



**ACCG**  
SOLUTIONS



**KEEPER<sup>®</sup>**

**PASSWORD  
MANAGER  
MANUAL**

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*Your Guide to Fully Utilizing  
Keeper Security Password  
Manager for Your  
Organization*

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## INTRO: WHY USE KEEPER?

“The main reason to use a password manager is to create varied, strong passwords for every website and app you use—ones that you don't have to remember for yourself. However, it's also important that you can access your passwords from every one of your devices without difficulty. *Keeper Password Manager & Digital Vault* delivers an excellent experience across a ton of platforms and browsers. It also offers top-notch features such as robust multi factor authentication support, good sharing capabilities, useful auditing tools, and full password histories.”

- **PCMAG** Best of the Year 2020

## WHY NOT STORE THEM IN THE BROWSER?

While it may be easier to throw all of your passwords into *Google Chrome's* vault, it's important to remember that as an application that we use every day for 90% of the things we do on the internet it's a *huge* vector for attacks. The reason being that it has a treasure trove of information for would-be cyber criminals. Login, bank account, personal information, you name it.

## HOW ABOUT ON MY DESKTOP?

While something like a password protected *excel sheet* might sound secure, every time you open it you're loading it's contents into your random access memory, or RAM. In which case potential malware could read everything from it. Not to mention if you leave the document open and walk away from your computer!

## IN CONCLUSION

Truthfully a password manager can be annoying to set up at first, breaking habits is never fun especially in the office. However, once you have it set up and running on your devices it will make your workflow safer, quicker, and not to mention let you rest easier at night.

## KEEPER ACCOUNT SETUP

### WE DO IT FOR YOU

Once you're set up with ACG Solutions, our team will walk you through setting up Keeper and do the heavy lifting for you. All we'll need to do is set up *master passwords* for your team. As for setting up two factor authentication, this is a discussion to have with your Account Manager or the technician setting it up for you. It can be an extra layer of security that can prove vital in the event of an emergency.

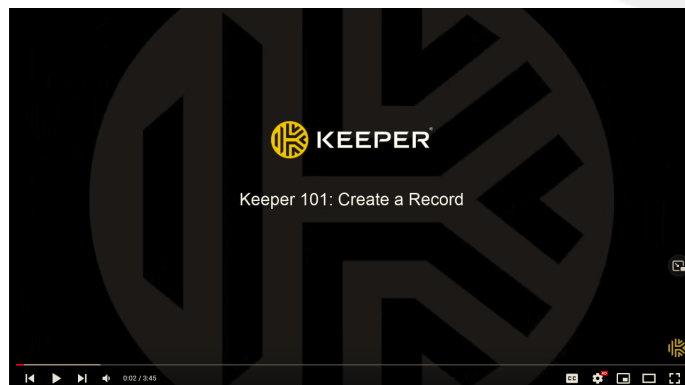
### IMPORTING RECORDS

Most of the time, you will have 90% of your daily use passwords saved on whatever browser you use. *Keeper Password Manager* allows for us to take the exported file from the browser and upload them to the *Keeper Vault*. Take this time to think of any applications or services you utilize that you'd like to have stored on Keeper.

