

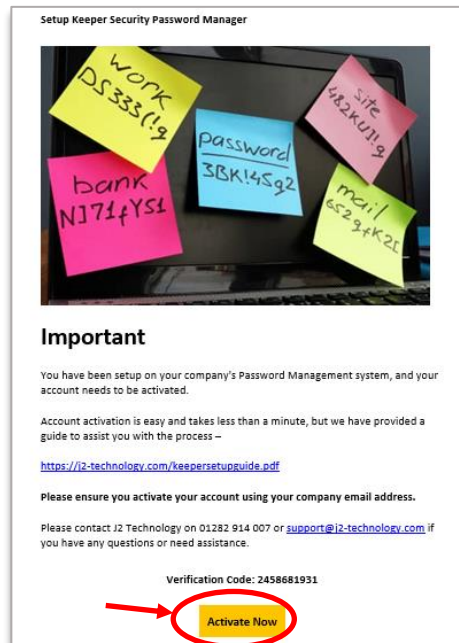
Keeper Security Password Manager - Account Setup




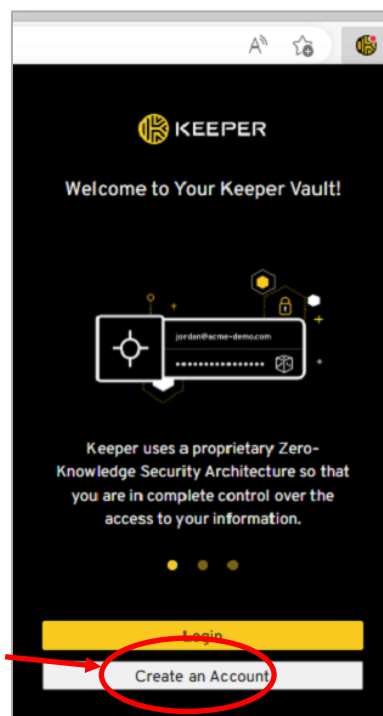
1. Account Setup

You will be sent an email with the Keeper Security Setup Instructions. See step 1.2 if you don't receive an email

1.1 Once you receive the email, click on the **Activate Now** button and jump to step 1.3



1.2 If the Keeper browser extension has been installed automatically, the following extension icon will appear to the right of the browser address bar  Click on the icon and then click on the **Create an Account** button. If there is no extension icon, click on this link instead <https://keepersecurity.eu/vault>



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1.3 Ensure your email address is correct or type it in if blank, and click **Next** to continue

KEEPER Create Your Keeper Account

Email Address

info@j2-technology.com

Next

Already have an account? [Login](#)

1.4 Create a strong Master Password with at least 10 characters, and enter again to confirm

KEEPER Create Your Keeper Account

Email Address

info@j2-technology.com

Master Password

.....

The only password you need to remember

Confirm Master Password

.....

You accept Keeper's [Terms of Use](#)

Next

1.5 Review and accept the Terms of Use, and click the **Next** button to continue

1.6 If creating the account via the browser extension or manual link, the Keeper Setup Instructions email containing a Verification Code will be sent to you. Once received, copy the code and paste into the Verification Code field. Click the yellow **Verify** button to continue

KEEPER Security Verification

info@j2-technology.com

Please check your email and enter the verification code below:

Verification Code

Enter Verification Code

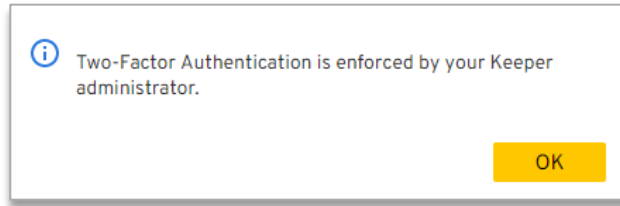
[Resend Email](#)

