....	53
Part 3: Trusted Person Acknowledgment (Optional)	54
Optional Add-On.....	54
Reflection	54



Between the Pages

We gather moments like fallen leaves,
some crisp with joy, some soft with grief.
We hold tight to voices we can no longer hear
and find strength in the echoes they leave behind.

Love does not end—it simply changes rooms.
And memory, when written down,
becomes a doorway
through which the heart can walk again.





Chapter 1

Pulling It Together



Chapter 1 Section Introduction

Before we begin building your Digital Life Legacy Guide, you’ll need to gather some basic pieces of your digital and physical worlds. This section is designed to help you pull it all together—without stress, tech confusion, or second-guessing.

If something feels unfamiliar, don’t worry. We’ve included explanations and examples to walk you through each step.

Master Prep Checklist

Emergency Contacts

These are the people who may need to act on your behalf or be contacted in an emergency:

Role	Name	Phone	Email
Executor			
Power of Attorney			
Closest Family Member, Next of Kin, Lifelong Friend			
Attorney, Financial Advisor			

Important Documents & Their Locations

List where you’ve stored your key documents—either physically or digitally.

EXAMPLE TABLE			
Document Type	Physical Location	Digital Storage Location	Notes
Will	Fireproof safe in master bedroom closet	Encrypted PDF in Google Drive (“Estate”)	Executor has a printed copy
Insurance Policy	Binder labeled “Home & Auto” in file cabinet	Uploaded to Dropbox (“Insurance Docs”)	Also stored with agent at State Farm
Birth Certificate	Locked file cabinet in home office	Not digitized	Originals only – do not scan
Trust Documents	Safe deposit box at ABC Bank	Copy stored in OneDrive (“Legal”)	Lawyer’s office also has a full copy

➔ **TIP:** If these are scanned and stored digitally, write down where (folder name, cloud service, or USB label).

Online Account Overview (No Logins Yet)

This is just a starting point. We'll go deeper later.

Category	Example Accounts
Email	Gmail, Yahoo, Outlook
Banking & Credit	Wells Fargo, Chase, PayPal, Venmo
Shopping	Amazon, Walmart, Target
Utilities	Spectrum, Duke Energy, Verizon
Streaming	Netflix, Hulu, Disney+, Spotify
Business	Website host, Canva, bookkeeping software

Category	Accounts

→ **TIP:** Write down the names of services you use—you don't need usernames or passwords yet.



The Quiet Work

It is the quiet work that changes everything.
The name written down, the password remembered,
the list made not for yourself—but for someone else.

This is how we love in silence.
This is how we say,
“I was here. I thought of you.
I cared enough to make it easier.”





Chapter 2

Devices and Digital Access



Chapter 2 Section Introduction

This section helps you record all your digital devices—whether you use them every day or only on occasion. It’s also where you’ll list how to access them securely. This information is critical for loved ones who may need to access files, photos, or apps.

Device Inventory

Use this table to list your personal, work, and shared devices. Include any tech that holds data or connects to the internet.

EXAMPLE TABLE			
Device Type	Make/Model	Owner/User	Notes
Laptop	Dell XPS 13	John	Work computer, synced to OneDrive
Tablet	iPad Air	Jane	Used for reading, not password protected
Smartphone	iPhone 13	John	Primary device, Face ID enabled
Desktop	HP Pavilion	Shared	Home office computer

Device Type	Make/Model	Owner/User	Notes

➔ **TIP:** Include smart TVs, home assistants, old laptops, or even digital cameras if they contain important files.

Unlock Codes & Security

Document the access method for each device.

EXAMPLE TABLE	
Device	Access Method
iPhone 13	Face ID + 6-digit passcode
Dell XPS 13	Fingerprint + Windows Hello PIN
iPad Air	Swipe only (no password)
HP Pavilion	Username/password combo

Examples of Access Methods:

- PIN code
- Fingerprint unlock
- Face recognition
- Pattern unlock (common on Android)
- Password

Device	Access Method

→ TIP: Do not write the exact PIN or password in this section unless you are keeping this document in a secure location. Instead, below write where the access information is stored (e.g., 'written in planner', 'stored in password manager').

