DIGITAL LIFE & RECORDS

Device Trade-In Prep Checklist

Back up, sign out, verify reset and follow vendor guidance.

Action checklist

- [ ] Verify a current backup and test that important files can be opened.
- [ ] Check vendor trade-in instructions for your exact device.
- [ ] Remove removable cards and accessories where instructed.
- [ ] Sign out of accounts and disable device locks only as instructed.
- [ ] Follow vendor reset procedure; do not erase until backup is verified.
- [ ] Retain trade-in receipt and check that the device is no longer linked.

Evidence and follow-up notes

Device

Backup verified?

Account sign-out

Vendor reset guidance

Final verification

Keep completed records private. Do not enter passwords, recovery codes or payment credentials.