

Help Guide to your  
**Power of Attorney**

# HELP GUIDE

---

Learn more about your Power of Attorney and the benefits available to LegalZoom customers

About Your Power of Attorney.....	1
Common Questions About Your Power of Attorney.....	2
How to Revise Your Power of Attorney.....	3
How to Revoke Your Power of Attorney.....	4
How to Review Your Power of Attorney with an Attorney.....	5
Secure Cloud Storage of Executed Documents and More.....	6
About Other Estate Planning Documents.....	7

## **ABOUT YOUR POWER OF ATTORNEY**

---

Your Power of Attorney is divided into sections. Below are detailed descriptions of each of these sections, arranged in the order they appear in your Power of Attorney. Depending upon your state's laws, some of these sections may not appear or may have slightly different titles.

### ***Important Information and Warning to the Principal***

If this section is included in your Power of Attorney, it is a notice intended for you, the person executing the Power of Attorney and appointing an attorney-in-fact. This notice describes what a Power of Attorney is, and how it will affect you.

### ***Principal and Attorney-in-Fact***

This section declares that you, the principal, appoint a specific person to act as your attorney-in-fact. If you have chosen to appoint alternate attorneys-in-fact, their names will also appear in this section.

### ***Effective Time***

This section describes when your Power of Attorney takes effect and how long the Power of Attorney will last. It could take effect immediately or if you become incapacitated.

### ***Powers of Attorney-in-Fact***

This section describes in detail the authority you are granting your attorney-in-fact. When signing the document, you must initial each section.

### ***General Provisions***

This section addresses miscellaneous issues regarding your Power of Attorney, including, how the Power of Attorney can be revoked, bookkeeping and accounting requirements, and provisions about paying your attorney-in-fact.

### ***Notice to Person Accepting Power of Attorney/ Attorney-in-Fact***

If this section is included in your Power of Attorney, it is a notice for the person agreeing to act as your attorney-in-fact. It explains the attorney-in-fact's responsibilities and limitations. Depending on your state's laws, the notice may have to be signed by your attorney-in-fact. If the notice is required to be signed by your attorney-in-fact, then your attorney-in-fact must sign the notice before acting on your behalf.

## COMMON QUESTIONS ABOUT YOUR POWER OF ATTORNEY

---

Below are answers to some of the most common questions about Powers of Attorney.

### ***What is an attorney-in-fact?***

An attorney-in-fact, or agent, is a person appointed by you in your Power of Attorney to manage different aspects of your personal, business, and financial matters. Your attorney-in-fact acts with your full authority in all matters you selected in the Power of Attorney questionnaire, such as: opening bank accounts, selling property, and managing your estate.

### ***What can my attorney-in-fact do for me?***

You define your attorney-in-fact's authority. Your Power of Attorney specifically identifies the types of actions your attorney-in-fact is authorized to take on your behalf. You have to initial each category of powers you wish to grant your attorney-in-fact.

### ***Why do I have to record the Power of Attorney with a local office?***

Before your attorney-in-fact can buy, sell, or mortgage property for you, the Power of Attorney must be recorded at the local Register of Deeds or County Recorder. This establishes in the record title of the property that the attorney-in-fact has the authority to act for you in connection with the property. In some states, you are required to record the Power of Attorney even if you do not give your attorney-in-fact authority over your real estate matters. See your *Signing Instructions* document for more information.

## HOW TO REVISE YOUR POWER OF ATTORNEY

---

All LegalZoom Powers of Attorney may be revised, free of charge, for up to thirty (30) days after purchase. Depending on the package you selected, you may be able to revise your Power of Attorney more often.

### Why revise your Power of Attorney?

There are many reasons you may want to revise your Power of Attorney. Some of the most common reasons are:

- Changing your attorney-in-fact
- Changing your attorney-in-fact's powers
- Changing when your Power of Attorney becomes effective

### How to revise your Power of Attorney

Follow these steps to revise and create a new version of your Power of Attorney:

1. Go to **www.legalzoom.com**
2. Log in to **My Account** with your email address and password
3. Find your Power of Attorney order
4. Click on the **Revise** link associated with your Power of Attorney order
5. Complete all pages of the questionnaire until you see shipping options
6. Click the **Continue** button and ensure you receive an order confirmation

### What to expect next

After you have revised the answers to your online questionnaire, you will receive a new version of your LegalZoom Power of Attorney. Please follow the instructions in your *Signing Instructions* document to sign your new Power of Attorney and any other documents to ensure that they are legally binding.

## HOW TO REVOKE YOUR POWER OF ATTORNEY

---

You can revoke your Power of Attorney at any time. Follow the instructions on this page to revoke your Power of Attorney.

### Why revoke your Power of Attorney?

You can revoke your Power of Attorney for any reason, but some of the most common are:

- You no longer need an attorney-in-fact
- You are changing your attorney-in-fact
- You want to add or remove powers included in your Power of Attorney

### How to revoke your Power of Attorney

Follow these steps to revoke your Power of Attorney:

1. Contact LegalZoom at (800) 773-0888 (Mon-Fri, 5AM–7PM; Sat, 7AM–4PM Pacific Time) or [customercare@legalzoom.com](mailto:customercare@legalzoom.com) and request a **Revocation of Power of Attorney form**
2. Sign the revocation form in front of a notary public
3. Deliver a photocopy of the revocation form to your attorney-in-fact
4. Deliver a copy of the revocation form to anyone who holds a copy of your Power of Attorney
5. If you have recorded your Power of Attorney with a Register of Deeds you should record an original, signed and notarized copy of your revocation form
6. Keep the original, signed copy of the revocation form for yourself

## HOW TO REVIEW YOUR POWER OF ATTORNEY WITH AN ATTORNEY

---

A LegalZoom membership allows you to speak to an attorney licensed in your state about your Power of Attorney and many other personal legal matters.

