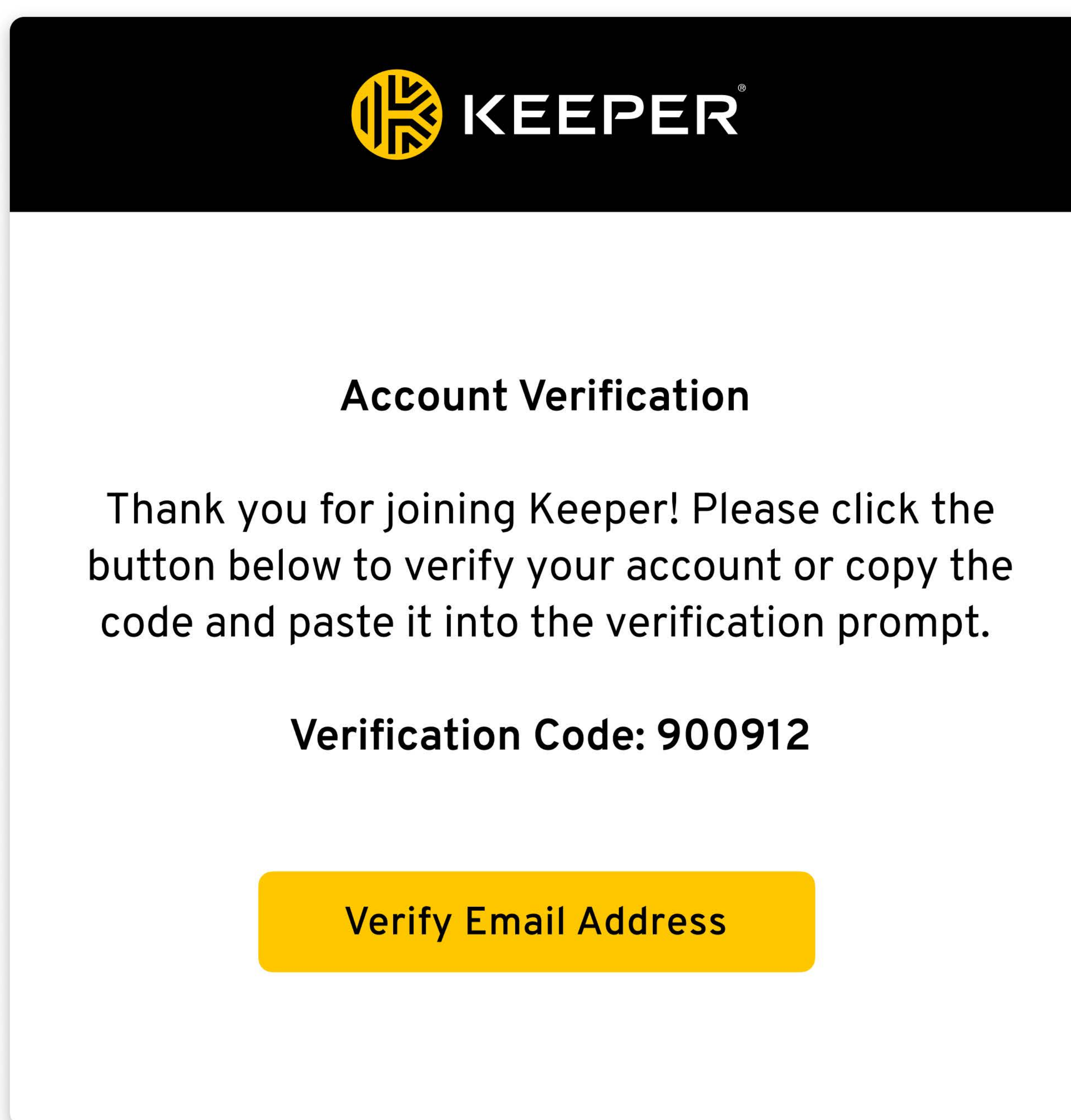


Set Up Your Keeper Web Vault

For more details, visit our [docs portal](#) or watch our [tutorial videos](#).

