

Account Safety Cheat Sheet for Journalists



How should I use this cheat sheet?

It's hard to remember all the places you've been online. Use this sheet to review where your personal and professional information might be stored. Circle what to prioritize based on your needs and concerns. Then, decide which accounts you want to keep an extra close eye on; change privacy and security settings, like adding two-factor authentication; or delete. You may want to consider other names or aliases you have used in the past.

MAIN ACCOUNTS

Email*	Personal, work, old accounts, school, alumni forwarding, spam accounts, e.g. Gmail, Yahoo, AOL, Hotmail, Protonmail
Cloud Storage*	iCloud, Google Drive, OneDrive, Dropbox, Box, Evernote
Social Media*	Facebook, Twitter, Instagram, YouTube, Twitch, Snapchat, LinkedIn, Reddit, Google+
Communication Apps	Text, Messenger, WhatsApp, Discord, Line, Kakaotalk, Signal, Telegram, Skype, Zoom, Uberconference
Blogging Sites	Hosting, domain purchases, WordPress, Squarespace, Tumblr, Blogger, Wikipedia

FINANCIAL ACCOUNTS

Bank Accounts	Debit account, credit cards, work accounts, credit score logins, loans, investments, 401K, budgeting sites
Online Payments	PayPal, Venmo, SquareCash, Facebook Payments
Shopping & Services	Amazon, eBay, Craigslist, eCommerce, subscriptions, Netflix, HBO
Bill Pay	Cell phone bill, Internet, insurance(s), utilities (water, power, gas, garbage, recycling)
Travel and Food Sites	Lyft, Uber, Booking.com, Expedia, Airbnb, Yelp, Opentable, Seamless, Grubhub, delivery.com, Caviar, DoorDash, Postmates, Instacart

ASSET TYPES

Assets	Home, car, phone, any other financed items
Devices	Laptop, tablet, computer, smartphone
Wifi-enabled or IoT Devices	Smart home or vehicle device, e.g. Echo, Alexa, Google Home, or Nest
Other Hardware or Files	Printed documents, contracts, external hard drive, USB

PERSONAL INFORMATION

Health and Benefits	DMV, passport, ID cards, medical/dental/vision insurance cards, Medicaid, AARP, AAA, genealogy records (e.g. 23andMe, ancestry.com)
Public Records	Home purchases, asset purchases, bankruptcy, birth and death certificate, marriage records, military service
Stored Search History	Google Search, Facebook, browser history (e.g. Safari and Chrome on mobile and desktop), AdWords, targeted or sponsored ads
Other Data Storage	Password managers, task managers, calendars
Career and Job Search Sites	Upwork, Monster, Indeed, ZipRecruiter and uploaded resumes
Dating Apps	OkCupid, Bumble, Hinge, Tinder, Grindr, CoffeeMeetsBagel, The League
Announcements	Wedding or engagement registries (e.g. The Knot), awards, work hiring announcements, press releases

OTHERS

Work Collaboration Apps	Slack, Yammer, Doodle, Asana, Trello, Basecamp, Google Docs
Navigation	Google Maps, Apple Maps, Waze, MapQuest
Music	Spotify, Pandora, iTunes, Shazam
Other Types	Crowdsourcing and crowdfunding sites (e.g. GoFundMe, Kickstarter), nonprofit donations, content or magazine subscriptions