



# Organizing Your Vault

Your vault acts as a secure filing cabinet. By assigning files to specific drawers, you maintain total control over what is shared publicly, what is kept for family, and what is strictly for your executor.



## Public Gallery

Items placed here are visible to anyone viewing your public profile.

**Best for:**

- Favorite family photos
- Scanned newspaper clippings
- A copy of your obituary



## Family & Friends

Kept strictly private until your vault is unlocked by a delegate. Not visible to the general public.

**Best for:**

- Private audio messages
- Letters to specific loved ones

- Personal diaries or memoirs



## Legal & Financial

Highly restricted. Only delegates explicitly granted the "Legal" key can view these documents.

### Best for:

- Living Wills & Directives
- Bank account locations
- Digital passwords / Crypto keys

## Using Friendly Names

When you upload a file like "scan\_00451.pdf", your delegate won't know what it is. Use the **Friendly Name** field to label it "2026 Healthcare Directive" so they instantly know what they are looking at.

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