DIGITAL LIFE & RECORDS

Account Recovery Readiness Checklist

Verify recovery options and backup methods without recording codes.

Action checklist

- [ ] Verify your recovery email and phone through the official account settings.
- [ ] Check whether your approved second factor still works.
- [ ] Confirm that recovery information is kept in a secure location.
- [ ] Review trusted devices and revoke access only when appropriate.
- [ ] Do not write passwords, codes or recovery secrets on this sheet.

Evidence and follow-up notes

Account label

Recovery option verified?

Backup method verified?

Secure storage pointer

Next action

Keep completed records private. Do not enter passwords, recovery codes or payment credentials.