Storage Location of Access Information:

Cloud Accounts & Storage Devices

Many devices automatically back up to cloud services or external drives. Use this section to list those connections.

EXAMPLE TABLE		
Service/Device	Storage Type	Access Notes
Google Drive	Cloud	Primary storage for personal files
Dropbox	Cloud	Shared family photo folder
WD My Passport	External Hard Drive	Backups for John's laptop
OneDrive	Cloud	Synced with work computer

Service/Device	Storage Type	Access Notes

Recovery Info & Secondary Verification

Some accounts require you to verify your identity through another email or phone number. List those recovery methods here so someone else can access your account if needed.

Include:

- Recovery email addresses
- Backup phone numbers
- Trusted contacts or recovery codes

EXAMPLE TABLE	
Account or App	Recovery Method
Gmail	Secondary email (jane.alt@gmail.com) + mobile number
Apple ID	Trusted device + recovery key
Dropbox	Backup code printed and stored in safe
Facebook	Text message to mobile device

Account or App	Recovery Method



A Gentle Order

In a world that moves too fast,
We take this time to slow down.
To place things in their rightful place.

So that someday, when a loved one must go looking,
They find not chaos—but kindness.





Chapter 3

Passwords and Accounts



Chapter 3 Section Introduction


Passwords are the keys to your digital life—and one of the hardest things for others to figure out if you're not around.

This section helps you organize how your passwords are stored, what kinds of accounts you have, and how a trusted person might access them safely in the future. You don't need to list every password here—just the access points and where those credentials are stored.

Part 1: Where Are Your Passwords Stored?

Use the checklist and notes below to indicate how you currently store your passwords.

Storage Method	Do You Use This?	Notes
Password Manager App (like LastPass, Bitwarden, Dashlane)	<input type="checkbox"/> Yes <input type="checkbox"/> No	App Name: _____ Where is it installed: _____ Master Password (write it here if this doc is secure): _____
Written in Notebook or Binder	<input type="checkbox"/> Yes <input type="checkbox"/> No	Where it's kept: _____
Saved in Browser (Chrome, Safari, Edge, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Which browser(s): _____
Memorized	<input type="checkbox"/> Yes <input type="checkbox"/> No	Any clues or hints stored elsewhere? _____


 What is a master password? It's the one main password that unlocks your entire password manager. Without it, no one can get into your vault—even the company that makes it.

Part 2: Important Logins by Category (No Passwords—Just Guidance)

Use this to begin organizing your accounts. This is not where you enter passwords—just where the login info is stored.

EXAMPLE TABLE			
Account Category	Service Name	What's It Used For?	Where is the Login Info Stored?
Email	Gmail	Main personal email	Bitwarden
Banking	Wells Fargo	Checking account	Written notebook
Shopping	Amazon	Online orders	Chrome browser
Streaming	Netflix	Shared family account	LastPass
Utilities	Duke Energy	Home electricity	Notebook in kitchen drawer
Health	MyChart	Medical records	Password manager
Insurance	Blue Cross	Health insurance	Bitwarden
Government	IRS, SSA	Taxes, retirement	Printed folder in office
Business	Canva, Stripe	Branding, payments	Written list in planner

Account Category	Service Name	What's It Used For?	Where is the Login Info Stored?

 Only include what matters most—especially anything tied to your finances, healthcare, or identity.

Part 3: Two-Factor Authentication (2FA) & Extra Layers

This section helps someone else understand what additional steps are needed to access your accounts.

What is 2FA (Two-Factor Authentication)?

Two-Factor Authentication, or 2FA, is an extra layer of protection for your online accounts. It means that after you enter your password, you also must prove it's really you in a second way—like entering a code sent to your phone or using a fingerprint.


Think of it like this:

 **Your password is the key... and 2FA is the deadbolt.**

Even if someone figures out your password, they still can't get in without that second step.

