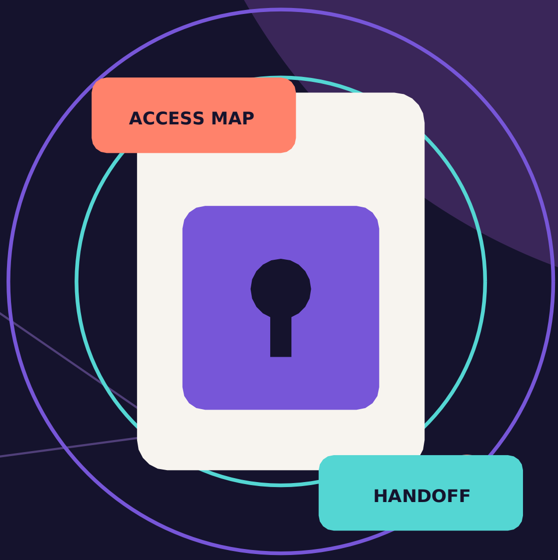
BLUE HARBOR EDITIONS

DIGITAL ESTATE ORGANIZER

Accounts, passwords, subscriptions, and digital assets



24 TEMPLATE | 20 CHECKLIST | 8 PLAYBOOK

MAP	PROTECT	DELIVERY
What	Access and	Clear decisions

LEAVE INSTRUCTIONS. DON'T LEAVE CHAOS.

A secure system for inventory, access, will, and handover.

2026 EDITION | CODE BH-011 | UPDATED JULY 21, 2026

BLUE HARBOR
STUDIO

Digital Estate Organizer

Blue Harbor Editions accounts, passwords, subscriptions

and digital assets - BH-011 - Italian edition 2026

VERSION AND CONTROL

Version 1.0. Sources and procedures checked on 21 July 2026. Interfaces, conditions, times and documents required by providers may change: always check the official pages and the applicable regulations.

Scope and Limits

This guide helps you organize information and decisions. It is not a will, an appointment, a mandate, a power of attorney, legal, tax, financial, probate, notary or IT security advice. It does not transfer rights or authorize anyone to access an account. For provisions with legal effects, please contact a qualified professional.

Safety rule

DON'T WRITE SECRETS IN THE PDF

Do not enter passwords, PINs, MFA codes, recovery codes, private keys, or seed phrases. The PDF records where protected access exists and which authorized procedure to follow; Secrets remain in the password manager or in the chosen custody system.

Do not attempt to circumvent protections or conditions of service. In the event of death or incapacity, use the channels provided by the provider, the required documentation and legal assistance when necessary. Access to a deceased person's data does not automatically coincide with ownership of the account or content.

Copyright and License

Quick Tab: Start in 90 minutes

[ ] Create a list of top emails, phone numbers, and devices used for recovery.

[ ] Map out the 15 accounts that, if blocked, would prevent you from managing money, work, or family. [ ] Mark recurring subscriptions and payment method, without full card numbers. [ ] Check password manager, MFA, recovery code, and recovery contacts.

[ ] Enable legacy contact or inactivity management features offered by the providers you use.

[ ] Choose a person you trust and agree on what they will know, when, and with what authority.

[ ] Prepare a separate handover file from the secrets and indicate where the legal documents are kept. [ ] Schedule a semi-annual review and annual test without sharing credentials.

Lock	Minimum result
Identity	Email, phone, devices, and recovery dependencies
Account	ID, Category, Owner, Desired Action
Money	Payments, subscriptions, and assets to verify
Access	Password manager and procedure, never the secret
Authority	Person, document, limits and professional
Delivery	Dated dossier with location of evidence

Delivery card in case of emergency

BEFORE ANY ACCESS

Confirm the event, the identity of the person in charge, the available authority, and the provider's official channel. Don't use a password you find to attempt unauthorized access.

[ ] Secure physical devices without unlocking or erasing them. [ ]

Contact the professional or contact person indicated in the

dossier.

[ ] Block immediate risks of fraud through official banks/providers. [ ]

Open a log with date, request, document, response, and outcome.

[ ] Preserve data and devices before closing accounts or canceling services.

[ ] Separate transferable assets, personal licenses, data, and simple

instructions.

[ ] Document any closure, download, memorialization, or transfer.

Owner	
Person in charge / contact details	
Professional / contact details	
Place of the legal file	
Password manager: name, not password	
Emergency procedure	
Last check date	
Next revision	

How to use the organizer

The system has four separate levels: inventory of what exists, access security, will about what should happen, and authority to act. A person can know your preferences without being legally authorized; it can be authorized without knowing a password; he can know a password without having the right to use it.

Level	Question	Document
Inventory	What exists and what does it depend on?	Registro account e asset
Security	How do you recover without exposing secrets?	Access and custody map
Will	Keep, transfer, close or delete?	Decision sheet
Authority	Who can act and with what evidence?	Verified act or procedure
Execution	What was done and when?	Delivery log

TWO ARCHIVES

Keep the operational organizer separate from the secret case. If you lose the PDF, it must not become a universal key to your accounts.

Operational index