



The
Savings Hub
Practical help to reduce household costs

My Important Accounts

PRIVATE - KEEP THIS BOOKLET SAFE

Keep this booklet safe

Important information

This booklet belongs to you. Store it in a private, secure place at home.

- Do not carry it unless you need to.
- Do not photograph, photocopy, email or message completed pages.
- Do not let anyone read your passwords or security information.
- Never tell anyone a password or sign-in code because they have phoned, emailed or messaged you.

Never write these in this booklet

- a bank-card PIN or the security number on a card
- a one-time sign-in code or password-recovery code
- a phone, tablet or computer screen-lock code
- an answer to a security question

Savings Hub staff will not ask to see, write, copy, photograph or keep your passwords, PINs or one-time codes. Write passwords privately.

Before recording online-banking details, check your bank's security guidance.

How to use this booklet

Each account uses two facing pages. Use the left page for account information and the right page for sign-in information. Complete only the boxes that are useful to you.

Protect your accounts

Use a different password for each important account. Use a passkey when offered; if you use one, leave the password panel blank. Turn on an extra sign-in check where available - especially for your email.

When you change a password

- 1 Change the password on the organisation's official website or app.
- 2 Sign out and check that the new password works.
- 3 Peel one opaque label from the inside back cover.
- 4 Place it over the whole old password panel.
- 5 Write the current password and the date on the label.

Apply the label before writing on it. If a label is loose, damaged or appears to have been removed, change that password again.

My account index

Write the service or organisation in the blank space.

No.	Category	Service or organisation	Page
1	Email & messages		6
2	Email & messages		8
3	Home & utilities		10
4	Home & utilities		12
5	Home & utilities		14
6	Phone, internet & TV		16

My account index

Write the service or organisation in the blank space.

No.	Category	Service or organisation	Page
7	Phone, internet & TV	_____	18
8	Benefits & insurance	_____	20
9	Shopping & subscriptions	_____	22
10	Health, public & other	_____	24
11	Health, public & other	_____	26
12	Health, public & other	_____	28

1



Account 1
Email & messages

Account details

Service or organisation

What do I use this account for? (optional)

Official website or app

Customer or account reference (optional)

Notes

Do not write passwords or security codes here.



Sign-in details

Username or sign-in email

How do I sign in?

☐ Password ☐ Passkey ☐ Other ☐ Not sure

Current password

Changed on: ____ / ____ / ____

Extra sign-in check

☐ Yes ☐ No ☐ Not sure

How is it approved?

☐ Text ☐ Email ☐ App ☐ Security key

Never write a one-time security code here.

1



Account 2
Email & messages

Account details

Service or organisation

What do I use this account for? (optional)

Official website or app

Customer or account reference (optional)

Notes

Do not write passwords or security codes here.



Sign-in details

Username or sign-in email

How do I sign in?

☐ Password ☐ Passkey ☐ Other ☐ Not sure

Current password

Changed on: ____ / ____ / ____

Extra sign-in check

☐ Yes ☐ No ☐ Not sure

How is it approved?

☐ Text ☐ Email ☐ App ☐ Security key

Never write a one-time security code here.



Account 3

Home & utilities

Account details

2

Service or organisation

What do I use this account for? (optional)

Official website or app

Customer or account reference (optional)

Notes

Do not write passwords or security codes here.



Sign-in details

Username or sign-in email

How do I sign in?

☐ Password ☐ Passkey ☐ Other ☐ Not sure

Current password

Changed on: ____ / ____ / ____

Extra sign-in check

☐ Yes ☐ No ☐ Not sure

How is it approved?

☐ Text ☐ Email ☐ App ☐ Security key

Never write a one-time security code here.



Account 4

Home & utilities

Account details

2

Service or organisation

What do I use this account for? (optional)

Official website or app

Customer or account reference (optional)

Notes

Do not write passwords or security codes here.



Sign-in details

Username or sign-in email

How do I sign in?

☐ Password ☐ Passkey ☐ Other ☐ Not sure

Current password

Changed on: ____ / ____ / ____

Extra sign-in check

☐ Yes ☐ No ☐ Not sure

How is it approved?

☐ Text ☐ Email ☐ App ☐ Security key

Never write a one-time security code here.



