TECHCARE MIAMI

My Backup Checklist

Write down **where** things are saved. Never write passwords on this sheet.

1. Passwords & Sign-In Credentials

- [ ] Apple Account _____
- [ ] Microsoft account _____
- [ ] Banking & cards _____
- [ ] Recovery phone _____
- [ ] Password manager _____
- [ ] Google Account _____
- [ ] Main email addresses _____
- [ ] Subscriptions _____
- [ ] Recovery email _____
- [ ] 2FA recovery codes _____

2. My Backups

- [ ] Phone backs up to _____
- [ ] Computer backs up to _____
- [ ] Photos saved in _____
- [ ] Authenticator backup on _____
- [ ] Tablet backs up to _____
- [ ] Backup drive kept at _____
- [ ] Chats (WhatsApp) backed up _____
- [ ] Last test restore _____

3. My Schedule

☐	**Daily**	Automatic cloud backup is on
☐	**Weekly**	Check the "last backup" date
☐	**Monthly**	Plug in the backup drive
☐	**Every 6 months**	Review passwords and recovery info
☐	**Yearly**	Download account archives, test a restore

4. My Digital Legacy

- [ ] Apple Legacy Contact _____
- [ ] Facebook legacy contact _____
- [ ] Google Inactive Account Manager _____
- [ ] Where this sheet is kept _____