EXAMPLE TABLE			
Account	2FA Enabled?	Method	Backup Access Plan
Gmail	<input type="checkbox"/> Yes <input type="checkbox"/> No	Text to phone	Trusted contact can access phone
PayPal	<input type="checkbox"/> Yes <input type="checkbox"/> No	Authenticator app	Codes stored in secure file
Facebook	<input type="checkbox"/> Yes <input type="checkbox"/> No	Login approval via app	Legacy contact has access
Bank of America	<input type="checkbox"/> Yes <input type="checkbox"/> No	Text message	Phone stored in fireproof safe
Apple ID	<input type="checkbox"/> Yes <input type="checkbox"/> No	Trusted device prompt	Access tied to main iPhone
Instagram	<input type="checkbox"/> Yes <input type="checkbox"/> No	Authenticator app	Paper backup codes in desk drawer
Microsoft / Outlook	<input type="checkbox"/> Yes <input type="checkbox"/> No	Email verification	Backup email is spouse's account

Account	2FA Enabled?	Method	Backup Access Plan
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		

 Backup Access Plan: If a text or device is needed to log in, explain where that device or code is—and who should use it.

Reflection

If someone had to log in to your essential accounts tomorrow, what would confuse them the most? Write a note here to clarify anything that may need extra guidance.



What Stays Behind

You cannot box a laugh
Or archive a hug.
But you can name the places
Where your life left light.

The trail of memories
Soft as breadcrumbs,
Guiding those you love to
Something steady, something sure.





Chapter 4

Subscriptions and Recurring Payments



Chapter 4 Section Introduction

From Netflix and Canva to antivirus software and gym memberships, many of us have subscriptions quietly billing our accounts each month.

This section helps you create a full picture of your recurring digital expenses—so no money is wasted, and no essential service goes unpaid.

Part 1: Subscription Inventory

Use the space below to list subscriptions tied to your personal or business life. Include anything that charges you monthly, quarterly, or annually.

Subscription	Business or Personal	Monthly/Quarterly/Annually
	<input type="checkbox"/> Business <input type="checkbox"/> Personal	<input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually
	<input type="checkbox"/> Business <input type="checkbox"/> Personal	<input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually
	<input type="checkbox"/> Business <input type="checkbox"/> Personal	<input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually
	<input type="checkbox"/> Business <input type="checkbox"/> Personal	<input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually
	<input type="checkbox"/> Business <input type="checkbox"/> Personal	<input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually

Part 2: Business-Related Subscriptions (Optional)

If you have a side hustle, business, or nonprofit, keep those costs separate for clarity.

Part 3: Payment Method Summary

Use this section to summarize where your recurring charges hit.

→ Payment Method Tip: If your services are all tied to one card or bank, it's especially important to list that info here.

Part 4: Cancelling Subscriptions

Checklist:

- Identify active subscriptions in bank or credit card statements
- Log in and turn off auto-renew
- Contact customer service if unsure
- Send cancellation email or request (template provided in guide extras)
- Keep proof of cancellation or confirmation emails

 Use the Email Cancellation template if you wish.

How to Find Your Subscriptions

 On Your Bank or Credit Card Statement:

- Log in to your online banking account or app
- Look at the past 1–2 months of statements
- Search for repeat charges or familiar names
- Use your bank's search tool for 'recurring' or 'subscription'

 On Your iPhone or iPad:

1. Open the Settings app
2. Tap your name at the top
3. Tap Subscriptions
4. Review your subscriptions
5. Tap to cancel or manage plans

 On Your Android Device:

1. Open the Google Play Store
2. Tap your profile icon
3. Tap Payments & subscriptions > Subscriptions
4. Review or cancel any subscriptions

 Through Your Email:

- Search for keywords: 'receipt', 'subscription', 'auto-renew', etc.
- Create a folder for 'Recurring Charges'

Very Helpful Tip

Be careful with free trials! Many services automatically start charging you once the trial ends. Set a calendar reminder a few days before the trial ends so you can decide whether to keep or cancel it.

Also, check for subscriptions that renew annually without reminders. These can slip through the cracks and keep charging you for years.

Subscription Cancellation Email Template

Use this template to request the cancellation of a subscription service. Copy the content beginning at the “Subject” line and paste into your email. Replace the bracketed areas with your specific information before sending.

