



The document folder.

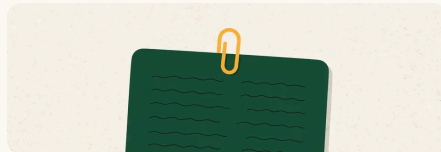
Twelve things to put in one folder by the door, so paperwork never costs you a day.

1 Identification



- Copies of driver's licenses, passports, birth certificates
- Social Security cards, copied, not the originals
- One sheet per person

2 Insurance



- Home or renters, auto, health, life
- Policy numbers and the claims phone line
- Agent's name and number

3 Proof of where you live



- Deed, mortgage statement or lease
- A recent utility bill
- Needed to get back into an evacuated area

4 Money access



- Bank names and account numbers, no passwords
- A photocopy of the front and back of each card
- The number to call if cards are lost

5 Medical



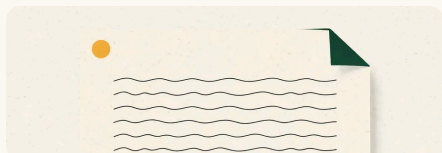
- Conditions, allergies, blood type per person
- Doctor and pharmacy numbers
- Immunization records for kids

6 Prescriptions



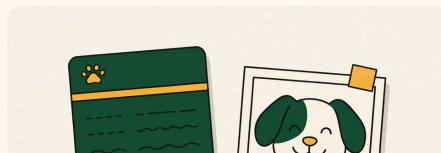
- Name, dose, prescriber for every medication
- A photo of each label
- Enough to refill from anywhere

7 Contacts on paper



- Family, work, school, the out-of-area contact
- Neighbors and the landlord
- Phones die, paper does not

8 Pets



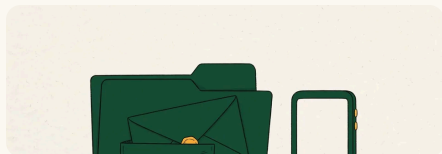
- Vaccination records and chip numbers
- Vet's number
- A photo of each pet

9 Photos of your home



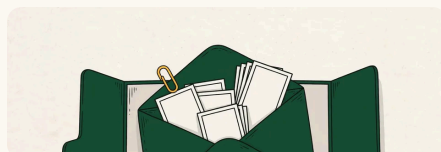
- Every room, every closet, the garage
- Serial numbers of big electronics
- This is your insurance claim

10 Passwords, handled carefully



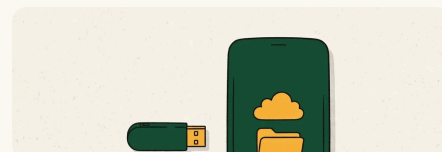
- A password manager with one master password
- Or a sealed envelope in the folder
- Phone PIN and email are the keys to everything

11 Cash



- Small bills, a few days' worth
- Cards fail when the power does
- Replace it when you borrow from it

12 The copy that survives



- Scan everything to a cloud folder
- A USB drive in the go-bag
- One trusted person who can get to it

One folder, one cloud copy, one trusted person who knows where it is.

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