Verify

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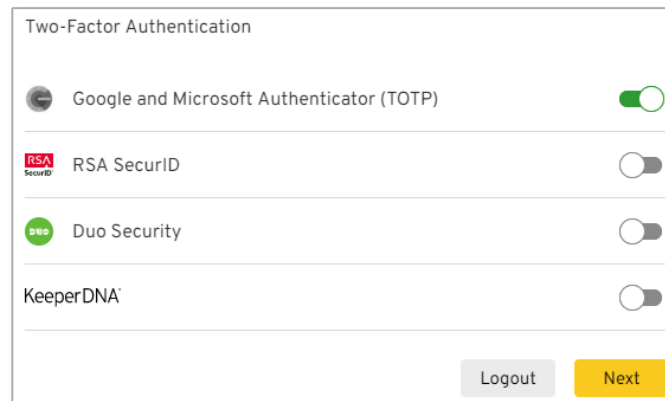


1.7 Two-Factor Authentication is enforced for added security. Click **OK** to proceed

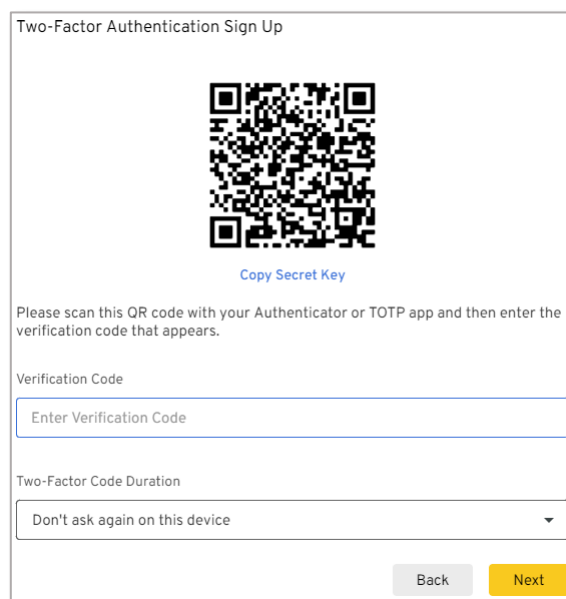


1.8 Select the preferred Two-Factor authentication method from the options provided and click the **Next** button

J2 Technology recommends the use of the Microsoft Authenticator App, which can be downloaded for free from your phone's App Store



1.9 Follow the on-screen instructions to setup your chosen Two-Factor Authentication



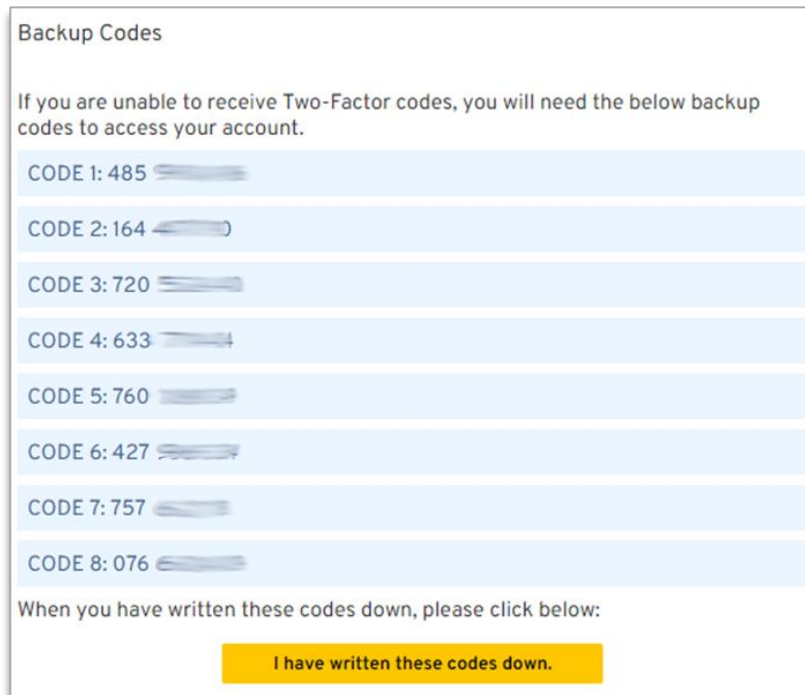
1.10 Set the Two-Factor Code Duration as preferred