Subject: Request for Subscription Cancellation

Dear [Company Name] Support Team,

I am writing to formally request the cancellation of my subscription to your service. Please find the relevant details below:

- Name on Account: [Your Full Name]
- Account Email: [Your Account Email Address]
- Subscription Type/Plan: [Name of the Plan or Service]
- Account Number (if applicable): [Account or Subscription ID]

Please confirm in writing that my subscription has been successfully canceled, and that I will not be charged moving forward. Also, if there are any additional steps I need to complete, kindly let me know.

Thank you for your assistance.

Sincerely,
[Your Full Name]



Beneath the Surface

There is so much of us stored in silence.
Passwords. Decisions. Wishes. Maps.

And what a gift it is to lift them to the surface,
So no one must dive into mystery
When they should only be swimming in memory.





Chapter 5

Social Media and Digital Identity



Chapter 5 Section Introduction

Your digital life includes more than just files and accounts—it includes your presence. Social media profiles, blogs, personal websites, and usernames are part of how people remember and interact with you.

This section helps you decide what happens to those pieces of your digital identity—and who you trust to manage them.

Part 1: Social Media Accounts Inventory

Use this table to record where you have active accounts and what you want to happen to them.

EXAMPLE TABLE				
Platform	Username / Handle	Status (Active/Inactive)	Action to Take	Legacy Contact
Facebook	@janesmith	Active	Memorialize	John Smith (brother)
Instagram	@artbyjane	Active	Delete	None
LinkedIn	linkedin.com/in/janesmith	Inactive	Delete	Self
Twitter / X	@JaneTweets	Active	Leave Public	John Smith
TikTok	@jane.dances	Active	Delete	Niece (Samantha)
Pinterest	@janesmithdesigns	Active	Leave as-is	None

Platform	Username / Handle	Status (Active/Inactive)	Action to Take	Legacy Contact
Facebook				
Instagram				
LinkedIn				
Twitter / X				
TikTok				
Pinterest				

Part 2: Blog, Website, or Domain Info (Optional)

If you manage any websites or blogs—even for hobbies or a side hustle—record them here.

EXAMPLE TABLE			
Site or Domain	Hosting Platform	Action to Take	Access Info Stored
janesmithwrites.com	GoDaddy	Cancel	Password manager
thequietlife.blog	WordPress	Archive	Written list
smithfamilyreunion.org	Wix	Keep active	Shared in Google Drive

Site or Domain	Hosting Platform	Action to Take	Access Info Stored

Part 3: Digital Presence Preferences

- I want my Facebook account to be memorialized
- I want all my social accounts deleted
- I want someone to post a final message on my behalf
- I want my blog to stay online for at least 1 year
- I want my YouTube videos to stay public
- I want a family member to manage or save my content
- I want to create a “Goodbye” post and save it in my cloud drive
- I want a trusted person to download all my content before deletion
- I want to leave a digital scrapbook or memory post
- I want to disable comments on my posts after I’m gone
- I want my accounts to redirect to a legacy website or message
- I want certain posts or albums removed before the account is memorialized
- I want to keep my profiles active for a short time, then deleted (e.g., 6 months)
- I want to give someone access to continue running my page
- I want my family to post an obituary or life tribute post on my main platforms

Part 4: Platform-Specific Instructions

After the reflection, a page is available with instructions for:

- Assigning a Facebook legacy contact
- Deleting or memorializing Instagram accounts
- Managing a Google account after death
- Accessing or deleting Apple ID data

Platform-Specific Instructions for Managing Digital Accounts

This table provides quick guidance on what can be done with accounts after someone passes away. It includes memorialization, deletion, content downloads, and where to request actions. These instructions apply to the most common platforms.

Platform	Options Available	How to Access Options	Helpful Link or Notes
Facebook	Memorialize, Delete, Assign Legacy Contact	Settings > Memorialization Settings	https://www.facebook.com/help/103897939701143
Instagram	Memorialize, Delete	Help Center > Deceased Accounts	https://help.instagram.com/264154560391256
Google (Gmail, Drive, YouTube)	Download Data, Inactive Account Manager, Delete	Google Account > Data & Privacy > Inactive Account Manager	https://support.google.com/accounts/answer/3036546
Apple ID / iCloud	Delete Account, Request Data Access	Contact Apple Support	https://support.apple.com/legal/legacy-contact
LinkedIn	Delete, Report Deceased	Help Center > Close Account	https://www.linkedin.com/help/linkedin/answer/2842
Twitter (X)	Deactivate Account	Submit request via support page	https://help.twitter.com/forms/account-access
Pinterest	Close Account	Help Center > Deceased User Request	https://help.pinterest.com/en/article/deactivate-or-close-your-account
TikTok	Delete Account	Log in required; no memorialization option	https://support.tiktok.com/en/account-and-privacy/account-information/how-to-delete-your-account





If I Could Leave a Light

If I could leave a light for you, I would.
One that never goes out.

