



Organized
Legacy™

A Guide for Your **DIGITAL LEGACY**

Organizing your online life for immediate
peace of mind and clarity for the future

OrganizedLegacy.com

A Guide for Managing Your Digital Legacy



Updated February 2026

In today's digital world, organizing your online life is a vital part of a modern estate plan. Taking action now to ensure your accounts are handled according to your wishes provides immediate peace of mind and clarity for the future. Many major platforms offer "Legacy" tools specifically designed to help you stay organized and in control of your digital footprint.

This guide outlines the setup process and policies for key digital platforms. **Always check each platform's website for updates, as policies may change.**

MAJOR PLATFORMS AND THEIR POLICIES

GOOGLE (Gmail, YouTube, etc., including Android devices using a Google account)

Feature: Inactive Account Manager

How It Works:

- Set a timeout period (3 to 18 months) of inactivity before Google takes action.
- Choose trusted contacts to receive specific data (e.g., emails, photos) or delete the account.
- Google notifies contacts when the account becomes inactive.

Setup: Go to Inactive Account Manager > Click Start and set preferences. (Steps may vary slightly depending on your device or Google account version.)

Without Setup:

- Family can request account closure or, in limited cases, access to certain data—but never login credentials.
- If an account is closed, Google permanently deletes its contents, and future requests for access cannot be processed.
- Request access or closure via [Google's request page](#).

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APPLE (ICLOUD, ITUNES, ETC.)

Feature: Legacy Contact

How It Works:

- Assign up to 5 trusted contacts to access your data (photos, messages, notes, etc.).
- Excludes licensed media (music, movies, apps) and iCloud Keychain passwords.
- The Legacy Contact needs an access key and death certificate to retrieve data.

Setup: On your device, go to Settings > [Your Name] > Sign-In & Security > Legacy Contact.

Without Setup:

- Apple provides no access by default; legal processes may be required.
- Users without a Legacy Contact can request account deletion or access through legal means, including a court order.
- Devices with passcode encryption cannot be unlocked, even by Apple.
- More info: [Apple's access request guide](#).

LINKEDIN

Feature: Memorialization or Removal (No Legacy Contact)

How It Works:

- A memorialized LinkedIn account locks all access but remains online.
- Family can request closure by submitting: ✓ Death certificate.
- ✓ Legal proof (e.g., Letters of Administration, Letters of Testamentary).
- Documentation requirements may vary depending on your country or region.
- More info: [LinkedIn's request process](#).

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PASSWORD MANAGERS (*1Password, LastPass, Dashlane, etc.*)

1PASSWORD: The "Physical Key" Method

How It Works: Uses a "Secret Key" that is never stored on their servers.

Executor Step: They must find your printed **Emergency Kit** (a 1-page PDF).

Your Action: Go to *My Profile > Manage Account > Save Emergency Kit*. Print it, write your Master Password on it, and store it in a safe.

LASTPASS: The "Time-Delay" Method

How It Works: You designate a "Trusted Contact" who can request access to your vault.

Executor Step: They "Request Access" via their own LastPass account.

Your Action: In Emergency Access, add a contact and set a Wait Period (e.g., 48 hours). If you don't "Deny" their request in that time, they get access.

DASHLANE: The "Secure File" Method

How It Works: Uses an encrypted DASH file containing your vault data. It does not update automatically; you must export a new file if you change passwords.

Executor Step: They must find your **DASH file** and use the unique file password you created to import it into a new Dashlane account.

Your Action: In the web app, go to *Settings > Export Data > Export to DASH*. Create a unique password for this file, save the file to a USB drive, and share the password via a Secure Note.

CRITICAL: THE MASTER PASSWORD RULE *Password managers cannot reset your Master Password. If your executor does not have this specific password (written on a kit or shared via a wait-period), all data is permanently encrypted and lost forever.*

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FACEBOOK

Feature: Legacy Contact

How It Works:

- Choose a Legacy Contact to manage your profile after your passing.
They can:
 - ✓ Accept friend requests on behalf of a memorialized account.
 - ✓ Change the profile & cover photo.
 - ✓ Request account deletion if no longer needed.
- Alternatively, you can opt to have your account deleted.

Setup:

- Go to Settings & Privacy > Settings > Memorialization Settings.
- Select a Legacy Contact or request account deletion.

Without Setup: Friends & family can only request memorialization or deletion.

INSTAGRAM

Feature: Memorialization or Deletion (No Legacy Contact)*

How It Works:

- Family can request to memorialize your account (adds "Remembering" to profile) or delete it.
- Memorialized accounts remain visible but cannot be changed.
- No one can log in to a memorialized account.
- Posts & profile remain unchanged, and "Remembering" appears next to the name.

