

THE DIGITAL VAULT BLUEPRINT

YOUR DIGITAL IDENTITY FOUNDATION

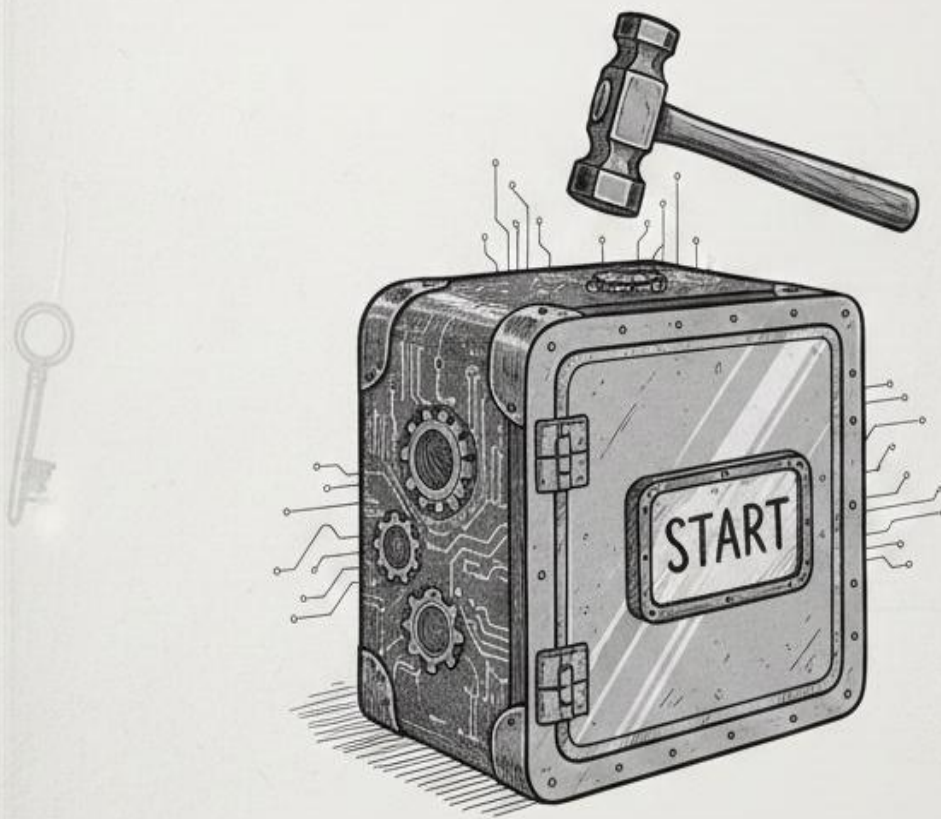


LEGACY GROVE CODEX LLC 2026



THE DIGITAL VAULT BLUEPRINT

A Break-Glass-In-Case-of-Emergency
Digital Estate Workbook



- GATHER ALL DIGITAL ASSETS. •
- ALLOCATE ACCESS & INSTRUCTIONS. •
- SECURE YOUR LEGACY.

PREPARE YOURSELF. THIS IS IMPORTANT.

PREPARED BY: LEGACY GROVE CODEX LLC © 2026

INTRODUCTION: SECURING YOUR DIGITAL LEGACY

Your digital life is a vast, sprawling landscape. It exists in the passwords you've memorized, the crypto wallets you've secured, the documents stored in the cloud, and the devices scattered across your home and office. While these tools empower your daily life, they often lack a central map. Without you, this wealth of information and assets could become inaccessible to those who matter most.

The Digital Vault Blueprint is designed to solve this problem. This isn't just a list of logins; it is a secure, elegant, fill-in-the-blank dossier—a master "Break Glass in Case of Emergency" file. By completing this workbook, you are building a bridge for your family, ensuring they have the precise instructions and access they need, only when they truly need it.

What This Workbook Accomplishes

This guide organizes your digital existence into six critical pillars:

- **Master Identity:** Consolidating your legal, contact, and social foundations.
- **Account Access:** An index for banking, email, cloud storage, and device codes.
- **Digital Wealth:** A registry for crypto wallets, seed phrase locations, and business assets.
- **Legal Clarity:** A locator for your Will, insurance, and property deeds.
- **Emergency Response:** A first 24-hours guide and digital shutdown checklist.
- **Legacy:** Space for an ethical will and personal letters to loved ones.

