

# Emergency Account Recovery Worksheet

*Worksheet · Pre-Document The Recovery Plan You'll Want When Disaster Hits.*

**If your phone is lost or stolen, your email is hijacked, or you're locked out of your own accounts at 2 AM — this worksheet is what you wish you'd filled out months earlier.**

## Email Account (Critical Tier)

Provider: \_\_\_\_\_ · Username: \_\_\_\_\_

Recovery email (different account): \_\_\_\_\_

Recovery phone: \_\_\_\_\_

Recovery codes stored at: \_\_\_\_\_

MFA method: \_\_\_\_\_ · Backup MFA: \_\_\_\_\_

Trusted contact set up? Y / N · Who: \_\_\_\_\_

## Bank / Brokerage

Provider: \_\_\_\_\_ · Customer service phone: \_\_\_\_\_

Recovery email: \_\_\_\_\_ · Recovery phone: \_\_\_\_\_

Account number / last 4: \_\_\_\_\_

MFA method: \_\_\_\_\_ · Backup MFA: \_\_\_\_\_

Identity verification questions / phrases known? Y / N

## Password Manager

Provider: \_\_\_\_\_

Master password backup location: \_\_\_\_\_

Recovery / emergency kit stored: \_\_\_\_\_

Trusted contact / emergency access: \_\_\_\_\_

## Cloud Storage (iCloud / Google / Dropbox)

Provider: \_\_\_\_\_ · Username: \_\_\_\_\_

Recovery codes: \_\_\_\_\_

MFA method: \_\_\_\_\_

## Phone Carrier

Carrier: \_\_\_\_\_ · Account #: \_\_\_\_\_

Customer service phone: \_\_\_\_\_

Account PIN / passcode (porting protection): \_\_\_\_\_

Authorised users on account: \_\_\_\_\_

## Social Media Recovery

Facebook trusted contacts: \_\_\_\_\_

Instagram backup codes location: \_\_\_\_\_

Other: \_\_\_\_\_

## Where This Worksheet Lives

This is sensitive info. Don't store it in plain text in your email or cloud drive.

- Saved encrypted in password manager Secure Notes.
- Printed copy in fire safe.
- Trusted family member knows where the printed copy is (without seeing the contents).
- Calendar reminder set to update this worksheet every 6 months.

**Pro Move — Once a year, do a 'restore drill.' Pretend you've lost your phone. Walk through the recovery for one Tier-1 account using only this worksheet. Note where you got stuck.**

### DID YOU KNOW?

#### **1 In 4 Americans Reuses A Password Across 5+ Sites.**

If yours is one of them, a single breach exposes your whole life. The fix is the password manager you've been putting off — Day 9 of our 30-Day Sprint walks you through it.

**Visit Making Sense Of Security →**