

# Trial Toolkit

Make the most of your Dashlane trial in three steps



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## What's in this toolkit?

We know that learning a new tool (and onboarding your colleagues) can seem daunting—even when that tool is easy to use, like Dashlane. That's why we put together this trial toolkit. With it, you can make the most of your free trial and see how Dashlane can help you secure your organization, down to each individual business password.

In this toolkit you'll find a three-step plan for kicking off your trial, a feature glossary to help you get to know Dashlane, a list of common questions, and what to do after the trial ends.

**Still need to start your trial?** Follow along with this [one-minute video](#) to choose which plan you want to test out.

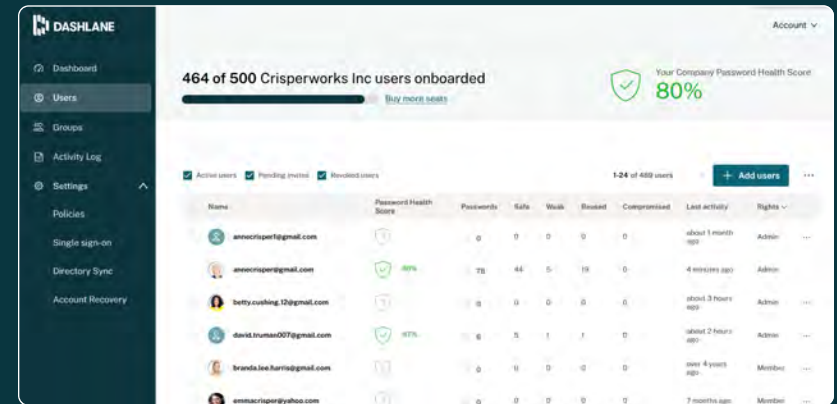
As an admin on a Dashlane Team or Dashlane Business plan, you have access to an all-in-one Admin Console. There, you can manage members, set password policies, and monitor your organization's overall security. To kick off your trial, we recommend taking two integral steps:



If you're on a Business trial, [here's how to integrate](#) Dashlane with your preferred identity provider.

**1. Set up Smart Spaces for work-life separation:** In your Admin Console settings, you can set a policy that moves all passwords using your organization's email or website domains into a plan member's Business Space. This setting also means if a plan member leaves the company, they will automatically lose access to the items in their Business Space. Learn more in the Help Center.

**2. Enable Account Recovery for peace of mind:** Enabling this feature allows you to reset a plan member's Dashlane Master Password in case they forget it. Please note that if you integrate Dashlane with your preferred identity provider, account recovery will be handled by your identity provider rather than Dashlane. Learn more about Account Recovery in the Help Center.



Once you've taken these two steps, take a look around! The better you know how to navigate your Admin Console, the better you can make Dashlane work for you. And we're here to help.

## Step 2: Invite plan members



**We recommend inviting at least five other people to test Dashlane during your trial period. You can add plan members to your Dashlane trial from the Users tab in the Admin Console by manually typing in their email addresses or importing a spreadsheet (.csv) or text file (.txt).**

We also recommend inviting at least one other colleague who you are comfortable adding as a second admin for the account. This way, if you're ever out of office, someone else can access the Admin Console.

### Invite email template →

Here's a message you can send over Slack or email to invite your selected colleagues. Feel free to adapt the message based on your needs.

We recommend [linking to this blog post](#) and including links to our getting started videos for [Dashlane Team](#) or [Dashlane Business](#), depending on what trial you are on.

After you invite your selected members, don't forget to stay in touch to see how they are doing with Dashlane. Their experience can help you tailor how you onboard future plan members.

Subj: Upcoming invitation to Dashlane trial

Hi [NAME],

[ORGANIZATION NAME] is trialing Dashlane, a secure, easy-to-use tool for password management. I'm inviting you to be an early member to test out Dashlane and provide valuable feedback. Here are a few things to know:

- With Dashlane, you only need to remember one password—your Dashlane Master Password. Then Dashlane will create, store, and autofill the passwords you need, simplifying your workflow and saving you time.
- You can keep your work and personal logins separate but easily manage them all within your Dashlane account.
- Dashlane makes sharing logins easy (and more secure); that way everyone who needs access to important logins and accounts will have it.

Keep an eye out—you'll soon receive an invitation email from Dashlane that includes a link to create your account.

For help getting started, check out this [step-by-step blog post](#) or this short video. [LINK TO 'GETTING STARTED WITH DASHLANE TEAM' OR 'DASHLANE BUSINESS' VIDEO]

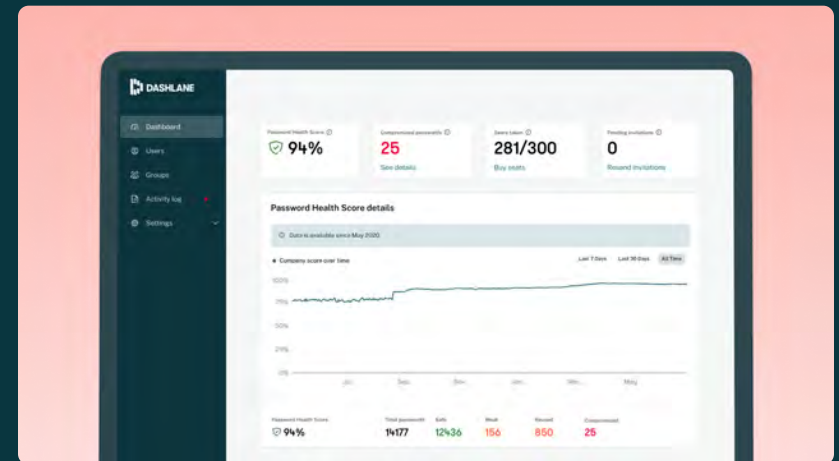
Please create your account by [DEADLINE], and let me know if you have any questions.

