



Your Digital Legacy Checklist

Any one of us, regardless of age, can face an untimely departure from this world. In such an event, what would your digital legacy say about you for generations to come? Whether your online presence is personal or professional, the following steps will help you get started on the track to ensuring that how you will be memorialized online reflects your wishes.

- Assign your Facebook Legacy Contact.**
- Create a Password Formula that can be easily changed (e.g., August@2016).**
- Buy a Password Book.**
- List your user names and passwords in your Password Book in pencil.**
- Store your Password Book with your lawyer, in a safety deposit box, or with your will.**
- Order prints of photographs and copy files of home movies and genealogy to share with family so nothing only lives on third-party sites like Shutterfly, YouTube, and Ancestry.**
- From your iTunes library, download your music, books, etc. to a CD/DVD.**
- Print out your contacts list from your phone to share with your executor.**
- Be consistent with how you use your name online so your reputation doesn't get tangled with other people with the same name.**
- Google your name and delete anything you can that you don't feel good about.**
- Schedule a date on your calendar at least annually to update your Password Book.**
- Speak to your lawyer for advice.**

Congratulations! You are on your way to having a strong online legacy for generations to come.

This is the first of a variety of steps you can take to boost your online reputation. For more tips on managing your online reputation, visit Looking Glass Communications online.