It would sit beside the questions,
And glow where the confusion lives.

It would say: You are not alone.
And I thought of this. I thought of you.





Chapter 6

Photos, Videos, and Cloud Memories



Chapter 6 Section Introduction

Your photos and videos may be the most emotionally valuable part of your digital life. Whether stored in the cloud, on a phone, or a forgotten thumb drive—these memories deserve to be protected and passed on with care.

This section guides you through recording where those memories live and how you'd like them shared or saved.

Part 1: Where Are Your Digital Memories Stored?

Use the chart below to list the platforms, folders, or devices where your most important media files are saved.

EXAMPLE TABLE			
Storage Location	What's Stored There	Access Info Stored?	Who Should Have Access?
iCloud	Family photos & videos	Password manager	Spouse and kids
Google Photos	Trips, events	Shared folder + Google login	Sister (Emily)
Dropbox	Scanned albums	Stored in notebook	Executor
External Hard Drive	Old family videos	In desk drawer	Eldest child
Facebook Albums	Tagged & uploaded photos	Facebook login	Legacy contact
USB Drive (labeled "Photos")	Wedding & baby photos	Physical access only	Spouse

Storage Location	What's Stored There	Access Info Stored?	Who Should Have Access?



Letters We Never Send

Some words wait a lifetime to be spoken.
Others are meant to outlive us.

Here, in this space, you can write both.
And whether read now or later,
What matters is they were written.





Chapter 7

Final Messages, Digital Letters, and Service Wishes



Chapter 7 Section Introduction

These aren't legal documents—they're heart documents.

Final messages, digital letters, and personal notes allow you to leave love, encouragement, memories, or important guidance for the people who matter most.

This section helps you decide who you want to write to, what you want to say, and where or how those messages should be stored or delivered.

Part 1: Who Will You Write To?

Use this section to list the people or groups you'd like to leave messages for.

EXAMPLE TABLE			
Name / Group	Relationship	Message Type (Letter, Video, Audio)	Where It Will Be Stored
John Smith	Spouse	Letter	Envelope in safe
Emily	Sister	Audio recording	Google Drive 'Letters' folder
Kids (all)	Children	Video message	iCloud album 'Final Words'
Grandchildren (future)	Family	Letter + photo book	Dropbox
Business Partners	Colleagues	Letter	Password-protected PDF
Church Group	Faith community	Typed letter	Shared via email (scheduled)

Name / Group	Relationship	Message Type (Letter, Video, Audio)	Where It Will Be Stored

Part 2: What Do You Want to Say?

Use this space as a guided writing area—or simply prompt yourself with these reflection points.

- What do you want this person to remember most about your relationship?

- What words of encouragement would you want them to hear during tough times?

- What family history, stories, or wisdom would you like to pass on?

- Is there something you never got the chance to say in person?

- What blessing or prayer would you offer for their future?

Part 4: My Service & Celebration Wishes

Intro (from the person filling it out):

These pages are here to help the people I love understand what I would *prefer* for my funeral, memorial, or celebration of life. I know that circumstances, timing, and costs may affect what actually happens, and I do not want this to become a burden. Please use these wishes as a guide and do what is best for the family.

A. Type of Gathering I Prefer

Please check all that apply or circle your choice.

- Funeral service (usually soon after death)
- Memorial service (can be later)
- Celebration of life
- Graveside service only
- Simple family gathering at home or another location
- I don't have a strong preference – let my family decide

If you'd like to explain more, you can write that here:

B. Burial / Cremation Preferences

(These are personal wishes only. Legal documents and local laws always control.)