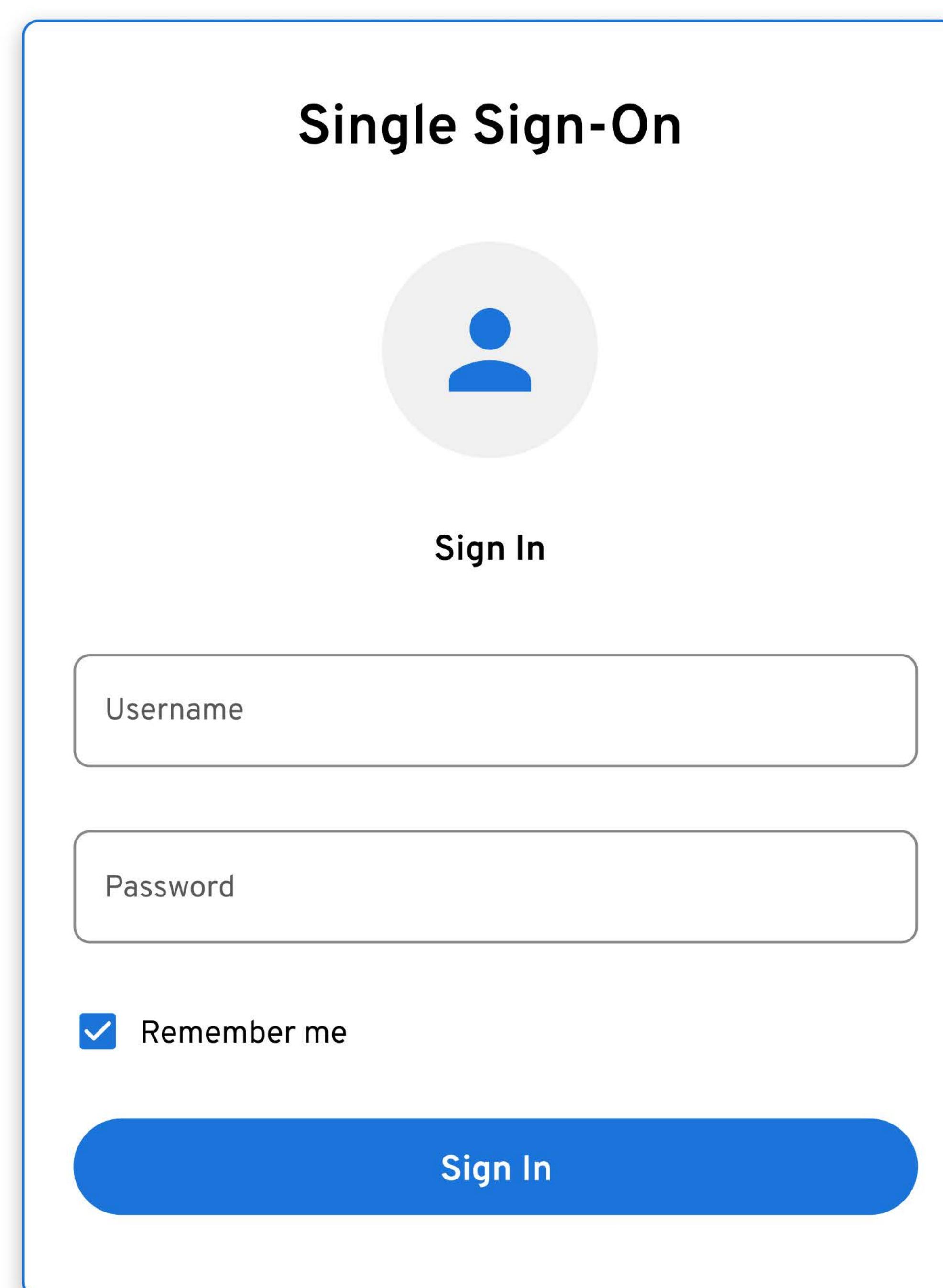
Step 1. Create Your Account

To create your Keeper account, click on the email invitation link sent by your Administrator. Since your Keeper account is deployed through Single Sign-On (SSO), you will automatically be routed to authenticate against your SSO provider. To create your Keeper account from the SSO dashboard, log into your existing SSO provider as you normally do and click the Keeper icon to launch the Keeper application.



The screenshot shows the 'Account Verification' screen of the Keeper application. At the top is the Keeper logo. The main heading is 'Account Verification'. Below it, a message says: 'Thank you for joining Keeper! Please click the button below to verify your account or copy the code and paste it into the verification prompt.' The 'Verification Code: 900912' is displayed. At the bottom is a yellow button labeled 'Verify Email Address'.

