



VIRTUAL ASSETS INSTRUCTION LETTER

You can use this form to create a “Virtual Asset Instruction Letter” or “VAIL.” A VAIL lists all of your online accounts and assets, with web addresses, user names, and passwords to give your designated representative the ability to identify and access these accounts.

Place this VAIL in a safe location, such as a safe deposit box, that can only be accessed by your legal representative. In addition to this written list, consider saving your VAIL to a flash memory drive. For security purposes, we do NOT recommend saving this document on your computer’s hard drive.

Feel free to print and make copies of any pages should you need to provide additional information.

Your Virtual Assets

This form divides your virtual / digital assets into five categories:

1. Email
2. Banking & Financial: include online shopping accounts, automatic bill payments, credit card, checking, PayPal, eBay, saving and investment accounts.
3. Social Media: include Facebook, Instagram, Twitter, Linked-In, Snapchat, Pinterest, etc.
4. Online Memorabilia: Shutterfly, YouTube, blogs
5. Other: any other virtual assets such as websites, legal or other documents stored online, online subscriptions, music, books, etc.

Designated Agent

With each account, we give you space to identify the person you would like to handle the account – your Designated Agent. While the executor of your estate is someone you trust, that person may not possess the knowledge or technical savvy to handle your virtual / digital assets. You may want to designate a younger family member to administer some or all of your digital assets.

Instructions

You also may specify that the responsible person do something in particular with your account, such as post a prepared message upon your passing, delete the account immediately or wait a certain period of time, so that photos can be printed or saved and distributed to family members. Outline your directions in the “Instructions” section for each account.

Personal Acknowledgment

I am creating this Virtual Asset Instruction Letter (VAIL) designating certain Virtual Assets (as hereinafter defined) that I may own at the time of my death be given to the persons named herein, and I direct my Executor to distribute such property at the time of my death in accordance with the terms and provisions of this letter. For purposes of this letter, a "Virtual Asset" shall mean any intangible personal property which is stored and/or accessed by any electronic means whatsoever, whether on a personal computer, computer network, portable electronic storage device or media, or through and/or over the internet.

I further acknowledge that execution of the VAIL does not create an attorney/client relationship in any way with Meier Law Firm and that such relationship can only be created through execution of a separate engagement agreement for legal services.

Date: _____

Signature: _____

Print Name: _____

Date of Birth: _____

Current Address: _____

City/State/Zip: _____

Email Accounts

Account Name (example: My Gmail Account): _____

Designated Agent: _____

Web Access Link (URL): _____

Username: _____

Password: _____

Instructions: (Initial next to each authorized activity)

Delete without reading

Read and respond to any message

Notify my contact list

Other: _____

Account Name (example: My Gmail Account): _____

Designated Agent: _____

Web Access Link (URL): _____

Username: _____

Password: _____

Instructions: (Initial next to each authorized activity)

Delete without reading

Read and respond to any message

Notify my contact list

Other: _____

Banking and Financial

Online shopping accounts, automatic bill payments, credit card accounts, PayPal, eBay, checking, saving and investment accounts.

Account Name (example: My Paypal Account): _____

Designated Agent: _____

Web Access Link (URL): _____

Username: _____

Password: _____

Instructions:

Account Name (example: My Paypal Account): _____

Designated Agent: _____

Web Access Link (URL): _____

Username: _____

Password: _____

Instructions:

Account Name (example: My Paypal Account): _____

Designated Agent: _____

Web Access Link (URL): _____

Username: _____

Password: _____

Instructions:

Account Name (example: My Paypal Account): _____

Designated Agent: _____

Web Access Link (URL): _____

Username: _____

Password: _____

Instructions:

Account Name (example: My Paypal Account): _____

Designated Agent: _____

Web Access Link (URL): _____

Username: _____

Password: _____

Instructions:

Account Name (example: My Paypal Account): _____

Designated Agent: _____

Web Access Link (URL): _____

Username: _____

Password: _____

Instructions:

Account Name (example: My Paypal Account): _____

Designated Agent: _____

Web Access Link (URL): _____

Username: _____

Password: _____

Instructions:

Account Name (example: My Paypal Account): _____

Designated Agent: _____

Web Access Link (URL): _____

Username: _____

Password: _____

Instructions:

Social Media Accounts

Facebook, Instagram, Twitter, Linked-In, Snap-Chat, Pinterest, etc.

Account Name (example: My Facebook Account): _____

Designated Agent: _____

Web Access Link (URL): _____

Username: _____

Password: _____

Instructions: (Initial next to each authorized activity)

___ Delete and close account without reading

___ Keep account open for:

___ number of days

___ indefinitely

___ as long as my designated agent decides in his or her absolute and sole discretion.

___ Read and respond to any message

___ Notify account provider and follow instructions

___ Post a notice in my account

___ Post this specific message in my account:

___ Other Instructions:

Account Name (example: My Facebook Account): _____

Designated Agent: _____

Web Access Link (URL): _____

Username: _____

Password: _____

Instructions: (Initial next to each authorized activity)

Delete and close account without reading

Keep account open for:

number of days

indefinitely

as long as my designated agent decides in his or her absolute and sole discretion.

