

**Note:** This is just a sample template, you should add or remove sections as necessary based on your personal situation, also it is highly recommended to use a secure way to store the document and provide access to the trusted person.

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## Digital Asset Management Plan.

### I. Introduction

- Purpose of the document: To provide loved ones with instructions for accessing and managing my digital assets in the event of my death.

### II. Digital Asset Inventory

- List of important online accounts (e.g. email, social media, banking)
  - Example:
    - Facebook:
      - facebook.com/myusername
      - Login: [myemail@gmail.com](mailto:myemail@gmail.com)
      - Password: \*\*\*\*\*
  - Instructions for accessing and managing the accounts
    - Example: To access my email account, go to gmail.com and enter the provided username and password. Make sure to check the inbox and the trash folder for any important emails.

### III. Password Manager

- Description of the password manager being used (e.g. LastPass, 1Password)
  - Example: 1Password
    - Master Password: \*\*\*\*\*
    - Location of the 1Password Emergency Kit
    - Location of the backup YubiKey (if secured with one).
  - Instructions for accessing and managing the passwords stored in the password manager
    - Example: To access my passwords stored in 1Password, go to 1password.com, enter the master password provided above, and then follow the instructions for logging in. Please take note that the password manager also stores other important information like credit card details, security questions and notes.

### IV. Other Digital Assets

- Description of any other digital assets (e.g. crypto wallets, cloud storage)
  - Example:
    - Crypto Wallet: MyEthereumWallet

- Login: [myemail@gmail.com](mailto:myemail@gmail.com)
  - Password: \*\*\*\*\*
- Example:
  - Cloud Storage: Google Drive
    - Login: [myemail@gmail.com](mailto:myemail@gmail.com)
    - Password: \*\*\*\*\*
- Instructions for accessing and managing the assets
  - Example: To access my Ethereum wallet, go to MyEthereumWallet.com, enter the provided username and password, and then follow the instructions for logging in. Be sure to check for any crypto currency holdings or other assets in the wallet.
  - Example: To access my Google Drive, go to drive.google.com, enter the provided username and password, and then follow the instructions for logging in. Please take note that my Google Drive contains important documents like tax returns, legal documents, and other important files.

## V. Contacts

- List of important contacts (e.g. attorney, financial advisor)
  - Example:
    - Attorney:
      - John Smith, 555-555-5555, [johnsmith@lawfirm.com](mailto:johnsmith@lawfirm.com)
  - Example:
    - Financial Advisor:
      - Jane Doe, 555-555-5555, [janedoe@firm.com](mailto:janedoe@firm.com)

## VI. YubiKey

- Description of YubiKey usage (e.g. for 2FA, encryption).
  - Example:
    - YubiKey is used for 2FA on my email account, my crypto wallet and for disk encryption.
- Serial/Model number of the YubiKey.
  - Example:
    - YubiKey Model: 5C NFC.
    - YubiKey serial number: xxxxxxxx.
    - YubiKey Pin Code: \*\*\*\*
- Instructions for using the YubiKey to access accounts or decrypt files.

Example: To access my email account using YubiKey, plug the YubiKey into a USB port , enter the provided password and touch the button on the YubiKey. - Example: To decrypt my disk using YubiKey, plug the YubiKey into a USB port, enter the provided password and follow the instructions to unlock the disk.

- Information on where the YubiKey is currently stored and how to locate it
  - Example: The YubiKey is currently stored in my safe deposit box at XYZ Bank. The key to the safe deposit box is located in my home office desk drawer.

## VII. Conclusion

- Final instructions and wishes.
- Example:
  - I hope this document will be of help to my loved ones in the event of my passing. I have tried my best to provide all the necessary information and instructions for accessing and managing my digital assets. I also recommend my loved ones to review these instructions regularly and make sure that they are kept up to date. I also recommend to seek professional help if they have any doubts or difficulties in accessing or managing my digital assets.