Email Invitation

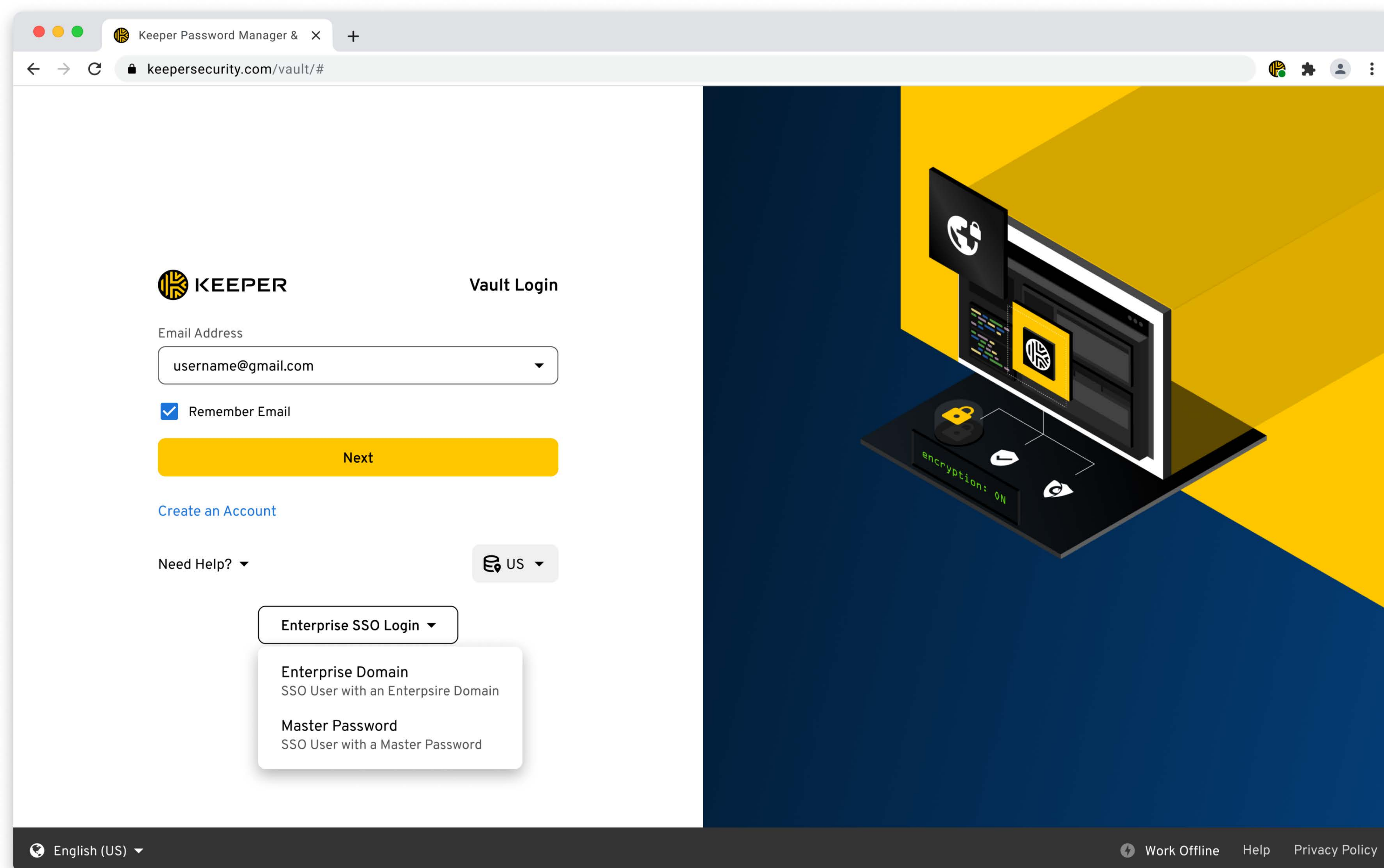


The screenshot shows the 'Single Sign-On' screen. At the top is the heading 'Single Sign-On'. Below it is a user icon and the text 'Sign In'. There are two input fields: 'Username' and 'Password'. Below the 'Password' field is a checkbox labeled 'Remember me' which is checked. At the bottom is a blue button labeled 'Sign In'.