How to Prepare for the Task Ahead

Completing this workbook is a significant act of care for your family, but it does not need to be done in a single sitting.

1. **Work at Your Own Pace:** Take it one section at a time to ensure accuracy.
2. **Gather Your Materials:** Before starting, have your devices and a list of your primary financial and digital accounts nearby.
3. **Secure the Result:** Once finished, store this workbook in a secure, encrypted location or a physical safe.
4. **Communicate:** Share the location and access instructions with exactly one trusted person.
5. **Stay Current:** Set a recurring date to review and update these details annually.

GETTING STARTED CHECKLIST

Prepare for a focused session.

☐

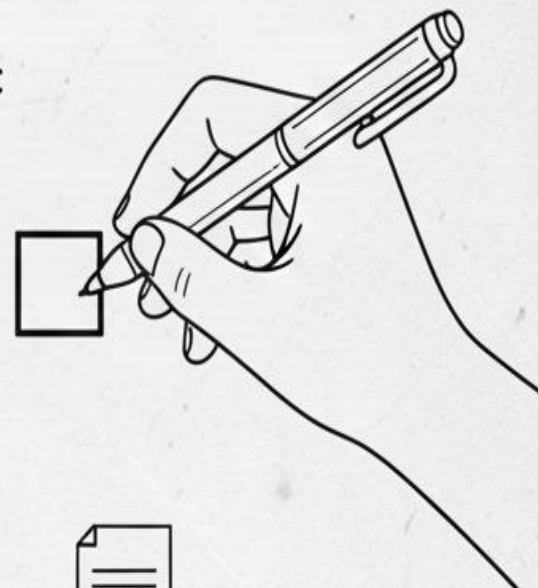
Gather all devices:
smartphone, laptop, tablet.

☐

Collect primary account statements:
bank, investment, crypto.

☐

Locate existing password
manager/notes.

☐

Set aside dedicated,
uninterrupted time.

☐

Inform one trusted person about this
this workbook's location.

**“YOU ARE BUILDING YOUR FAMILY’S
BRIDGE TO THE FUTURE.”**

SECTION 1 — MASTER IDENTITY SHEET

PERSONAL INFORMATION

This section establishes the legal foundation of your dossier. Ensure these details match your official government documentation for seamless verification by your survivors.

Personal Detail	Entry Field
Full Legal Name	
Preferred Name	
Date of Birth	
Social Security Number	
Driver's License / ID #	
Passport Number	
Primary Address	
Secondary Address(es)	

PRIVACY REMINDER: AT THE BOTTOM OF THIS SPECIFIC PAGE, I RECOMMEND ADDING: "CAUTION: THIS PAGE CONTAINS SENSITIVE PII (PERSONALLY IDENTIFIABLE INFORMATION). ENSURE THIS WORKBOOK IS STORED IN A SECURE, ENCRYPTED LOCATION."

CONTACT INFORMATION

This page ensures your executors can access your primary communication channels to manage alerts or verify account ownership.

Communication Channel	Entry Field
Primary Phone	
Secondary Phone	
Primary Email	
Backup Email	

EMERGENCY CONTACTS

The individuals listed here are those who should be notified immediately and may be responsible for the first steps of your digital shutdown checklist.

Information Field	Contact 1 (Primary)	Contact 2 (Backup)
Name		
Relationship		
Phone		
Email		

SOCIAL MEDIA HANDLES

Your social media accounts often serve as a digital archive of your life's memories and connections. Use this table to list the handles that will need to be memorialized or deactivated.

Platform	Handle / Username	Action / Notes
Facebook		
Instagram		
X (Twitter)		
LinkedIn		
TikTok		
Other		

SECTION 2 — PASSWORD & ACCOUNT INDEX

We are now entering the high-security core of the workbook. This section is designed to provide the specific keys to your financial and digital storage kingdoms.

BANKING & FINANCIAL ACCOUNTS

List all institutions where you hold liquid assets or debt. **Do not** write your master password here if you use a password manager; instead, note the account name for identification.