My preference is:

- Burial
- Cremation
- I'm open to either – please decide as a family

If there are details that matter to you (cemetery, being near certain family members, etc.), you can note them here:

C. Faith, Spiritual, or Personal Beliefs

If possible, I would like my service to reflect my faith and beliefs.

Preferred pastor/faith leader/officiant (if available):

Name: _____

Phone/Email: _____

My faith tradition / church / community:

Scriptures, readings, or themes that matter to me:

D. Tone and Atmosphere

How I hope the gathering will feel:

- Quiet and reflective
- Hopeful and comforting
- Joyful celebration of my life
- A mix of laughter and tears

If you'd like to describe it in your own words, you can write that here:

E. Music and Songs

Songs, hymns, or other music I would *love* to have (if possible):

1.

2.

3.

Songs or types of music I would prefer *not* to use (if any):

F. People I'd Love to Participate (If They Are Willing)

People I'd like to speak, share a memory, read, or pray:

If there are any special roles (readers, singers, pallbearers, etc.), you can note that here:

G. Photos, Slideshows, and Keepsakes

- I would like photos displayed if possible.
- A slideshow would be nice, if it's not too much work.
- A memory table (photos, objects, mementos) would be meaningful.
- I don't have a preference about photos or displays.

Other ideas (memory books, notes, favorite objects, etc.):

H. Obituary or Life Story Highlights

If you'd like certain things included in your obituary or life story, you can list them here (important relationships, accomplishments, passions, or a sentence that describes your life):

Where I'd like my obituary or notice to appear (if possible):

- Local newspaper
- Funeral home website
- Church bulletin
- Social media/online post
- No strong preference

I. Special Requests and "Please Don't"

Special requests I have for my service or gathering:

Things I really hope you *do not* feel pressured to do (or definitely don't do):

J. A Note to My Loved Ones

If you'd like to leave a short note here about why you chose these wishes, or a few words of encouragement for your family, you can write that below.

These are my preferences, not requirements. Please remember that I love you, and I trust you to do what is best for one another.



The Gentle Hand-Off

There will come a time when another will hold this.
They will touch the pages you've touched.
And they will feel your calm, your care, your clarity.

This is more than a transfer of information.
It is the gentle hand-off of love itself.





Chapter 8

Instructions for Executors and Loved Ones



Chapter 8 Section Introduction

This chapter is for the person reading this guide after you're gone. Whether they're a family member, trusted friend, or legal executor, they're likely grieving and unsure where to start.

These instructions are meant to be gentle, clear, and practical—so your digital affairs can be handled with care and confidence.

Part 1: Where to Begin – Quick-Start Checklist

Step 1: Locate This Guide (If you're reading this, Step 1 is already complete.)

This guide is designed to walk you through everything in one place—start with this checklist and take it one step at a time.

Step	Description
<input type="checkbox"/> Read the Final Messages Section (Chapter 7)	If included, review any letters or notes left for specific people
<input type="checkbox"/> Notify Trusted Contacts	Reach out to executor, Power of Attorney, or any key advisors listed in Chapter 1
<input type="checkbox"/> Secure Devices	Collect and safeguard phones, tablets, computers, hard drives, and USBs
<input type="checkbox"/> Access Passwords & Accounts	Use Chapter 3 to identify how to access key accounts (email, banking, etc.)
<input type="checkbox"/> Cancel or Transfer Subscriptions	Refer to Chapter 4 to stop unnecessary charges
<input type="checkbox"/> Handle Social Media Accounts	Follow preferences from Chapter 5 for deleting, memorializing, or downloading data
<input type="checkbox"/> Preserve Digital Memories	Use Chapter 6 to download or share family photos, videos, and cloud files
<input type="checkbox"/> Deliver Final Messages	If letters or videos were created, follow sharing instructions from Chapter 7

Part 2: Document & Info Map

Use this space to guide your executor or loved one to where everything is kept—both physical and digital.

Item or Section	Where to Find It
Legal Will	
Backup Flash Drive	
Password Notebook or App	
Copies of ID / Birth Certificate	
Safe or Lockbox Location	
Cloud Storage Access	

Part 3: When the Time Comes: Funeral & Service Planning Checklist

Intro paragraph (for the executor/responsible person):

This page is meant to give you a simple, practical list of what usually needs to happen when someone passes away. It is not legal advice, and details will vary based on your location and situation. Use this checklist as a guide, and always follow the instructions of your funeral home, medical providers, and local authorities.

