Password Log Book

Alphabetical Tabs for Websites, Usernames and Passwords



Sample Copper Vault Template

COPPER VAULT TEMPLATES

How to Use This Log

A paper password log is a calm, private place to keep the website, username, password and email for each account. Alphabetical tabs make each letter easy to find. Extra pages cover your home network, software licenses and free notes.

WHAT IS INSIDE

- Alphabetical sections A to Z, each with roomy entry blocks for website or app, username, password, email, notes and password updates.
- Printed letter tabs on the outer edge of every letter page so you can flip to the right section quickly.
- Home Network and Wi-Fi pages for router details, network names and guest access.
- Software License pages for product keys and account emails.
- Lined notes pages for anything else you need to remember.

HOW TO USE IT

1. Write your name on the title page and keep this book in a safe place.
2. Open the letter that matches the first letter of the website or app name.
3. Fill in one entry block per account. Use the Updates lines when you change a password.
4. Use the Wi-Fi and License pages for home network and software details.
5. Review older entries now and then, and cross out or update anything you no longer use.

Tip: store recovery codes and two factor backup codes in the Notes field or on a Notes page, not on a sticky note near your computer.

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A SECTION A

ENTRY 1

WEBSITE OR APP _____

USERNAME _____ PASSWORD _____

EMAIL _____

NOTES _____

UPDATES (DATE AND NEW PASSWORD)

CHANGED ___ / ___ / _____ NEW _____
MM DD YYYY

CHANGED ___ / ___ / _____ NEW _____
MM DD YYYY

ENTRY 2

WEBSITE OR APP _____

USERNAME _____ PASSWORD _____

EMAIL _____

NOTES _____

UPDATES (DATE AND NEW PASSWORD)

CHANGED ___ / ___ / _____ NEW _____
MM DD YYYY

CHANGED ___ / ___ / _____ NEW _____
MM DD YYYY

ENTRY 3

WEBSITE OR APP _____

USERNAME _____ PASSWORD _____

EMAIL _____

NOTES _____

UPDATES (DATE AND NEW PASSWORD)

CHANGED ___ / ___ / _____ NEW _____
MM DD YYYY

CHANGED ___ / ___ / _____ NEW _____
MM DD YYYY

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Home Network and Wi-Fi

PRIMARY WI-FI

NETWORK NAME (SSID) _____

PASSWORD _____

ROUTER BRAND AND MODEL _____

ADMIN URL OR IP _____

ADMIN USERNAME _____ ADMIN PASSWORD _____

ISP ACCOUNT EMAIL _____ ISP PHONE _____

GUEST WI-FI

NETWORK NAME (SSID) _____

PASSWORD _____

NOTES _____

_____

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Software Licenses

Product keys, account emails and renewal notes

LICENSE 1

SOFTWARE OR SERVICE _____

LICENSE KEY OR CODE _____

ACCOUNT EMAIL _____ PASSWORD _____

RENEWAL OR NOTES _____

LICENSE 2

SOFTWARE OR SERVICE _____

LICENSE KEY OR CODE _____

ACCOUNT EMAIL _____ PASSWORD _____

RENEWAL OR NOTES _____

LICENSE 3

SOFTWARE OR SERVICE _____

LICENSE KEY OR CODE _____

ACCOUNT EMAIL _____ PASSWORD _____

RENEWAL OR NOTES _____

LICENSE 4

SOFTWARE OR SERVICE _____

LICENSE KEY OR CODE _____

ACCOUNT EMAIL _____ PASSWORD _____

RENEWAL OR NOTES _____

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