**Managing Digital Records**

We live in a digital society. Management of digital records needs to be planned as your other estate items. Below are items that you need to provide information and establish appropriate legacy designations.

* Social media accounts
  + Email
  + Facebook
  + Instagram
  + Twitter
  + Snapchat
  + You Tube
  + Linked In
  + Pinterest
  + iCloud account
  + Photo storage
* Mobile phone: Designate responsible individual to share login information.
* Create an inventory of digital devices (computers, tablets, watches, Roku devices, gaming equipment, etc.)
* Setup accounts with more than one user or at least a designated authorized user. I found this was required for accounts with my mobile phone carrier, cable company, and Amazon.

Here are a few suggestions that could enhance your digital management:

* Create a family email account to use for common accounts (i.e. utility account logins, computer setup, entertainment accounts, games, Roku devices, etc.)
* Store your passwords in a secure location. There are apps available to manage this data. Ensure a responsible individual knows how to access the information.
* Create archives for important emails. Recommend creating one for online orders. This provides a source of information to help identify where your email has been used as a login identity.

The following articles from [www.everplans.com](http://www.everplans.com) aligned with my experience of managing digital records. They are:

* How to Create a Digital Estate Plan
* How to Protect Your Social Media Accounts after You’re Gone