

This document includes a plan for what I would like you to do in my small business, _____, if I am in an accident or ill and cannot maintain my business.

Passwords and Vital Info

- Etsy shop
 - Username: _____
 - Password: _____
- Facebook
 - Username: _____
 - Password: _____
- Instagram
 - Username: _____
 - Password: _____
- Twitter
 - Username: _____
 - Password: _____
- Pinterest
 - Username: _____
 - Password: _____
- Paypal
 - Username: _____
 - Password: _____
- Email
 - Address: _____
 - Password: _____
- Website (Log in at: _____)
 - Address: _____
 - Username: _____
 - Password: _____
- Bank Account (Log in at: _____)
 - Username: _____
 - Password: _____
- Credit Card (Log in at: _____)
 - Username: _____
 - Password: _____
- Other Important Information
 - _____
 - _____
 - _____
 - _____
 - _____
 - _____

Printed Name: _____,

Signature: _____, Date: _____

In Cases of Accident or Illness

I want you to give my small business to _____ until I have recovered.

I want you to temporarily close my business.

- Etsy shop
 - To close my business: Log in at etsy.com. From the “Your Shop” link at the top, select “Shop Settings”, then “Options”. Last, from the “Vacation Mode” tab, select “On”. Add text explaining the situation.
 - Cancel open orders. From “Your Shop”, click “Orders”, then “Orders”. Scroll to each open order and click on the receipt number. From the “Manage Order” link, click “Cancel Transaction”.
- Facebook
 - Log into Facebook. From the top right corner, click the down arrow and choose my page, _____. Post a message to my wall that I am not currently accepting orders.
- Instagram
 - Log into Instagram from my phone. Tap the camera in the middle bottom. Post a picture noting that I am not accepting orders.
- Twitter
 - Log into Twitter. Tweet that I am not accepting orders.
- Other: _____
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- Other: _____
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- Other: _____
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- Other: _____
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Printed Name: _____,

Signature: _____, Date: _____

In Case of Death

I want you to give my small business to _____ to run.

I want you to sell my business. Notes about selling my business: _____

I want you to close my business.

- Etsy shop

- To close my business: Log in at etsy.com. From the “Your Shop” link at the top, select “Shop Settings”, then “Options”. Last, from the “Close Shop” tab, close my business.
- Cancel open orders. From “Your Shop”, click “Orders”, then “Orders”. Scroll to each open order and click on the receipt number. From the “Manage Order” link, click “Cancel Transaction”.

- Facebook

- Log into Facebook. From the top right corner, click the down arrow and choose my page, _____. Post this message: _____

- Instagram

- Log into Instagram from my phone. Tap the camera in the middle bottom. Post a picture of: _____ and add this caption: _____

- Twitter

- Log into Twitter. Tweet this message: _____

- Other: _____

- _____
- _____
- _____

Printed Name: _____,

Signature: _____, Date: _____

Plans for Small Business: _____ - Accident or Death

- Other: _____
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Printed Name: _____,

Signature: _____, Date: _____