### Why review your Power of Attorney with an attorney?

An attorney can explain the details of your Power of Attorney. Common topics to discuss with an attorney while reviewing your Power of Attorney include:

- Explaining the legal language included in your LegalZoom Power of Attorney
- Explaining how your attorney-in-fact can use his or her authority
- Advice on creating other estate planning documents

### How to speak with an attorney

Follow these steps to schedule a phone consultation with an attorney:

1. Go to **www.legalzoom.com**
2. Log in to **My Account** with your email address and password
3. Click on the link to visit the **Member Center\***
4. Click on the **Request a Consultation** button to schedule an attorney consultation
5. Enter your personal information and the subject of your legal questions
6. Click the **Submit** button

**\* Please Note:** If you don't see the **Member Center** link it may be because you are not enrolled in this plan. To learn more about enrolling, contact us at (800) 773-0888 (Mon-Fri, 5AM–7PM; Sat, 7AM–4PM Pacific Time) or [customer care@legalzoom.com](mailto:customer care@legalzoom.com).

### What to expect next

After you submit your consultation request, LegalZoom will email you to confirm the time and phone number for your consultation.

During your attorney phone consultation, you can discuss your legal matters, review your documents, or get answers to other legal questions for up to 30 minutes. If your particular situation requires additional advice or services from the attorney, you will have the option to hire the attorney at a discounted hourly rate.

## SECURED CLOUD STORAGE OF EXECUTED DOCUMENTS AND MORE

---

Legal Advantage Plus members have access to LegalZoom Document Vault, a secure cloud storage service that allows you to store, view and share unlimited digital copies of your executed estate planning documents, family records, photos, and anything else you'd like from your phone or desktop. It's a convenient way to store backup copies your important documents if they are ever lost, and allow family members access to these documents should they ever need it.

**Not yet a member?** *In addition to secure cloud storage, you have access to independent legal and tax advice covering a range of issues from family, financial and real estate to employment, estate planning and personal injury. Plus, get an annual review of your estate plan and over 150 legal forms. You, your spouse and dependents are covered. Call (800) 773-0888 or more information or to sign up.*

### How to Store Files in the Document Vault

Before uploading your estate planning documents into the vault, be sure to follow all instructions for executing your documents to make sure they are valid.

You can upload your executed documents directly from your phone or computer. You will need to digitize your files by taking a picture on your phone or scanning your signed documents as a PDF.

#### Mobile phone (available on both iPhone and Android):

- To upload from your phone, simply download the LegalZoom Estate Planning app from the App Store or Google Play.
- Sign in using the login and password you created when you purchased your document.
- Click the **My Files** icon at the bottom of the screen.
- Click **Upload** and select the file from your phone.

#### Desktop computer:

- To upload from your desktop, go to LegalZoom.com and sign in to your account.
- Click the tab, **My Files and Document Center**.
- Choose the file you want to upload.
- Select the destination folder, such as Signed Documents.\*
- Click **Upload** and select the file.

*\*Recommended for uploading executed estate planning documents*

To learn more about this service, contact us at (800) 773-0888 (Mon-Fri, 5AM–7PM; Sat, 7AM–4PM Pacific Time) or [customercare@legalzoom.com](mailto:customercare@legalzoom.com).

## **ABOUT OTHER ESTATE PLANNING DOCUMENTS**

---

This page describes other estate planning documents available from LegalZoom.

### **Last Will & Testament**

A Last Will & Testament directs the management and distribution of your property and provides for the care of your minor children after your death. A Will also identifies an executor to handle the distribution of your assets and management of your estate. If you have minor children, you can name a guardian in your Will to raise your children according to your wishes. Wills are subject to probate, a court process through which your assets are distributed according to your wishes.

### **Living Trust**

A Living Trust is similar to a Last Will in that it allows you to distribute your assets and, with a pour over will, provides for the care of your minor children after your death. Unlike a Will, transferring property into a Living Trust allows you to distribute your assets without the potentially lengthy and expensive probate process.

### **Living Will/Health Care Power of Attorney**

A Living Will explains whether or not you want to be kept on life support if you become terminally ill and will die shortly without life support, or fall into a persistent vegetative state. It also addresses other important questions, detailing your preferences for tube feeding, artificial hydration, and pain medication in certain situations. A Living Will becomes effective only under specific situations, such as being in an irreversible coma or being terminally ill with no reasonable chance of recovery. A Health Care Power of Attorney grants a person, called your health care agent or surrogate, authority to make health care decisions on your behalf if you are unable to make these decisions yourself. These decisions are based upon the guidelines provided in the document.

### **Pet Protection Agreement**

A Pet Protection Agreement allows you to name a pet guardian to take care of your pets and gives you the ability to leave funds to care for your pets in the event of your death or incapacity.