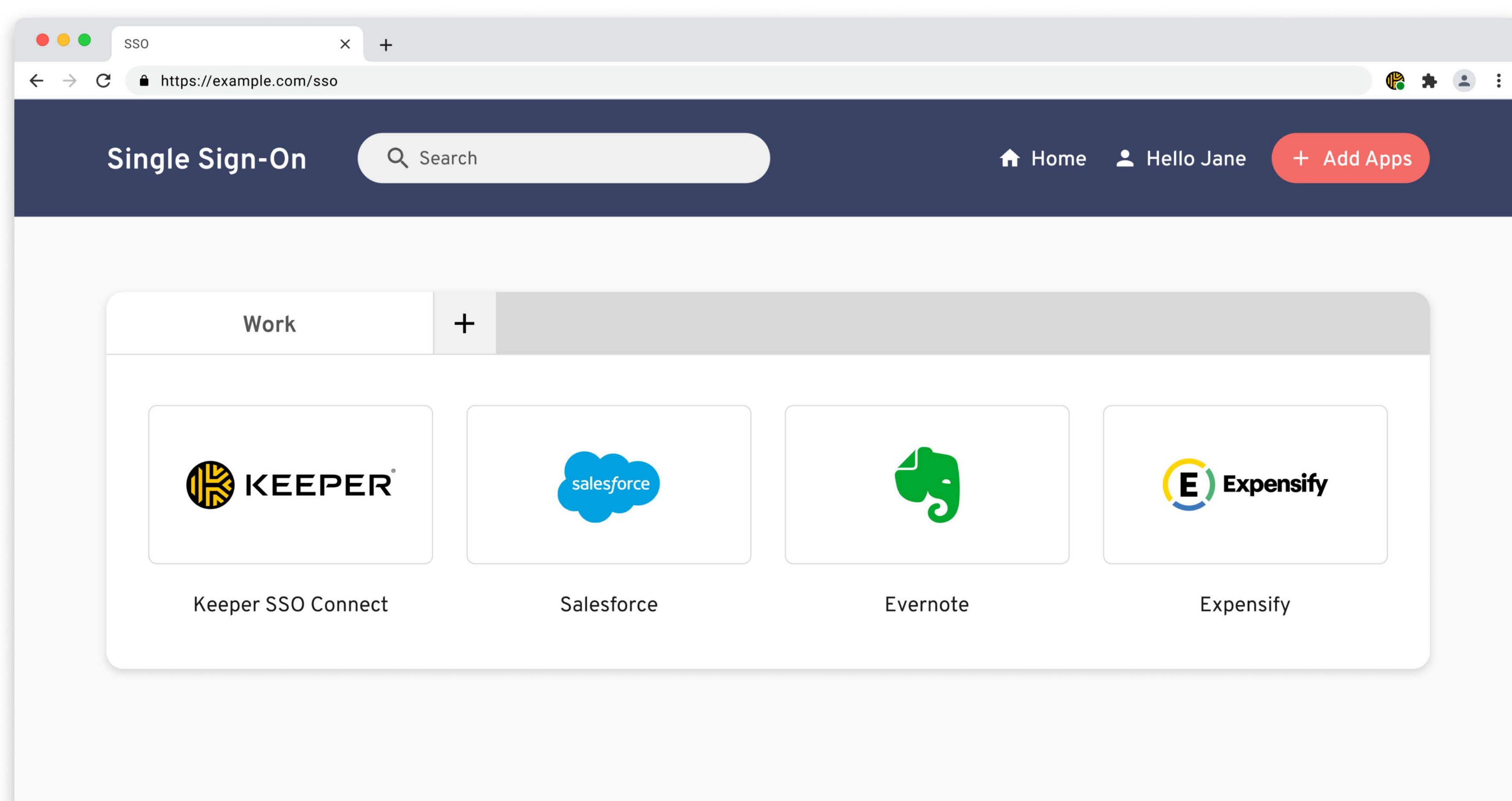
Log into SSO Provider

Step 2. Log Into Your Account

When you log in from the Keeper Vault, just enter your email address and click Next. Once you authenticate through the SSO, you will be routed to your Keeper Vault. Log into **When you log in from SSO** either your email address or enterprise domain on your Keeper login page. Once you authenticate through SSO, click the Keeper icon to log into your Vault.



