

POSITION CLARITY · ORGANIZE

# Emergency Access *Checklist*

What a trusted person would need to find, and in what order, if you could not help. It points them to your records, never to your secrets. You fill it in and keep it.

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Find

Contact

In order

No secrets

Position Clarity

A private template. Made in Canada.

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A private record you fill in and keep yourself.  
Position Clarity never sees, requests, or stores any of it.

# A trail to your records, not to your keys.

If you were unwell, travelling, or gone, a trusted person can only act on what they can find. This checklist is the trail. It tells them where your records are and who to call, so they are never guessing, and never handed a secret they should not have.

## **THE RULE THIS SHEET RUNS ON**

This checklist never contains a recovery phrase, private key, or password. It points to where your records are kept and how access is arranged. The secrets stay where you safely stored them, reachable only through the steps you set up with the people you trust.

Warn the person who holds this: anyone contacting them to ask for recovery words is a scammer, even in an emergency. Real recovery never needs the words handed over by message.

# In order, what to find and do.

Fill in the blanks so the steps point to your real records. Leave the secrets out.

- Find the custody map.** It lists what is held and where. Location: \_\_\_\_\_
- Find the seed phrase inventory.** It says which recovery backups exist and where. Location: \_\_\_\_\_
- Contact the professionals listed below** before moving anything. They can guide the steps in the right order.
- Do not rush transfers.** Most crypto transfers cannot be reversed. Slow is safe.
- Never share recovery words with anyone,** including anyone offering to help recover funds. That request is always a scam.
- Use the access arrangements already set up,** rather than searching for secrets. How access is arranged: \_\_\_\_\_

## Who to contact, in order

ROLE	WHO	HOW TO REACH THEM
Trusted person		
Accountant or CPA		
Lawyer or executor		
Other		

### THE BOUNDARY, IN PLAIN TERMS

You fill this in and keep it. Position Clarity never sees, requests, or stores it. Keep it with your important documents and tell the right person it exists.

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A private record you fill in and keep yourself.

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**Educational and organizational only.** This template helps you keep a private record. It is not legal, estate-planning, tax, financial, or cybersecurity advice, and it does not replace a lawyer or an executor. Estate and access arrangements should be set up with qualified professionals. Position Clarity never asks for or stores seed phrases, private keys, or passwords.

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