

The steps that we recommend for a **Virtual Asset Instruction Letter (“VAIL”)**:

- First, identify each internet account that you have and determine how each company handles an account when the account holder dies.
- Second, determine which accounts you want your representative to maintain and have access to, and prepare a written and electronic file list of those accounts with their passwords.
- Third, determine which accounts you wish to have deleted and provide the necessary written instructions to do so.
- Fourth, consider saving the account and access information on a CD or memory stick and store it in a safe place. Give your representative instructions about how to access this information. Don't forget to update it as passwords change.
- Fifth, if you have a collection of pictures or other memorabilia that are being stored on the internet, consider making a backup of that information to a disk drive or CD that you control. Store this information in a safe place, and provide your personal representative with instructions on how to obtain that information.
- Sixth, upgrade your power of attorney to include provisions authorizing your agent to access your emails and other electronic data.
- Seventh, if someone other than your personal representative is being designated to handle your electronic data, then those individuals should be named in your will or other estate planning documents.

For more detailed information go to www.wealthlawblog.com