Creating An Emergency Digital Access Plan

Because *someone* will need to handle the devices and data!

Complex Balance

Security

Accessibility

Dignity (private life)

Create your plan
in three clear (*but
demanding*) steps...

Gather the digital assets

Secure data in cloud (or locally)

Notify Agents

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Gather

Spend time over a few weeks bringing together everything you can, no one will have a better knowledge about your footprint than you!

Gather passwords, usernames, and security questions

ALL email accounts

Clearly identify "*password resolution email*"! Keep this PW updated!

Apple/Google/Microsoft accounts

The PIN to open the device, as well as the master account info.

Cloud storage password and payment info

2 factor authentication complicates this...enable email contact!

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"2 Factor Authorization" verifies who you are using at least 2 different methods

Something you know

Something you have

Something you are

Gather passwords, usernames, and security questions

Financial/Legal

- Life Insurance

- Mortgage/Home Insurance

- Auto Registration/Loan/Insurance

- Banking/Brokerage

- Credit Cards/Paypal

- Social Security/Medicare - number AND account login

- Driver's License/Passport/TSA numbers

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Gather passwords, usernames, and security questions

Health

- Online/local pharmacy
- Doctor's office and hospital portals
- Health insurance

Utilities

- Water/electric/gas/trash
- Good to Go/Adventure Pass
- Internet/cable/landline provider
- Cell phone provider AND payment info

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Gather passwords, usernames, and security questions

Entertainment
- HBO/Netflix/Hulu/other streaming and subscription accounts
- Magazine/newspaper
- Arts/performance groups

Social Media
- Facebook – memorialization settings
- Instagram/Snapchat/Twitter/Myspace

Misc.
- Website/remote work credentials
- AARP/other renewing memberships
- Amazon Prime/Costco/retail stores

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Gather photos and documents

Assemble online items

- Smugmug/flickr/other online galleries
- Text threads, photos and email attachments
- Downloads folder/documents file

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Place physical items into LABELLED bin/drawer

- Paper photos

- Physical storage devices

    Chips/film in old cameras

    Floppies/CDs/thumb drives/external HD

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SECURE

- Cloud storage provides banking level security, and hardware that are more secure than local devices (*and you can always duplicate locally*).

- Provides auto-updating of content and access changes.

- Allows current and emergency remote access. (*Paper and external is better than nothing!*)

Secure digital and physical

Passwords and Info –

- Password vault is most secure (LastPass for remote delay access)
- Enter as many as possible manually, don't forget security questions.
- Add static numbers to Notes – passport, driver's license, birthdate, SS #

- *If too complex,* use browser password feature.
  - Will auto – fill and capture new passwords.
  - Be sure you can access account (Google, MS, iCloud)

- *If too complex,* use paper address book.
  - Cross out old passwords, add new dates.
  - Not secure but better than post-its!

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Secure digital and physical

Cloud Storage for Photos and Documents

- Get data off paper and off misc chips, cards, drives
- OneDrive/GoogleDrive/iCloud/Dropbox
  - Move, then setup as default storage location
- Allows file specific sharing
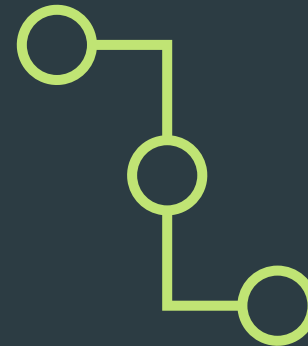- Can also/instead duplicate to local storage (external drives)

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NOTIFY

This is an important tool your people will need to handle things.

Notify

▶ Setup authorized emergency access to online vault *(or clearly identify the paper book)*

▶ Include paper documentation, if desired, with legal documents.

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Patient Assistance with Personal Tech