

SECRET PASSWORD SHEET

The Secret Password Sheet should be stored separately from your Emergency Binder. Below are a couple of ways you can store your Secret Password Sheet:

Manually Print the Sheet

Print the sheet and manually complete the passwords. Store this sheet in a safe or with your other important documents in a secure area. Your beneficiaries will need to know how to access the Secret Password Sheet in an emergency, so there should be clear instructions left with your spouse or other trusted individual to obtain the Secret Password Sheet. Because this is maintained manually, you should periodically update the sheet.

Keep in mind that your user names are stored in the Emergency Binder, so the Secret Password Sheet will be useless to someone without the Emergency Binder.

Electronically Store the Sheet

DropBox, Box.com, Google Drive or another cloud storage provider is a good place to store your Secret Password Sheet. There are password and encryption options available in Abode, Microsoft Office and other popular software options as well. However you choose to store your document, your beneficiaries will need to know how to access the Secret Password Sheet in an emergency, so there should be clear instructions left with your spouse or other trusted individual to access the Secret Password Sheet.

Keep in mind that your user names are stored in the Emergency Binder, so the Secret Password Sheet will be useless to someone without the Emergency Binder.

Store the Sheet with a Third Party

You may wish to leave a copy of your Secret Password Sheet with a fiduciary such as an attorney or CPA. They will need copies of your estate plan and/or Power of Attorney so they can determine who should have access and under what conditions.

No matter how you choose to store your passwords, just keep in mind that your passwords are useless without your user names and vice versa. Just make sure you do not store your Secret Password Sheet with your Emergency Binder. Keep them separate to keep your security.

SECRET PASSWORD SHEET

Please keep this sheet separate from your Emergency Binder. DO NOT STORE THIS SHEET INSIDE THE EMERGENCY BINDER. Keep this sheet in a secure location. DO NOT INCLUDE USERNAMES ON THIS SHEET.

The Password Number will correspond to the number assigned in the Emergency Binder. Some lines will be blank because there is no password to assign. You will need both this Password Sheet as well as the Emergency Binder to access any accounts listed in the Emergency Binder.

Password #	
1	
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Password #	
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19	
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Password #	
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24	
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26	
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28	
29	
30	

Password #	
31	
32	
33	
34	
35	
36	
37	
38	
39	
40	

Password #	
41	
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Password #	
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The password sheet will say "Secret Password Sheet" and include the following language: DO NOT STORE THIS SHEET WITH THE EMERGENCY BINDER. YOU WILL HAVE THE OPPORTUNITY TO PROVIDE THE PASSWORD SHEET INSTRUCTIONS LATER IN THE EMERGENCY BINDER, BUT IT SHOULD BE KEPT SEPARATE FROM THE USERNAMES IN A SECURE LOCATION.