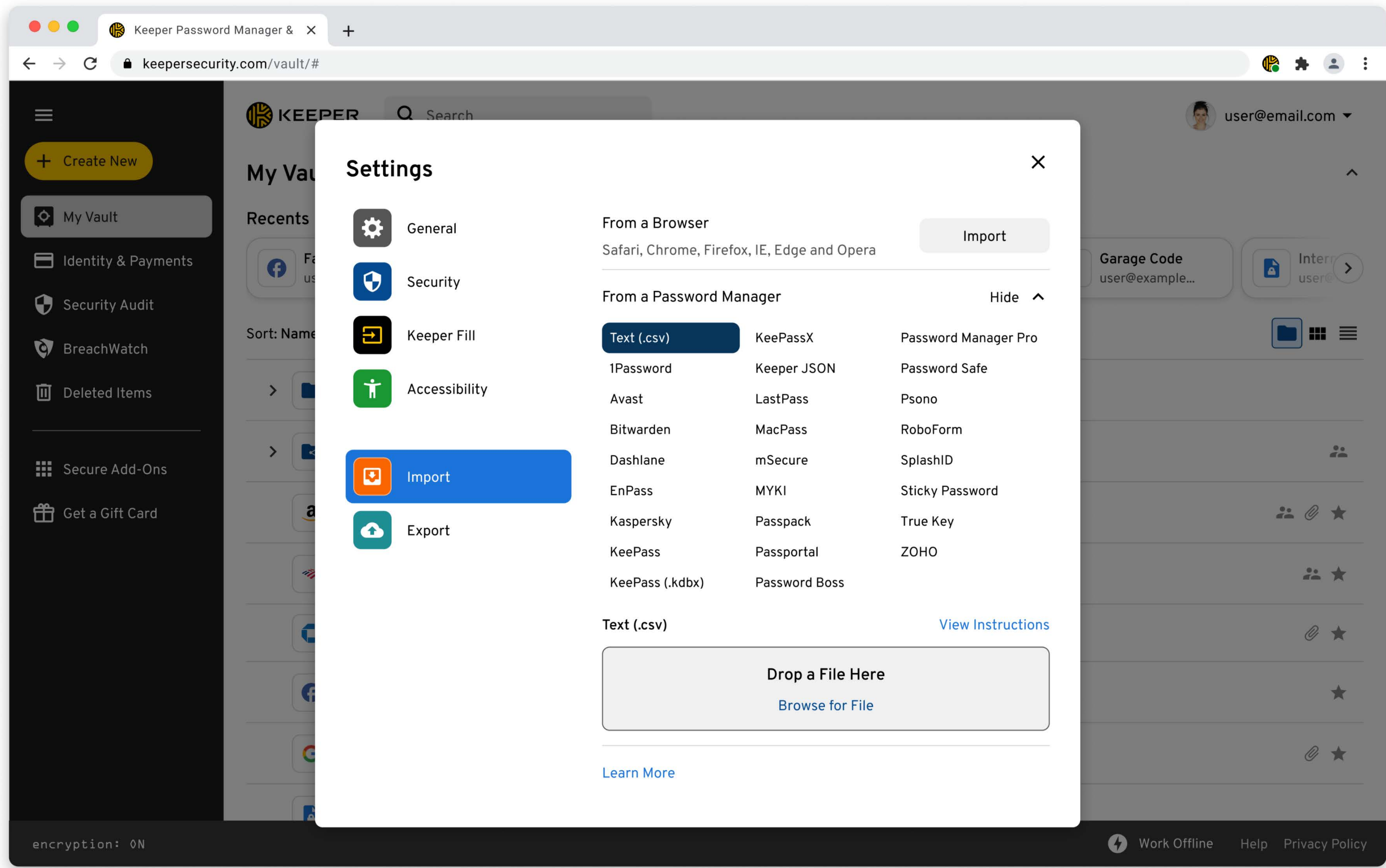
Vault Login



SSO Login

Step 3. Import Passwords

As part of the onboarding process, you'll be able to import passwords from other locations. You can either manually enter your existing logins and passwords into your vault or Keeper can import them directly from your web browser (e.g. Safari, Chrome, Firefox, IE, Edge and Opera), another password manager or from a text file (.csv). **To begin the import process, click the Account Dropdown Menu, then click Settings > Import.**