Account 5
Home & utilities

Account details

2

Service or organisation

What do I use this account for? (optional)

Official website or app

Customer or account reference (optional)

Notes

Do not write passwords or security codes here.



Sign-in details

Username or sign-in email

How do I sign in?

☐ Password ☐ Passkey ☐ Other ☐ Not sure

Current password

Changed on: ____ / ____ / ____

Extra sign-in check

☐ Yes ☐ No ☐ Not sure

How is it approved?

☐ Text ☐ Email ☐ App ☐ Security key

Never write a one-time security code here.



Account 6

Phone, internet & TV

Account details

Service or organisation

3 What do I use this account for? (optional)

Official website or app

Customer or account reference (optional)

Notes

Do not write passwords or security codes here.



Sign-in details

Username or sign-in email

How do I sign in?

☐ Password ☐ Passkey ☐ Other ☐ Not sure

Current password

Changed on: ____ / ____ / ____

Extra sign-in check

☐ Yes ☐ No ☐ Not sure

How is it approved?

☐ Text ☐ Email ☐ App ☐ Security key

Never write a one-time security code here.



Account 7

Phone, internet & TV

Account details

Service or organisation

3 What do I use this account for? (optional)

Official website or app

Customer or account reference (optional)

Notes

Do not write passwords or security codes here.



Sign-in details

Username or sign-in email

How do I sign in?

☐ Password ☐ Passkey ☐ Other ☐ Not sure

Current password

Changed on: ____ / ____ / ____

Extra sign-in check

☐ Yes ☐ No ☐ Not sure

How is it approved?

☐ Text ☐ Email ☐ App ☐ Security key

Never write a one-time security code here.



Account 8

Benefits & insurance

Account details

Service or organisation

What do I use this account for? (optional)

Official website or app

Customer or account reference (optional)

Notes

Do not write passwords or security codes here.



Sign-in details

Username or sign-in email

How do I sign in?

☐

Password

☐

Passkey

☐

Other

☐

Not sure

Current password

Changed on: ____ / ____ / ____

Extra sign-in check

☐

Yes

☐

No

☐

Not sure

How is it approved?

☐

Text

☐

Email

☐

App

☐

Security key

Never write a one-time security code here.



Account 9

Shopping & subscriptions

Account details

Service or organisation

What do I use this account for? (optional)

Official website or app

Customer or account reference (optional)

Notes

Do not write passwords or security codes here.



Sign-in details

Username or sign-in email

How do I sign in?

☐ Password ☐ Passkey ☐ Other ☐ Not sure

Current password

Changed on: ____ / ____ / ____

Extra sign-in check

☐ Yes ☐ No ☐ Not sure

How is it approved?

☐ Text ☐ Email ☐ App ☐ Security key

Never write a one-time security code here.



Account 10
Health, public & other

Account details

Service or organisation

What do I use this account for? (optional)

Official website or app

Customer or account reference (optional)

Notes

Do not write passwords or security codes here.



Sign-in details

Username or sign-in email

How do I sign in?

☐ Password ☐ Passkey ☐ Other ☐ Not sure

Current password

Changed on: ____ / ____ / ____

Extra sign-in check

☐ Yes ☐ No ☐ Not sure

How is it approved?

☐ Text ☐ Email ☐ App ☐ Security key

6

Never write a one-time security code here.



Account 11

Health, public & other

Account details

Service or organisation

What do I use this account for? (optional)

Official website or app

Customer or account reference (optional)

Notes

Do not write passwords or security codes here.



Sign-in details

Username or sign-in email

How do I sign in?

☐ Password ☐ Passkey ☐ Other ☐ Not sure

Current password

Changed on: ____ / ____ / ____

Extra sign-in check

☐ Yes ☐ No ☐ Not sure

How is it approved?

☐ Text ☐ Email ☐ App ☐ Security key

6

Never write a one-time security code here.



Account 12

Health, public & other

Account details

Service or organisation

What do I use this account for? (optional)

Official website or app

Customer or account reference (optional)

Notes

Do not write passwords or security codes here.



Sign-in details

Username or sign-in email

How do I sign in?

☐ Password ☐ Passkey ☐ Other ☐ Not sure

Current password

Changed on: ____ / ____ / ____

Extra sign-in check

☐ Yes ☐ No ☐ Not sure

How is it approved?

☐ Text ☐ Email ☐ App ☐ Security key

6

Never write a one-time security code here.

