

# 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-bit 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 using your Master Password as the key. And only you know your Master Password — Dashlane never stores or transmits it.

## What’s the setup process?

Setup is simple. After you accept the invitation to join your company’s business plan, you’ll create your Master Password and the application will download. At first login, Dashlane will ask to install the browser extension and to import any passwords you’ve saved in your browsers. After the import, you can check your Password Health Score 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

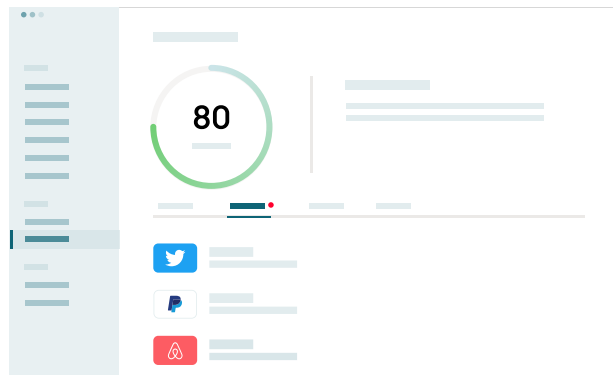


SYNC PASSWORDS  
ACROSS DEVICES



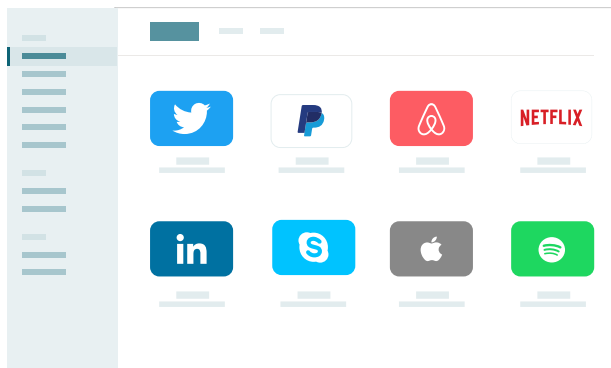
## How do I know if my passwords are strong?

Use Dashlane's Identity Dashboard to see which passwords are old, weak, compromised, or reused on multiple accounts, as well as view your overall Password Health Score. 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.



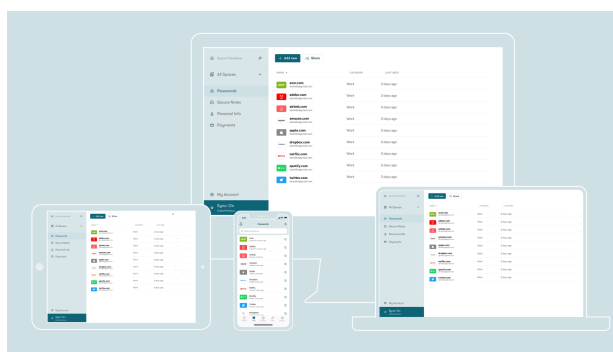
## Can my employer see or access any of my stored information?

None of the information saved in your Personal Space is accessible to your admin or Dashlane employees\*. Your admin only has access to your Business Space's Password Health Score breakdown and the time of your last login. Depending on the settings your admin has chosen, certain business passwords may be forced into your Business Space, which allows for more visibility into password reuse and strength. However, your individual passwords in either space are not visible to your employer.



## 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.



## 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).