*If setting up on a computer that is used by other people, set the duration to **Require 2FA every login***

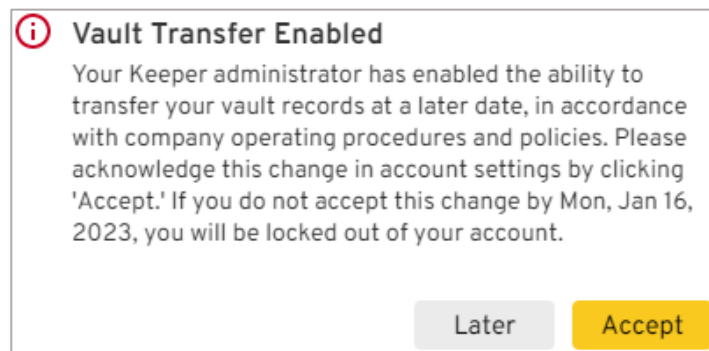
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1.11 Take a copy of the Backup Codes shown as a safeguard measure in case your Two Factor code no longer works



1.12 Finally, accept the Vault Transfer notification by clicking on the **Accept** button

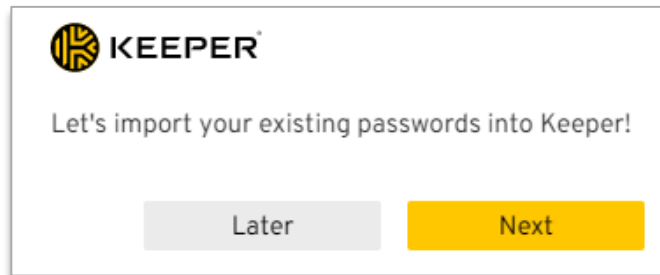


Congratulations, your account has been Activated!

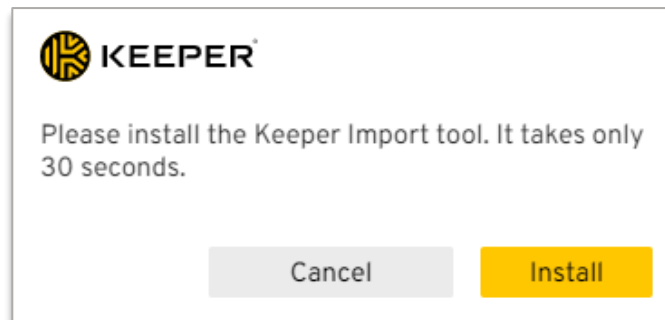
2. Import Existing Browser Stored Passwords

Keeper can import existing passwords from your browsers or other password management applications.

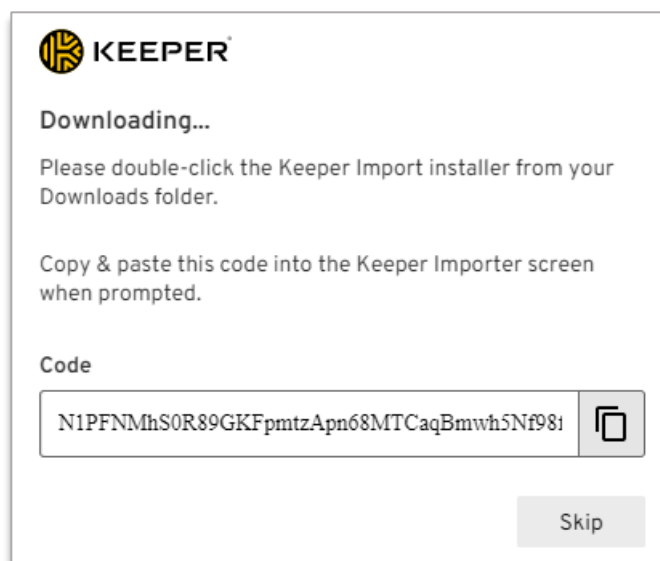
- 2 Click the **Next** button to import stored passwords from the current browser, or click **Later** to defer to another time (see page 10) and jump to step 3