As our CEO JD Sherman says, “Security is not just a technology problem, it’s a human problem,” and securing your company requires participation from every employee.

That’s why we designed Dashlane to be the easiest-to-use solution on the market—regardless of how tech savvy your colleagues are. Your Dashlane trial is the perfect time to get your colleagues invested in and involved with improving your organization’s security.

Once your invited members have saved at least five passwords, they’ll receive individual Password Health Scores. As an admin, you’ll get your company’s overall Password Health Score. The Password Health Score shows a breakdown of weak, reused, and compromised passwords. During your free trial, see how much you can improve your organization’s score. The reporting dashboard will give you an overview of progress over time. We recommend aiming for a score of above 80%.

To learn more about Dashlane’s Password Health Score, view [this one-sheet](#). For more information about the reporting dashboard, please visit the [Help Center](#).



Reporting dashboard displaying your company’s Password Health Score

### Autofill

Dashlane automatically types in your members' passwords, personal details, and payment info—making their work and personal lives easier.

[Learn more](#) about autofill.

### Active Directory integration

Dashlane can be configured to automatically sync Active Directory (AD) users and groups for automated provisioning and deprovisioning of Dashlane accounts.

[Learn more](#) about Active Directory integration.

### Compromised password alerts

If a plan member's password has been compromised in a data breach, the plan member and admin will receive a security alert. That way, you can take immediate action.

[Learn more](#) about security alerts.

### Dark Web Monitoring

Each member can use Dashlane to monitor up to 5 email addresses (work or personal) and be alerted if any of their data is found on the dark web.

[Learn more](#) about Dark Web Monitoring.

### Password Health Dashboard

The Password Health Dashboard gives you an overview of your organization's overall Password Health Score by aggregating your individual members' scores. Password Health Scores are calculated based on the number of weak, reused, or compromised passwords a member has in their Business Space.

[Learn more](#) about the Password Health Dashboard.

### Password Generator

Dashlane has a built-in Password Generator that allows members to easily generate strong, unique passwords for all their accounts—right from the extension or mobile app.

[Learn more](#) about Password Generator.

### Sharing Groups

Sharing Groups are an easy and efficient way for plan members to share multiple items with multiple members at the same time. This is especially helpful for groups of departmental logins and onboarding employees.

[Learn more](#) about secure sharing.

### Single sign-on (SSO) integration\*

Single sign-on is an authentication scheme that allows users to log in to multiple software systems with a single ID and password. When integrated with Dashlane, SSO allows your members to sign in to their Dashlane vault using their SSO credentials instead of a Master Password.

[Learn more](#) about SSO. \*Please note that SSO is only available on Dashlane Business.

### U.S.-patented security architecture

Dashlane secures your data with a patented architecture and AES 256-bit encryption, the strongest method available.

[Learn more](#) about our security architecture.

### Want a full rundown of features?

Check out [this Help Center article](#) to see what other security tools Dashlane equips you and your organization with.

Question	Answer
What if Dashlane gets hacked?	Everything you store in Dashlane is encrypted using your Master Password as the key. Without it, your data remains safely indecipherable. This means that everything in your account will remain securely encrypted even in the unlikely event that Dashlane gets hacked.
Can I export my personal passwords if I leave my company?	<p>If you log in to Dashlane using a Master Password (as opposed to your company's single sign-on tool), you'll still have access to your Personal Space when you leave your company and will use the same Master Password to log in. You'll also receive Dashlane Premium free for a limited time so you can continue to enjoy the full product experience.</p> <p>If you log in to Dashlane with your company's single sign-on tool, you can export all personal passwords into a .csv (Excel spreadsheet) file so that you can take them with you. Then you can easily import them into the password manager of your choice. When you are ready to do this, go to the web app, click <b>My account &gt; Settings &gt; Export data</b>, and follow the remaining prompts.</p>
How secure are my passwords if they're all stored in the same place?	<p>Dashlane secures all transmitted data using the highest possible level of encryption. Dashlane is the only password manager with a patent on its security architecture.</p> <p>Dashlane also offers additional protection for your account with two-factor authentication (2FA). Whenever you add Dashlane to a new device, you'll be asked to enter a one-time, six-digit code sent to your contact email address. You can also configure Dashlane to require this type of code at every login, providing increased protection against phishing and remote attacks.</p>
I saved a personal password, and it ended up in my Business Space (or vice versa). What should I do?	<p>Most Dashlane admins enable a feature that automatically places credentials that use your company email address into your Business Space. Any credentials without a company domain or email address will go into your Personal Space. This may include business-related sites that use usernames instead of email addresses or sites that use your personal email address. If you want to move passwords to your Business Space, select the password, scroll down to <b>Space</b>, and select your company's name.</p> <p>If a personal password lands in your Business Space by mistake, you can move it back to your Personal Space as long as it's not using your company domain or email address.</p>

### Have additional questions?

We're here to help. Visit our [Resource Library](#) for additional [admin](#) and [member](#) resources / Contact [Dashlane Support](#) or your Dashlane Account Executive / Visit our [FAQ about security](#) at Dashlane

## Your Dashlane trial is complete—nice!

If you decide to purchase Dashlane, the next step is to build your deployment and onboarding plan. This is the perfect time to apply what you learned from the members you invited during your trial and address your organization's specific needs. We'll provide resources and guidance to help you create your personalized deployment plan, such as this [Help Center article](#).



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We're always here to help. If you have questions that weren't answered in this toolkit, [let us know](#).