Setup: No pre-death setup available – leave instructions in your estate plan.

Process: Family must submit a request with proof of death (e.g., obituary, death certificate).

Yes, even though Facebook and Instagram are both owned by Meta, they have different policies for handling accounts after someone passes away.

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MICROSOFT

Feature: No Legacy Contact or Inactive Account Manager

How It Works:

- Family can request account closure or limited data access with legal proof (e.g., death certificate, court order).
- Outlook emails and OneDrive files are not automatically transferred—Microsoft only provides access in rare cases.

Setup: No pre-death setup available—include instructions in your estate plan.

Process: Family must submit a request with legal documentation. [Request account closure or access.](#)

TWITTER/X

Feature: [Account Deactivation](#) (No Legacy Contact)

How It Works:

- No legacy contact or memorialization options.
- Family can request account deactivation.

Setup: No pre-death setup available—include wishes in estate plan.

Without Setup: Submit a request via Twitter/X Help Center with proof of death.

YAHOO, TIKTOK, SNAPCHAT

- **Yahoo:** Does not allow access after death; accounts auto-delete due to inactivity. [Request Account Closure.](#)
- **TikTok:** No legacy contact; family must request account removal. [Submit a request.](#)
- **Snapchat:** Accounts may be deleted after extended inactivity. Family must [log in](#) to request account removal.

GLOSSARY OF KEY TERMS



To ensure clarity and a comprehensive understanding of digital legacy management, this glossary defines key terms used in this guide, covering concepts related to online accounts, digital assets, and estate planning.

Digital Asset: Any electronic record, file, or data that has value, stored on a digital device or online. Examples include emails, social media accounts, photos, videos, documents, and online financial accounts.

Digital Executor: Person designated to manage digital assets after someone's death, including accessing, transferring, deleting, or memorializing accounts.

Estate Plan: A legal arrangement for managing and distributing a person's assets after death or incapacitation, often includes a will and trusts.

Inactive Account Manager: An online feature that sets instructions for user accounts after inactivity, such as notifying contacts, sharing data, or deleting the account.

Legacy Contact: A designated person to manage aspects of an account after the holder's death, with permissions varying by platform.

Letters of Administration: Court document authorizing an estate administrator when someone dies without a will (intestate).

Letters Testamentary: Court-issued document allowing a named executor in a will to administer the deceased's estate.

Memorialization: Changing a deceased person's social media profile to a memorial status, typically adding "Remembering" and restricting certain activities.



Tips & Final Notes

Tips for Managing Your Digital Legacy

- ✓ **Create an Inventory:** List important accounts with secure access instructions (e.g., email, social media, banking).
- ✓ **Appoint a Digital Executor:** Designate someone tech-savvy to handle your digital assets.
- ✓ **Use Legacy Tools:** Set up legacy contacts or inactive account managers where available.
- ✓ **Communicate Wishes:** Let trusted family members know how you want your accounts handled.
- ✓ **Seek Legal Advice:** Include digital assets in your estate plan.
- ✓ **Plan for 2-Step Verification:** Many accounts require a code sent to your phone. Ensure your trusted person can access your unlocked mobile device (see 'My Digital Devices').
- ✓ **Secure Your Cryptocurrency:** Unlike bank accounts, crypto often cannot be recovered without specific keys or seed phrases. Refer to the 'Crypto Legacy Guide' (in Section 9: Other Assets) to ensure your family knows how to access these funds.

Final Notes:

- **Policies are Fluid:** Digital platform terms of service and legacy features change frequently; always verify instructions on official websites.
- **Legal Proof Requirements:** Many platforms require formal legal documentation, such as death certificates or court orders, before granting any form of access.

CAUTION WITH DIGITAL LIBRARIES Purchases on Amazon (Kindle/Audible) and iTunes are often "licenses" that end at death. Even with an Apple Legacy Contact, these libraries are typically not transferable. If you want family to access these collections, you must share your login credentials privately. Officially notifying a company of a death usually results in the account—and all content—being permanently deleted.

The greatest gift you can leave is a well-organized legacy.



Hi there!

I know that looking at a "Digital Legacy" can feel like staring at a mountain you aren't quite ready to climb. Whether you're organizing for your own "someday" or navigating the heavy fog of a recent loss, please know that you don't have to do it alone.

My mission at Organized Legacy is simple: to help you find the peace that comes from having a clear roadmap. I'm here to help you shoulder the logistical burden so you can focus on what actually matters—living your life and honoring your stories.

I'd love to hear your story and help you decide which step to take next.

Let's connect. [Book a complimentary 15-minute chat](#) with me.

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