2.2 Install the Keeper Import tool to import existing passwords

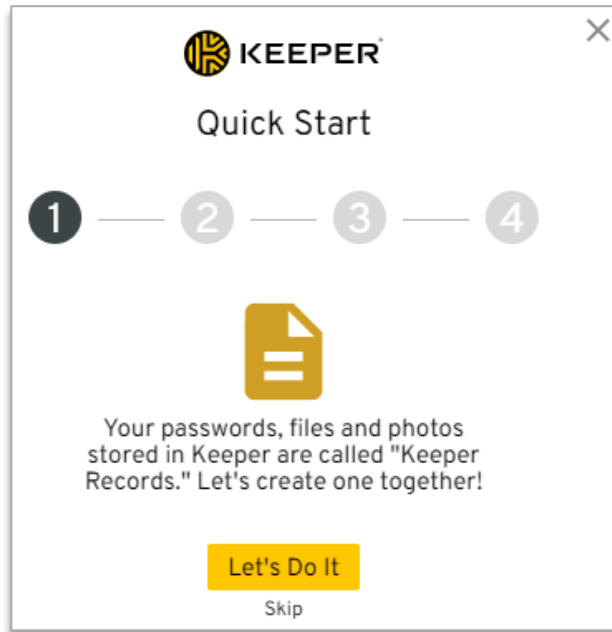


2.3 Follow the on-screen instructions to import stored passwords from the current browser

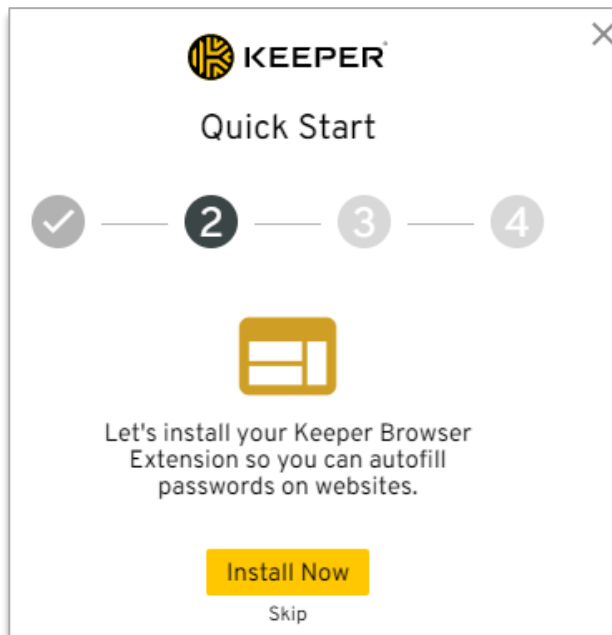


3. Quick Start Wizard

- 3 Follow the Quick Start wizard to add your first password or Skip to the next step



- 3.2 If the Keeper Browser Extension has been installed automatically, skip this step, otherwise continue the Quick Start wizard to install the Keeper Browser Extension