[illegible]

EMAIL ACCOUNTS

Email is the "Master Key" to your digital life. Most account recoveries are sent here, making this the most critical section to keep updated.

[illegible]

CLOUD STORAGE

Cloud storage often contains the most personal data, from family photos to legal backups. Listing these ensures your digital history isn't lost to a forgotten login.

[illegible]

SUBSCRIPTIONS

Unused subscriptions can drain an estate's funds quickly. This table provides your family with a clear roadmap for what to maintain and what to cancel.

[illegible]

DEVICE UNLOCK CODES

Physical access is the first barrier. Without these codes, hardware often becomes a "brick," making the data inside unrecoverable.

[illegible]

[illegible]

SEED PHRASE STORAGE

CRITICAL: Do NOT write your 12 or 24-word seed phrase in this workbook. This page serves only as a map for your loved ones to find where the physical or encrypted phrase is hidden.

[illegible]

EXCHANGE ACCOUNTS

Listing your exchanges allows your family to contact the platforms to begin the formal legal transfer of assets.

[illegible]

NFT & DIGITAL COLLECTIBLES

For many, digital collections represent significant emotional or financial value. Use this table to track where these specific assets are held.

[illegible]

EXCHANGE ACCOUNTS

Listing your exchanges allows your family to contact the platforms to begin the formal legal transfer of assets.

[illegible]

ONLINE BUSINESS ASSETS

For those with a digital presence or online income, these details are vital for business continuity or successful liquidation.

[illegible]

SECTION 4 — LEGAL & FINANCIAL DOCUMENTS

This section acts as a master map for your physical and digital "paper trail". It ensures your executors don't lose time searching for critical legal instruments.

DOCUMENT LOCATOR

Identify the exact location (e.g., "Fireproof Safe," "Lawyer's Office," "Encrypted Drive") for each of the following:

Document	Location	Notes
Will		
Power of Attorney		
Insurance Policies		
Property Deeds		
Business Agreements		
Tax Returns		

INSURANCE INDEX

Provide a snapshot of your coverage so your beneficiaries can initiate claims without searching through boxes of paperwork.

[illegible]

SECTION 5 — EMERGENCY INSTRUCTIONS

I have generated a high-impact "Emergency Response" divider image. This visual serves as the "Break Glass" signal, alerting the user and their family that the following pages contain the immediate tactical steps required in the first 24 hours.

FIRST 24 HOURS GUIDE

If something happens to you, your survivors will likely be overwhelmed. This table acts as their immediate priority list to stabilize your digital and professional life.

Action Item	Details / Instructions
Primary Emergency Contact	
Vault Access Location	
Master Key / Password Location	
Notify Employer / Partners	
Secure Physical Devices	

DIGITAL SHUTDOWN CHECKLIST

Once the immediate 24-hour window has passed, this checklist ensures no digital loose ends remain that could lead to identity theft or financial drain.

Task	Status	Notes
Cancel Recurring Subscriptions	[]	
Formally Notify Banks & Creditors	[]	
Secure & Transfer Crypto Wallets	[]	
Transfer Business Ownership	[]	
Update Social Media to Memorialized	[]	
Archive Vital Files & Legacy Photos	[]	

BUSINESS CONTINUITY

For entrepreneurs and creators, this page ensures your professional legacy and revenue streams do not collapse in your absence.

Continuity Requirement	Instruction
Designated Successor / Manager	
Critical Access Instructions	
Revenue Streams to Maintain	
Active Contracts to Fulfill	

ETHICAL WILL

An Ethical Will is not a legal document for money or property; it is a spiritual document for your "wealth of character." Use this space to record the intangible assets you wish to leave behind: your values, life lessons, and hopes for the future.

Reflection Category	Your Legacy Statement
Core Values (What guided your decisions?)	
Life Lessons (What did your challenges teach you?)	
Guiding Principles (What do you want others to remember?)	
Hopes for the Future (What do you wish for your heirs?)	

LETTERS TO LOVED ONES

This page ensures that the final words your inner circle receives are intentional and comforting.

