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
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!
“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
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
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
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
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!
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)
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.