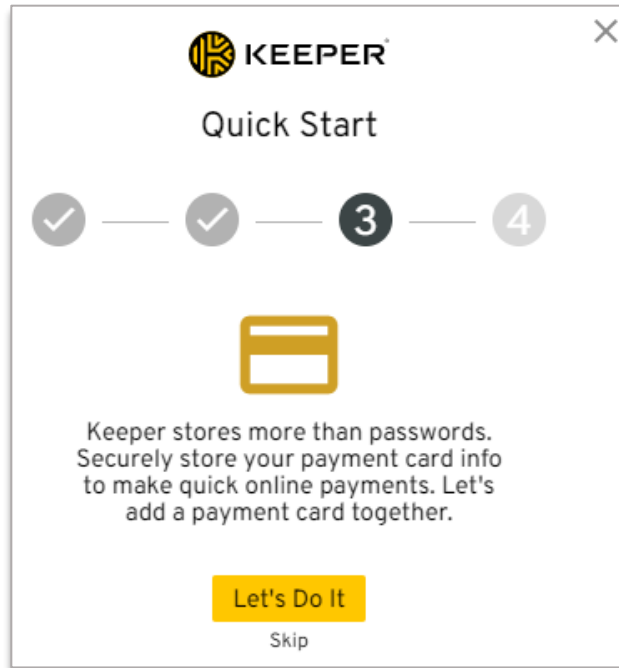


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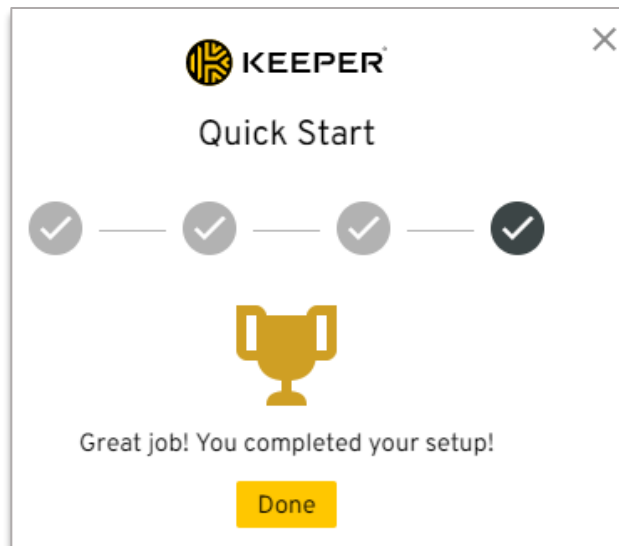


3.3 Unless you make online purchases on behalf of you company using a payment card, skip this step

You can add personal payment cards in your free personal account later if you wish

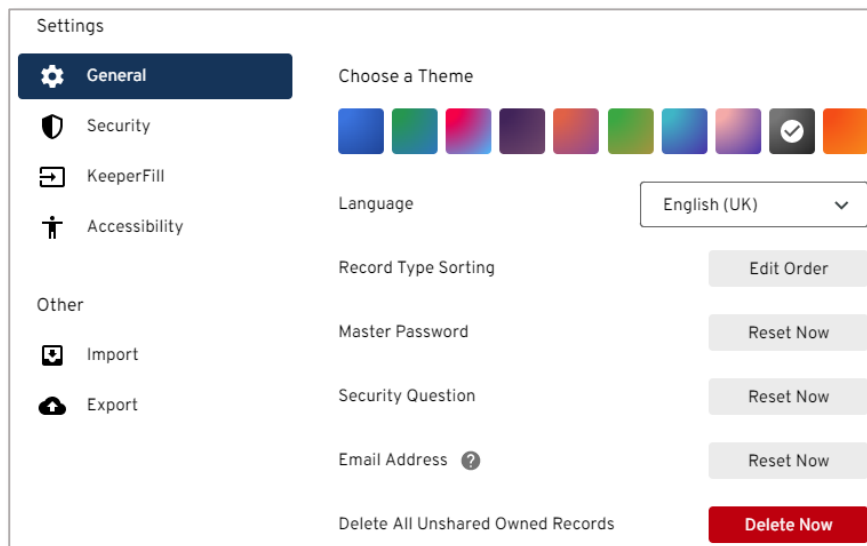
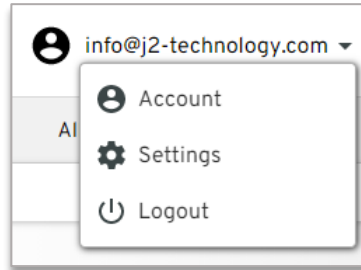


