

# Life Admin & Money Hub for Notion: Setup Guide

Step by step for Notion (free plan works). About 10 minutes.

## What's inside

ZIP: 7 databases · 3 pages · PDF build guide

### Bills & Subscriptions

Monthly cost formula, renewals.

### Accounts

Last 4 only, beneficiaries.

### Documents Vault

Where everything is.

### Home Maintenance

Next due + overdue flag.

### Sinking Funds

Monthly target + progress bar.

### If Something Happens

Family info sheet.

Notion (free plan OK)

AppFlowy

Airtable

Sheets

Notion import files + build guide · Instant digital download

## Setup, one step at a time

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## 1 Unzip

Unzip the download: pages/ (3 .md pages), databases/ (7 .csv files) and BUILD-GUIDE.pdf.

## 2 Hub page

In Notion click Import (sidebar or Settings > Import) > Text & Markdown and pick 'Life Admin Hub (start here).md'. Import the other two pages and drag them inside the hub.

## 3 Databases

Use Import > CSV for each file in databases/. Drag each new database into the hub page.

## 4 Property types

In each database set the property types listed in BUILD-GUIDE (dates to Date, amounts to Number with \$ format, status to Select). About 5 minutes.

## 5 Formulas

Paste the formulas from BUILD-GUIDE Step 4 into new Formula properties (next due date, days until due, monthly cost).

## 6 Views

Optional: add the suggested Calendar and Board views, and linked views on the hub with /linked.

## 7 Google Sheets or Excel instead

Prefer a spreadsheet? Open any CSV in databases/ with Google Sheets (File > Import) or Excel. You get the tables without Notion formulas.

# Troubleshooting

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### Why isn't there a Notion template link?

We deliver an import package instead of a public share link so your copy is private and fully yours. Import takes about 10 minutes.

### Numbers imported as text

Change the property type to Number; Notion converts the column.

### The download link says expired or used up

Each link works 3 times within 24 hours. Email [Grokedgepm@proton.me](mailto:Grokedgepm@proton.me) with your order email and we'll send a fresh link.

### **I didn't get the email**

Check spam and promotions for 'downloads@multiverseosp.com'. Your download page also appeared right after checkout. Still nothing? Email us your order email.

Stuck? Email **Grokedgepm@proton.me** with your order email and the product name, or ask the AI guide on [multiverseosp.com](https://multiverseosp.com). We'll walk you through setup free.

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