Import Methods

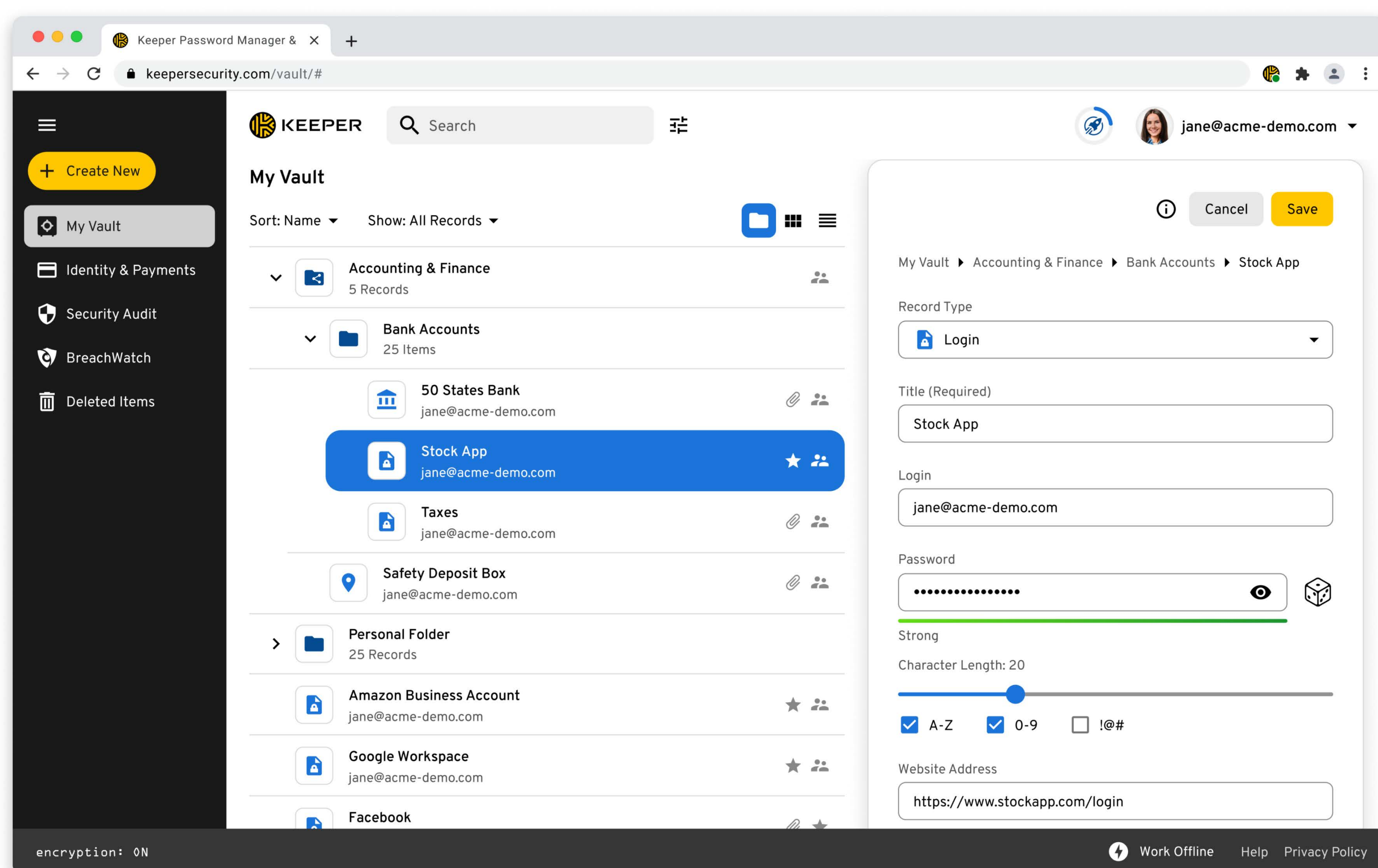
Step 4. Create Records

A Keeper record can be any password, file or other sensitive piece of information that is stored in your private, digital Vault and encrypted on your device. **To create a record, click + Create New > Record.**

Step 5. Set Strong, Random Passwords for New Records

Long, random and unique passwords protect your information and reduce your exposure to data breaches. Click the **dice icon** on a record to generate strong, random passwords.

Note: When resetting old passwords on existing Keeper records, you must visit a website's "Change Password" form to update the old password to match the new password.