Recipient	Location of Letter / Key Message
Partner	
Children	
Family	
Friends	

FAMILY ACCESS CARD (PRINTABLE)

This is the most critical physical component of your **Digital Vault Blueprint**. Once you have completed the workbook, fill out this card, cut it out, and give it to your designated emergency contact or store it in a shared safe.

IMPORTANT: This card does **NOT** contain passwords. It serves as the "map" that tells your family exactly where the "keys" are kept.

THE DIGITAL VAULT: EMERGENCY ACCESS

Notice to My Family/Executors: In an emergency, please access my Digital Vault for complete instructions on my estate and assets⁴.

Vault Location:

Instructions / Key Stored At:

This card is part of the Legacy Grove Codex "Break-Glass" Protocol (2026).

INSTRUCTIONS FOR USE:

- **PRINT AND CUT: USE CARDSTOCK IF POSSIBLE FOR DURABILITY.**
- **DO NOT LIST PASSWORDS: ONLY LIST THE LOCATION OF THIS WORKBOOK OR THE MASTER PASSWORD MANAGER.**
- **TRUSTED DELIVERY: HAND THIS CARD DIRECTLY TO THE "CONTACT 1" YOU LISTED ON PAGE 6.**

DIGITAL DECLUTTER IN 60 MINUTES

Completing your **Digital Vault Blueprint** is much easier when your digital "house" is in order. Use this high-intensity checklist to prune the digital noise before you finalize your dossier.

Time Block	Task: The 60-Minute Purge	Action Taken
0–15 Min	Old Accounts: Identify and close accounts for platforms you no longer use (old forums, niche social sites) ³ .	[]
15–30 Min	Unused Apps: Delete apps from your phone and tablet that haven't been opened in 6 months to reduce security vulnerabilities ⁴ .	[]
30–45 Min	Duplicate Files: Use a "search and destroy" method for duplicate photos and downloads to clear cloud storage space ⁵ .	[]
45–60 Min	Outdated Passwords: Update any weak or repeated passwords and ensure they are logged in your secure index ⁶ .	[]

SECURITY BEST PRACTICES

To ensure the integrity of your **Break Glass in Case of Emergency** file, adhere to these fundamental security protocols:

- **Enable 2FA Everywhere:** Use Authenticator apps or hardware keys (like YubiKey) for all critical email and financial accounts.
- **Zero Digital Seed Phrases:** Never store your crypto seed phrases in a digital note, photo, or email.
- **Encrypted Storage:** If storing a digital copy of this workbook, ensure the drive is encrypted with a strong, unique password.

THE FINAL STEP: ANNUAL REVIEW CHECKLIST (PAGE 28)

Your digital life is dynamic. To keep this blueprint effective, set a recurring calendar event to update the following:

- [] **Passwords:** Rotate any compromised or aged credentials.
- [] **Accounts:** Add new banking, email, or subscription services.
- [] **Legal Docs:** Ensure your Will and Power of Attorney are still current.
- [] **Contacts:** Verify your emergency contacts' phone numbers and emails.
- [] **Business:** Update any changes in business ownership or revenue streams.

CONGRATULATIONS: YOUR VAULT IS SECURE

By completing The Digital Vault Blueprint, you have performed a profound act of foresight and care. You have transformed a scattered digital existence into a clear, actionable legacy, ensuring that your loved ones will never be left in the dark during a difficult time.

NEXT STEPS FOR YOUR BLUEPRINT

Completing the pages is only the first phase. To ensure this dossier serves its purpose, follow these final deployment steps:

- **Secure the Master File:** Store this physical workbook in a fireproof safe or a high-security lockbox. If digital, ensure it is on an encrypted, offline drive.
- **The Hand-Off:** Give the Family Access Card to your primary emergency contact. Walk them through the "Break Glass" protocol so they understand how and when to use it.
- **The Digital Sweep:** Perform the 60-Minute Declutter to ensure your vault isn't cluttered with dead accounts or duplicate data.
- **Set the Pulse:** Mark your calendar for one year from today. Your digital life will change, and your vault must change with it.

THE LEGACY GROVE CODEX SEAL

**"A legacy is not just what you leave behind,
but how clearly you lead the way for those who follow."**