Read and respond to any message

Notify account provider and follow instructions

Post a notice in my account

Post this specific message in my account:

Other Instructions:

Account Name (example: My Facebook Account): _____

Designated Agent: _____

Web Access Link (URL): _____

Username: _____

Password: _____

Instructions: (Initial next to each authorized activity)

___ Delete and close account without reading

___ Keep account open for:

___ number of days

___ indefinitely

___ as long as my designated agent decides in his or her absolute and sole discretion.

___ Read and respond to any message

___ Notify account provider and follow instructions

___ Post a notice in my account

___ Post this specific message in my account:

___ Other Instructions:

Account Name (example: My Facebook Account): _____

Designated Agent: _____

Web Access Link (URL): _____

Username: _____

Password: _____

Instructions: (Initial next to each authorized activity)

___ Delete and close account without reading

___ Keep account open for:

___ number of days

___ indefinitely

___ as long as my designated agent decides in his or her absolute and sole discretion.

___ Read and respond to any message

___ Notify account provider and follow instructions

___ Post a notice in my account

___ Post this specific message in my account:

___ Other Instructions:

Account Name (example: My Facebook Account): _____

Designated Agent: _____

Web Access Link (URL): _____

Username: _____

Password: _____

Instructions: (Initial next to each authorized activity)

Delete and close account without reading

Keep account open for:

number of days

indefinitely

as long as my designated agent decides in his or her absolute and sole discretion.

Read and respond to any message

Notify account provider and follow instructions

Post a notice in my account

Post this specific message in my account:

Other Instructions:

Memorabilia Accounts

Account Name (example: My YouTube Account): _____

Designated Agent: _____

Web Access Link (URL): _____

Username: _____

Password: _____

Instructions: (Initial next to each authorized activity)

___ Delete and close account without reading

___ Keep account open for:

___ number of days

___ indefinitely

___ as long as my designated agent decides in his or her absolute and sole discretion.

___ Read and respond to any message

___ Notify account provider and follow instructions

___ Post a notice in my account

___ Post this specific message in my account:

___ Other Instructions:

Account Name (example: My YouTube Account): _____

Designated Agent: _____

Web Access Link (URL): _____

Username: _____

Password: _____

Instructions: (Initial next to each authorized activity)

___ Delete and close account without reading

___ Keep account open for:

___ number of days

___ indefinitely

___ as long as my designated agent decides in his or her absolute and sole discretion.

___ Read and respond to any message

___ Notify account provider and follow instructions

___ Post a notice in my account

___ Post this specific message in my account:

___ Other Instructions:

Account Name (example: My YouTube Account): _____

Designated Agent: _____

Web Access Link (URL): _____

Username: _____

Password: _____

Instructions: (Initial next to each authorized activity)

___ Delete and close account without reading

___ Keep account open for:

___ number of days

___ indefinitely

___ as long as my designated agent decides in his or her absolute and sole discretion.

___ Read and respond to any message

___ Notify account provider and follow instructions

___ Post a notice in my account

___ Post this specific message in my account:

___ Other Instructions:

Other Accounts

Any other virtual assets such as websites, legal or other documents stored online, online subscriptions, music, books, etc.

Account Name (example: My Website): _____

Designated Agent: _____

Web Access Link (URL): _____

Username: _____

Password: _____

Instructions: (Initial next to each authorized activity)

Delete and close account without reading

Keep account open for:

number of days

indefinitely

as long as my designated agent decides in his or her absolute and sole discretion.

Read and respond to any message

Notify account provider and follow instructions

Post a notice in my account

Post this specific message in my account:

Other Instructions:

Account Name (example: My Website): _____

Designated Agent: _____

Web Access Link (URL): _____

Username: _____

Password: _____

Instructions: (Initial next to each authorized activity)

Delete and close account without reading

Keep account open for:

number of days

indefinitely

as long as my designated agent decides in his or her absolute and sole discretion.

Read and respond to any message

Notify account provider and follow instructions

Post a notice in my account

Post this specific message in my account:

Other Instructions:

Account Name (example: My Website): _____

Designated Agent: _____

Web Access Link (URL): _____

Username: _____

Password: _____

Instructions: (Initial next to each authorized activity)

Delete and close account without reading

Keep account open for:

number of days

indefinitely

as long as my designated agent decides in his or her absolute and sole discretion.

Read and respond to any message

Notify account provider and follow instructions

Post a notice in my account

Post this specific message in my account:

Other Instructions:

Account Name (example: My Website): _____

Designated Agent: _____

Web Access Link (URL): _____

Username: _____

Password: _____

Instructions: (Initial next to each authorized activity)

Delete and close account without reading

Keep account open for:

number of days

indefinitely

as long as my designated agent decides in his or her absolute and sole discretion.

Read and respond to any message

Notify account provider and follow instructions

Post a notice in my account

Post this specific message in my account:

Other Instructions:

Account Name (example: My Website): _____

Designated Agent: _____

Web Access Link (URL): _____

Username: _____

Password: _____

Instructions: (Initial next to each authorized activity)

Delete and close account without reading

Keep account open for:

number of days

indefinitely

as long as my designated agent decides in his or her absolute and sole discretion.

Read and respond to any message

Notify account provider and follow instructions

Post a notice in my account

Post this specific message in my account:

Other Instructions:

For help completing this VAIL, or for guidance on how to carry out these wishes, we warmly invite you to contact Meier Law Firm at 949.718.0420 or visit us at meierfirm.com.