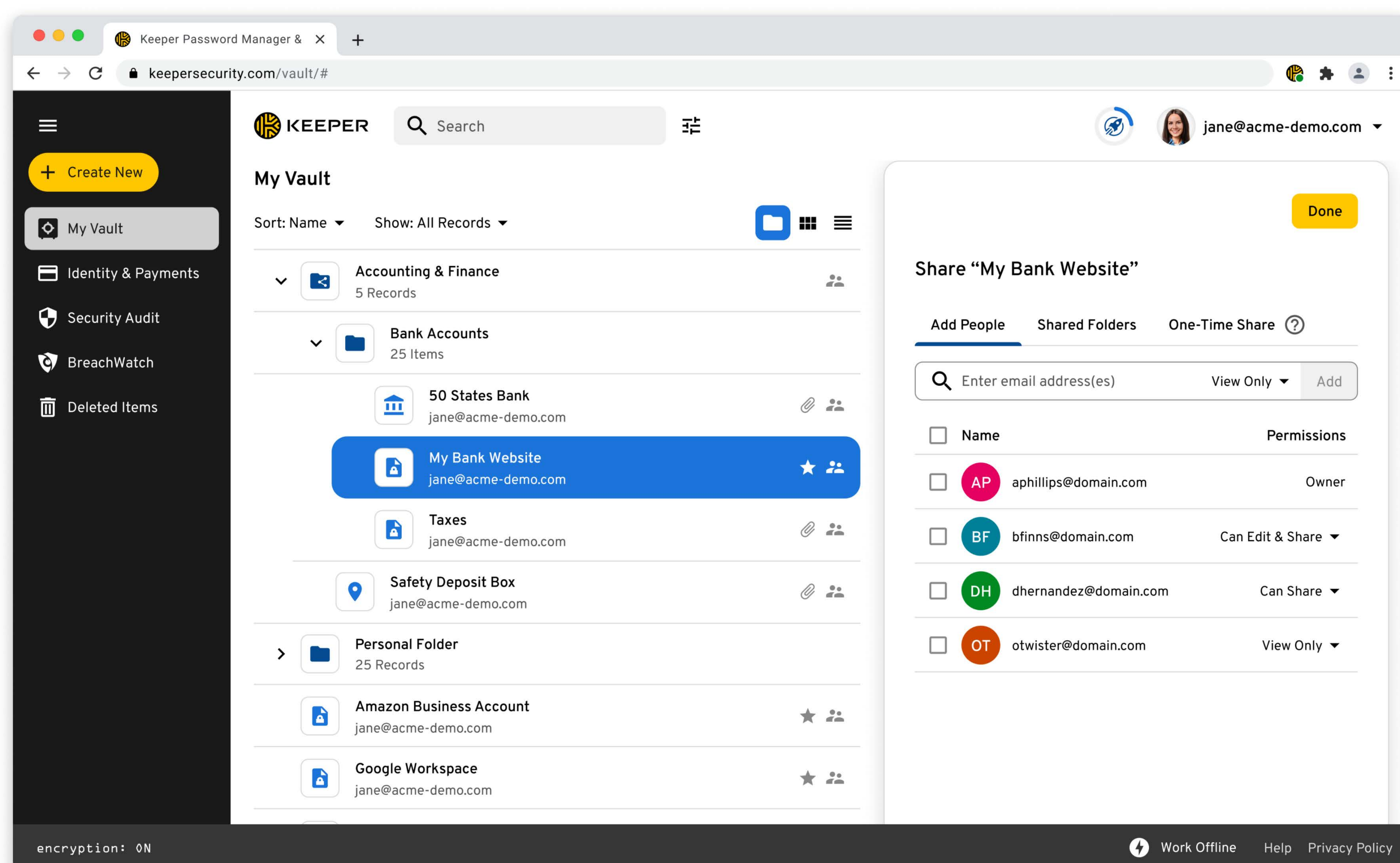


Generate Passwords

Step 6. Securely Share Records

With Keeper, you can share records and folders with your colleagues (must be an existing Keeper user). To share a record, go to a specific record and click **Options > Sharing**. From the "Add People" tab, click in the **email address field** and enter the email address of the Keeper user you would like to share the record with.

Click the dropdown arrow to set their permission level (can edit, share, edit & share, view only and transfer ownership) and click **Add**.



Share Records

Step 7. Download KeeperFill®

KeeperFill is the browser extension that autofills your logins and passwords into websites and apps.

To download KeeperFill for your browser, visit keepersecurity.com/download.html.