

Account Recovery Template

Template · Per-Account Recovery Plan For Tier-1 Accounts.

Fill one of these in for every critical account. Store encrypted (password manager Secure Notes or printed in a fire safe). Update every 6 months.

Account 1 — Email (Critical)

Email

Service / provider: _____

Username / login email: _____

Account number / last 4 (if applicable): _____

Customer-service phone: _____

Recovery email: _____ · Recovery phone: _____

MFA method: _____ · Backup MFA method: _____

Recovery codes stored at: _____

Trusted contact / emergency access: _____

Notes: _____

Account 2 — Bank

Bank

Service / provider: _____

Username / login email: _____

Account number / last 4 (if applicable): _____

Customer-service phone: _____

Recovery email: _____ · Recovery phone: _____

MFA method: _____ · Backup MFA method: _____

Recovery codes stored at: _____

Trusted contact / emergency access: _____

Notes: _____

Account 3 — Brokerage / Investments

Brokerage

Service / provider: _____
Username / login email: _____
Account number / last 4 (if applicable): _____
Customer-service phone: _____
Recovery email: _____ · Recovery phone: _____
MFA method: _____ · Backup MFA method: _____
Recovery codes stored at: _____
Trusted contact / emergency access: _____
Notes: _____

Account 4 — Password Manager

Password Manager

Service / provider: _____
Username / login email: _____
Account number / last 4 (if applicable): _____
Customer-service phone: _____
Recovery email: _____ · Recovery phone: _____
MFA method: _____ · Backup MFA method: _____
Recovery codes stored at: _____
Trusted contact / emergency access: _____
Notes: _____

Account 5 — Cloud Storage

Cloud Storage

Service / provider: _____
Username / login email: _____
Account number / last 4 (if applicable): _____
Customer-service phone: _____
Recovery email: _____ · Recovery phone: _____
MFA method: _____ · Backup MFA method: _____
Recovery codes stored at: _____

Trusted contact / emergency access: _____

Notes: _____

Account 6 – Other Critical Account

Other

Service / provider: _____

Username / login email: _____

Account number / last 4 (if applicable): _____

Customer-service phone: _____

Recovery email: _____ · Recovery phone: _____

MFA method: _____ · Backup MFA method: _____

Recovery codes stored at: _____

Trusted contact / emergency access: _____

Notes: _____

Storage Reminder

This document contains highly sensitive recovery information. Store ENCRYPTED in your password manager's Secure Notes, OR printed and locked in a fire safe. NEVER store as plain text in email or cloud drive.

FROM THE VAULT

The Phishing Email Red-Flag Cheat Sheet.

Twelve red flags + a 4-step verify-before-click flow. Print it and keep it next to your screen.

Visit Making Sense Of Security →