

# MANAGING PASSWORDS & PERSONAL DATA



Welcome to Dashlane! Your employer has chosen to use Dashlane to help you store, manage, and protect your personal and business passwords and account data. Dashlane makes it easy to stay secure without adding steps and inconvenience to your workflow and always keeps your passwords private.

## What is Dashlane, and why do I need it?

Dashlane is an app for all your devices that helps you manage and protect your passwords and personal data. Remembering both your work and personal passwords is nearly impossible, and using the “forgot password” option is time consuming and frustrating. More importantly, using the same password for everything is risky — if one account is breached, hackers can access *all* your accounts. Dashlane stores your passwords securely on your device and works with you while you browse, so you don’t need to type logins, passwords, or other information. Plus, your information syncs seamlessly across your devices, so you’ll always have access, even when you’re offline.

## But what if Dashlane gets hacked? Aren’t I putting all my eggs in one basket?

This is the #1 question about Dashlane, but our patented security architecture and industry-leading AES-256 encryption are specifically designed to guard against this. Even if someone *were* to hack Dashlane, they would be unable to see any useable data, because it’s all encrypted. Your information is only decrypted locally on your device with your organizational account login as the key. If you ever lose access to your organizational account, contact your IT Department to reset your passwords.

## What’s the setup process?

Setup is simple. After you accept the invitation to join your company's business plan, you can sign in to Dashlane with your organizational credentials to confirm your Dashlane account. At first login, Dashlane will ask to install the browser extension, which will immediately begin to autosave and autofill your info as you browse the web. When you start saving passwords, you can check your Password Health Score on your mobile device to see how many times you've used weak passwords or reused the same password across accounts.



CHECK YOUR PASSWORD  
HEALTH SCORE



AUTO-LOGIN  
ON EVERY SITE

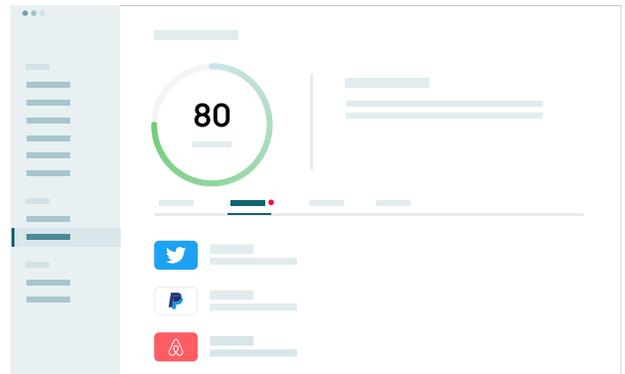


SYNC PASSWORDS  
ACROSS DEVICES



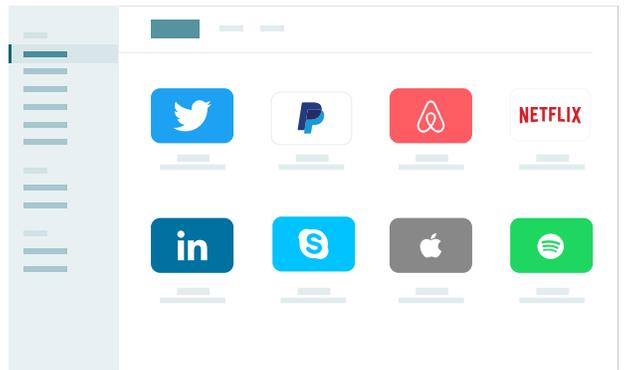
## How do I know if my passwords are strong?

Dashlane makes it easy to tell if your passwords are strong by giving you a Password Health Score and a breakdown of which passwords are old, weak, compromised, or reused on multiple accounts. You'll also receive security alerts from Dashlane whenever a data breach or hack puts your accounts or passwords at risk. Dashlane's browser extension can help you improve your score by generating a new, complex password while on a password-change or sign-up page. Dashlane then captures and saves the credential automatically, which syncs across all your devices.



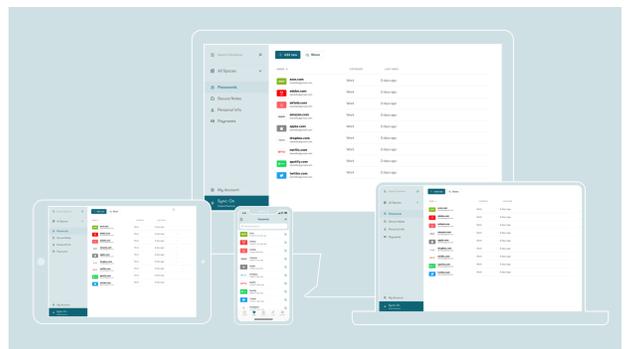
## I have a bunch of devices. How do I get my passwords on all of them?

After you set up your account, simply download Dashlane on all your devices and log in. Your info will automatically sync across devices, and you'll be able to log in and manage passwords everywhere.



## How do I redeem my free family plan?

With your new Dashlane account, you can rest easy knowing you're protected online. As an added benefit, you can extend that same protection to up to 5 loved ones with free Premium Family (\$90 annual value). Simply follow the instructions in the family plan email you receive after setting up your Dashlane account.



## How do I access the web app?

To navigate to the web app, click the Dashlane D icon, choose the three dots on the right hand side, and click **Open the app**.

## STILL HAVE QUESTIONS ABOUT DASHLANE?

Reach out to your system administrator, or visit the Dashlane Help Center at [support.dashlane.com](https://support.dashlane.com).