## CREATING A NEW RECORD?

### VIDEO: CREATION OF A NEW RECORD

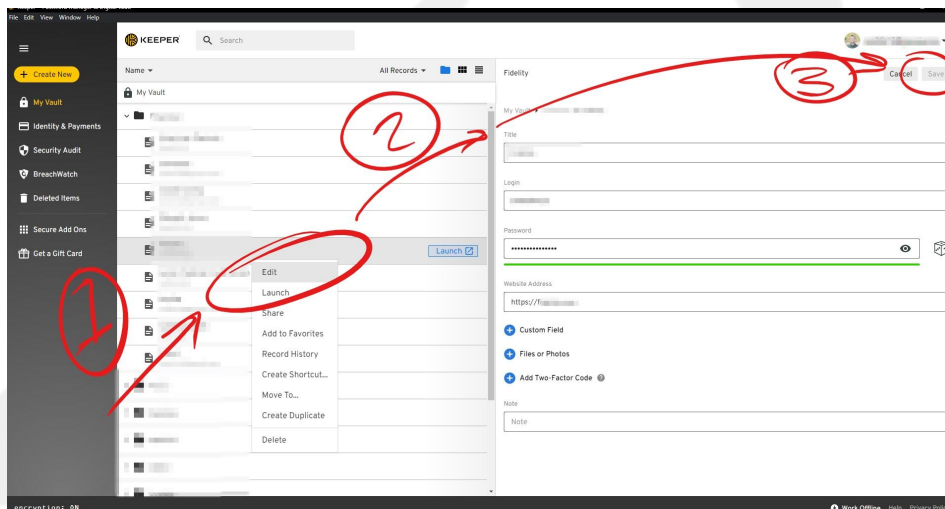
 Create a Record



## TIP: CHANGE RECORD NAMES

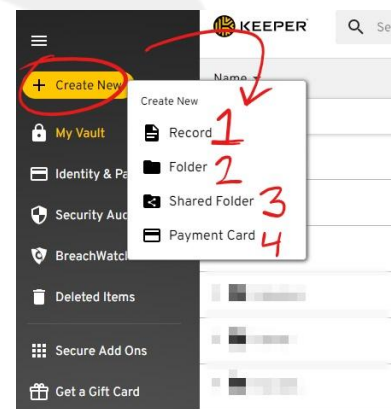
Here's a tip, to better organize your records, follow these steps while in your *Keeper Vault*.

1. Right-click on the record you want to change the name of. Then click the edit option.
2. This then opens up the record, allowing you to see the **Title**, **Login**, **Password**, **Website**, **Notes**, etc. Don't edit anything besides the Title and **Notes** unless you're reflecting this change on the website the record is for.
3. Change the name of the record under **Title**, and click save in the top right corner.



## TIP: CREATE RECORDS, FOLDERS, PAYMENT INFO

1. This button creates a new record. This is for login information.
2. This button is for the creation of a folder. Drag and drop records into folders for easier organization.
3. More on this button later under **Credential Sharing**.
4. This is for securely storing card information.



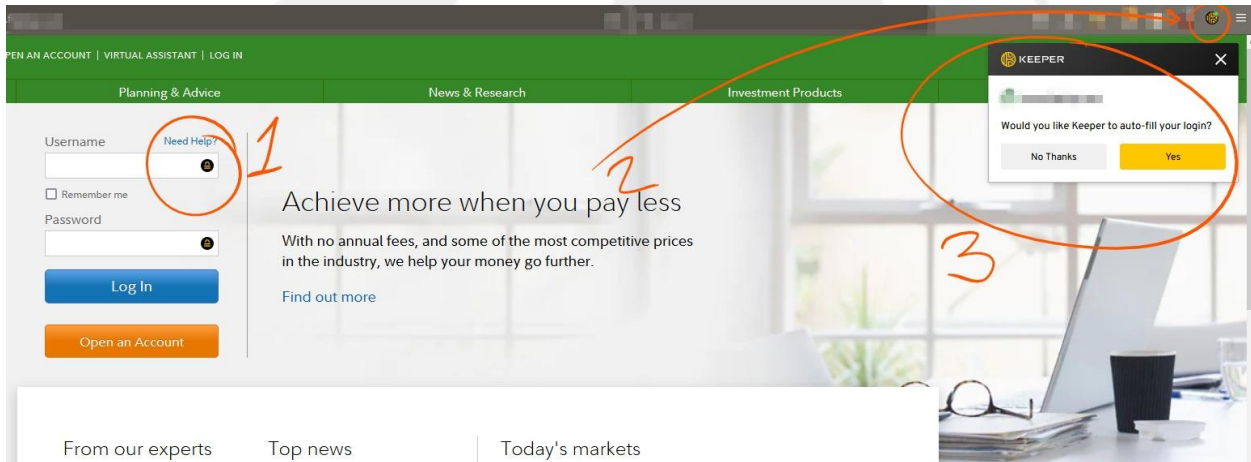
# KEEPER AUTOFILL

## VIDEO: SETTING UP AND USING KEEPER AUTOFILL

Autofill with KeeperFill



Here's what you'll see when you open a webpage with a login:



1. You can click this lock to prompt **Keeper** to open.
2. This icon in the top left of your browser will show you if **Keeper** is signed in.
  - a. It's important to note that you may have to periodically change log in, though you can set the cadence of it in the settings.
3. If signed in, **Keeper** will ask if you would like to have your login completed.