3.4 Click **Done** to complete the Quick Start wizard

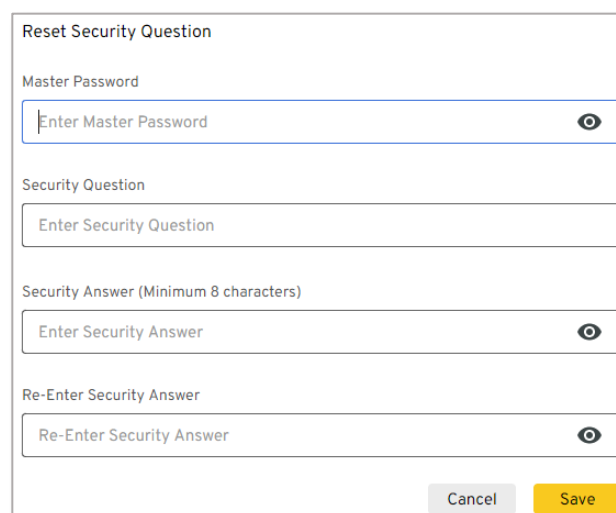


4. Settings and Customisation

- 4 You can customise the theme and change the default language in the **Settings** option by clicking on the upside-down triangle next to your email address in the top right-hand corner



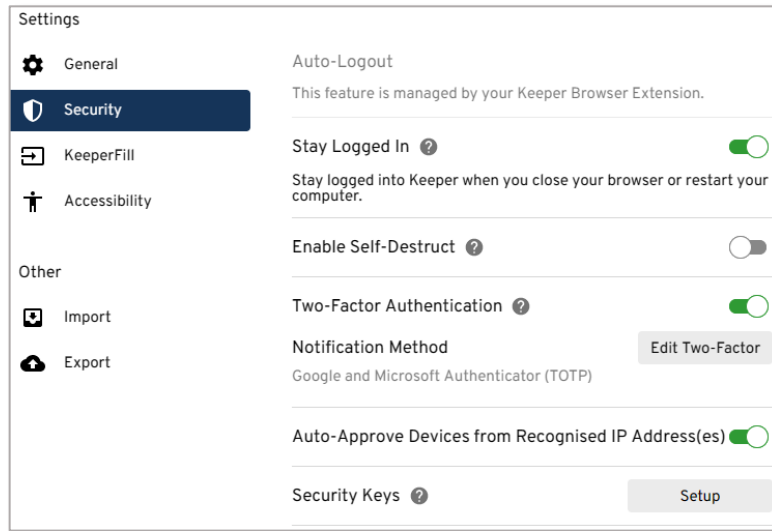
J2 Technology is unable to retrieve or reset your password, so you should enable Account Recovery in case you forget the Master Password by setting a Security Question



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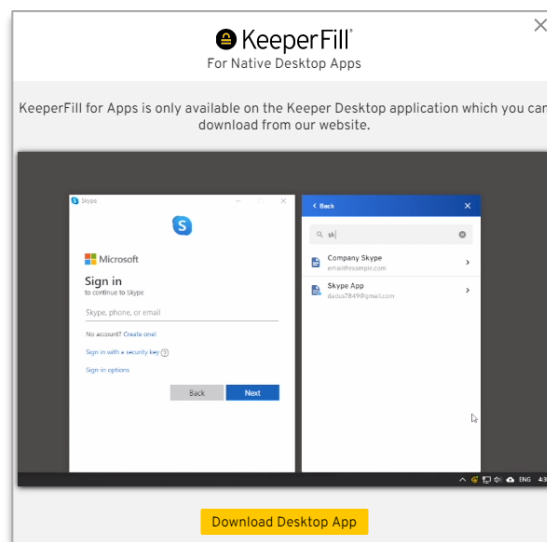
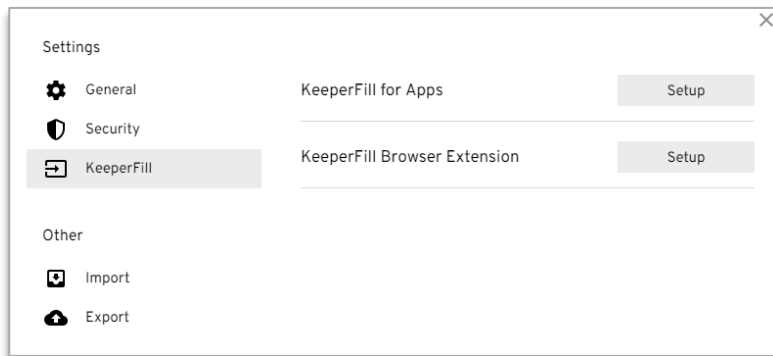