If this booklet is lost

or seen by someone else

Act as soon as you can.

- 1 Change the password for your main email account first.
- 2 Change passwords for money, payment and other important accounts.
- 3 Change every other password recorded in this booklet.
- 4 If the same password was used elsewhere, change it there too.
- 5 Contact each organisation through its official website, app, card or statement - not through an unexpected message.

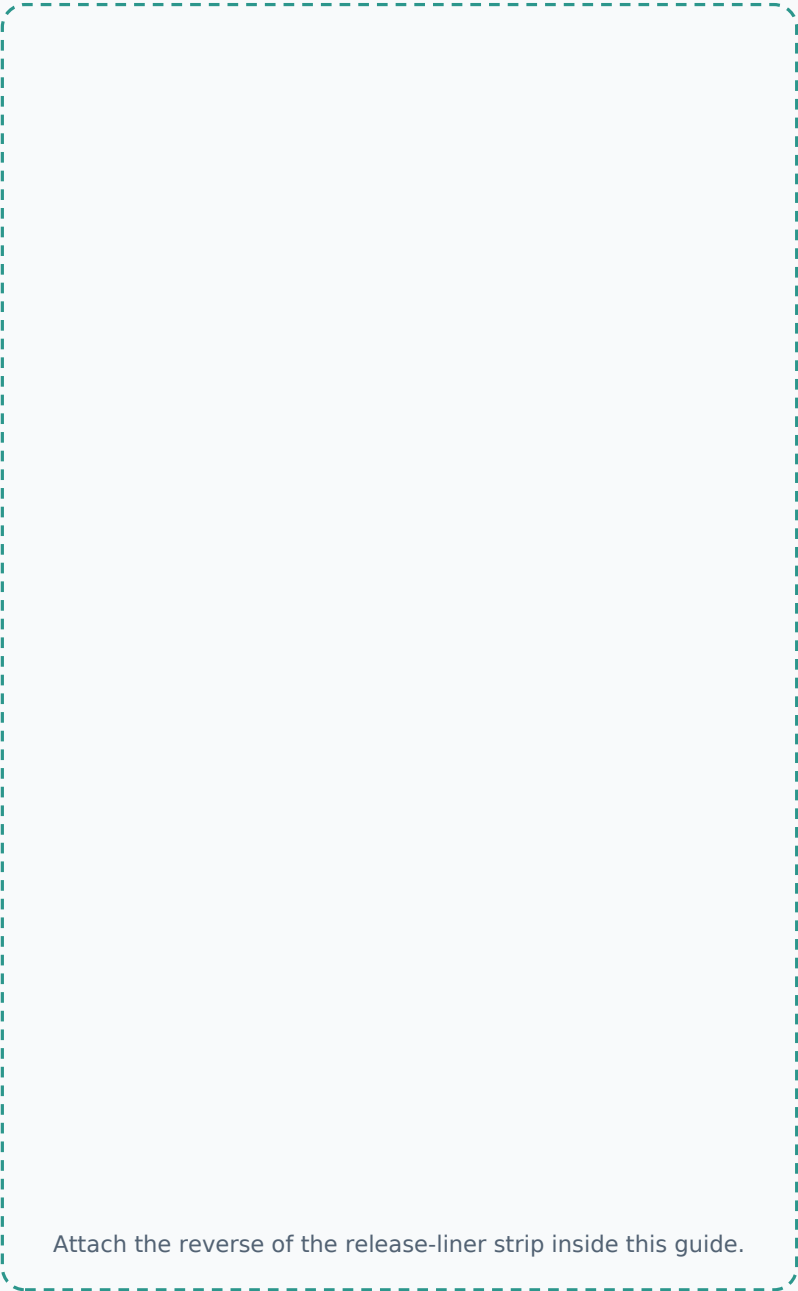
If a bank or payment account may be at risk, contact the provider immediately using its official contact details.

Need more replacement labels?

Email info@savings-hub.org or visit savings-hub.org

Dispose of a completed booklet securely; do not put it intact in recycling or rubbish.

Replacement password labels



Attach the reverse of the release-liner strip inside this guide.



The
Savings Hub
Practical help to reduce household costs

Practical help to reduce household costs

info@savings-hub.org

savings-hub.org

KEEP THIS BOOKLET PRIVATE AND SECURE