## CREDENTIAL SHARING

If you're in an organization that shares sign ins for one account, a shared record can be created. What we recommend is creating the record on the **Primary IT Contact's Keeper Account** and sharing it with the others in the organization. Just so if it's edited, it will be changed in everyone's account. Here's some videos on creating shared records, and shared folders if you have multiple records.

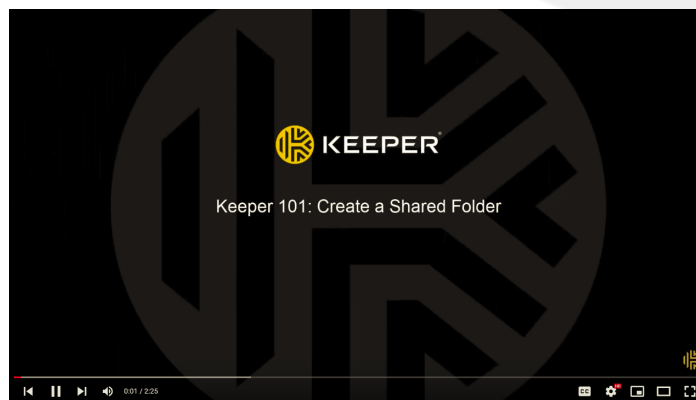
### VIDEO: SHARING A RECORD IN KEEPER SECURITY

Share a Record

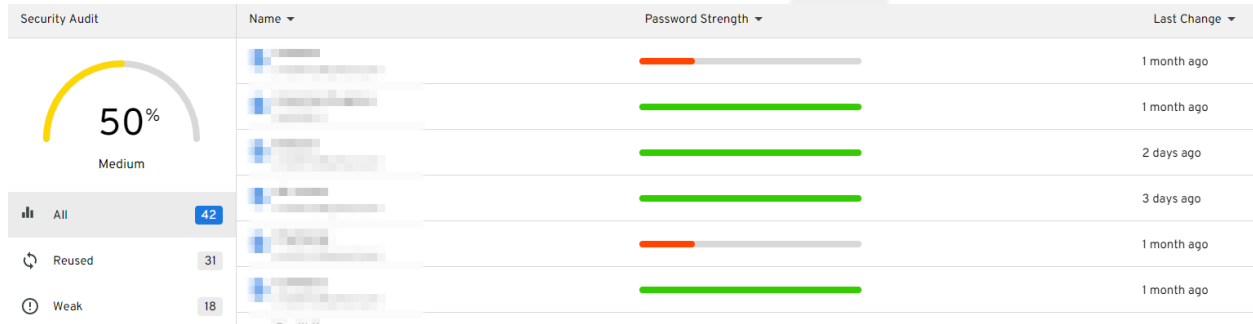


### VIDEO: SHARING A FOLDER IN KEEPER SECURITY

Create a Shared Folder



# SECURITY AUDIT



## WHAT IS IT?

Basically, the security audit feature is an easy to read report of your credentials current state. While there might be a 50% in the image, users should aim to keep this list updated as they find breaches. A lot of these are from reused passwords for socials or throwaway, one time logins on a personal account. For your critical logins at work, this can be a crucial feature to check on occasion.

## VIDEO: KEEPER SECURITY AUDIT





## KEEPER FOR iOS

### VIDEO: SETTING UP KEEPER FOR iOS

▶ Account Creation and Login on iOS



## KEEPER FOR ANDROID

### VIDEO: SETTING UP KEEPER FOR ANDROID

▶ Account Creation and Login on Android




## FREE BONUS: KEEPER FAMILY PLAN

### FREE?

Yes, **free**. Users have 5 free family plans they can use. If you want to use **Keeper** for personal devices, logins, payment information, you get this through the agreed upon plan. Note that if you leave the organization there's a grace period before the account shuts down so records aren't lost or the user can transition to a paid subscription.

Here's a link to a hosted PDF detailing how to go about setting this up.

 [Keeper Family Plan.pdf](#)