4.2 There are further options available on the Security Settings menu, although in most cases you should not need to change the default settings



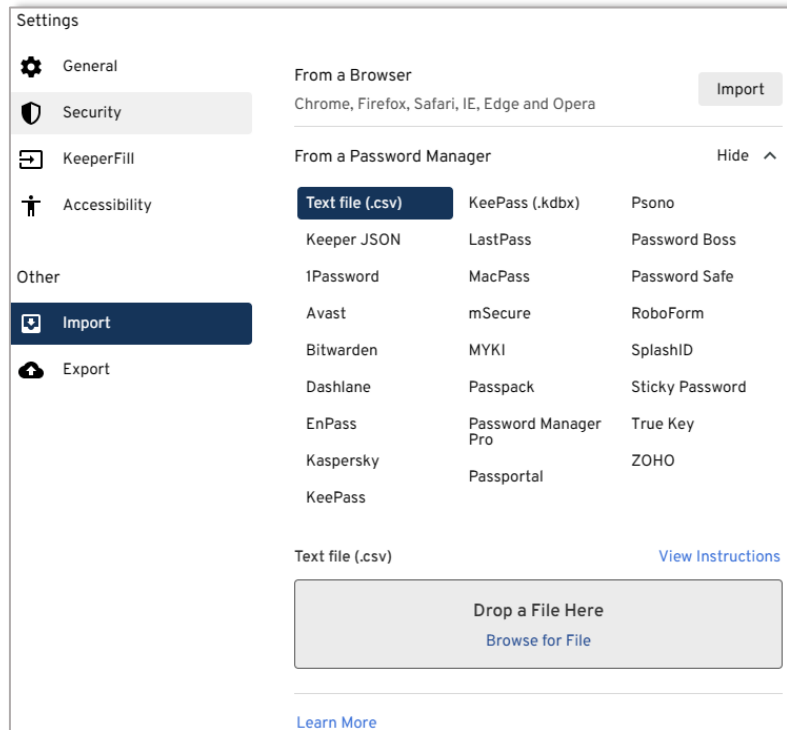
Click on the symbol for information about each option

4.3 The KeeperFill menu has an option to install the KeeperFill App for managing passwords for locally installed desktop applications. Click the **Setup** button and follow the on-screen instructions



5. Import Existing Passwords

It is possible to import passwords from most browsers, other password managers, or from a CSV file



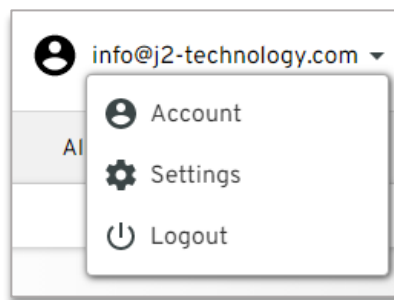
Click on the required import source, and then click on the **View Instructions** link for further details

6. Keeper Security Licence for Personal Use

In addition to your company account, you also have a free Keeper Security licence for personal use that can be used to store passwords for up to 5 family members. This is available to all staff that have been provided with a Keeper licence.

Once the personal Family Plan has been setup, each family member receives their own secure vault. Passwords can be shared between family members using either Shared Folders or individual record sharing.

6.1 To enable your personal account, open the **Account** option by clicking on the upside-down triangle next to your email address in the top right-hand corner



6.2 Enter your personal email address in the blue box to send yourself an activation email, and follow the instructions provided to activate your account