First Steps (0–72 Hours)

- Notify close family members and key contacts.
- Contact a funeral home or mortuary to begin arrangements.
- Locate important documents (ID, insurance policies, will, advance directives, military papers if applicable).
- Ask the funeral home how to obtain certified copies of the death certificate and how many they recommend.
- Inform the person’s pastor/faith leader or other spiritual support (if desired).
- Notify employer(s), key organizations, and anyone else who needs to know quickly.

Planning the Service or Ceremony

- Decide on burial, cremation, or other arrangements as allowed by local laws and faith tradition.
- Choose the type of gathering: funeral, memorial service, celebration of life, graveside service, or a simple family gathering.
- Select the location(s): church, funeral home, graveside, home, or other venue.
- Decide who will lead the service (pastor/faith leader, officiant, or family member).
- Choose any speakers, readers, and musicians for the service.
- Decide on music, scriptures, readings, or special tributes.
- Work with the funeral home to prepare an obituary or life story and decide where it will be shared (newspaper, website, social media, etc.).
- Plan any photos, slideshow, memory table, or keepsakes (if desired).
- Decide whether there will be a reception or gathering afterward, and where it will be held.

Connecting to Their Personal Wishes

If the person completed the “My Service & Celebration Wishes” section in *Chapter 7: Final Messages, Digital Letters, and Service Wishes*, please review those pages now. They include their preferences about the type of service, music, readings, people to contact, and how they hoped their life would be remembered. Use their wishes as a guide where possible.

Important Note

This checklist is for general guidance only. It does **not** replace legal, medical, or professional advice. Laws and procedures vary by state and country. Always follow the instructions of your funeral home, medical providers, and local authorities.



More Than a List

This is not a checklist, though it looks like one.
It is a collection of choices, a life lived out loud.

To keep it safe, to keep it current,
Is not just paperwork.

It is a promise.
To show up—even later—with love.





Chapter 9

Keep It Safe, Keep It Updated



Chapter 9 Section Introduction


You've done the work—now let's make sure it doesn't get lost, outdated, or forgotten.

This chapter helps you decide where to store your Digital Life Legacy Guide, who should have access, and how to stay on top of any changes in your digital life.

Part 1: Storage and Security Options

Use the table below to identify where your completed guide is stored, how it's protected, and who knows how to access it.


Storage Method	Location / Platform	Password Protected?	Who Knows About It?
Printed Binder	Home safe	N/A	Executor, spouse
Cloud Storage	Google Drive > Legacy Folder	Yes	Daughter (shared access)
USB Drive	Desk drawer, labeled 'Legacy Guide'	No	Attorney
Password Manager Note	Bitwarden	Yes	Legacy contact

 If you store this guide digitally, make sure it's encrypted or password-protected and that someone else has access info.

Part 2: Update Reminders

Use this checklist to plan regular reviews of your guide. Think of it like changing the batteries in your smoke detector—small check-ins can make a big difference later.

When to Review	What to Check
Every January	Add/remove subscriptions, update cloud services
After life events (marriage, birth, divorce)	Update who gets final messages or has access
When you get a new device	Add it to the Devices section
If you switch password managers	Update access info in Chapter 3
Once per year	Review your entire guide for relevance and accuracy

 Set a calendar reminder now—either in your phone, planner, or smart device—to review this guide once per year.

A Note of Gratitude and Grace

To you—

Thank you for having the courage to begin. Completing this guide may not have been easy, but it was deeply necessary. You've taken a powerful step—not just to organize, but to love. You've given a future gift of peace, clarity, and care to someone who may one day need it most.

And to the one holding this now—

This guide was created with you in mind. It holds more than passwords and plans; it holds the echoes of love, trust, and thoughtfulness. Someone cared enough to make the hard choices now, so that you wouldn't have to make them alone later.

May you both find comfort in knowing that love can live on—not just in memory, but in preparation.

With love,

Dr. Anita McCoy