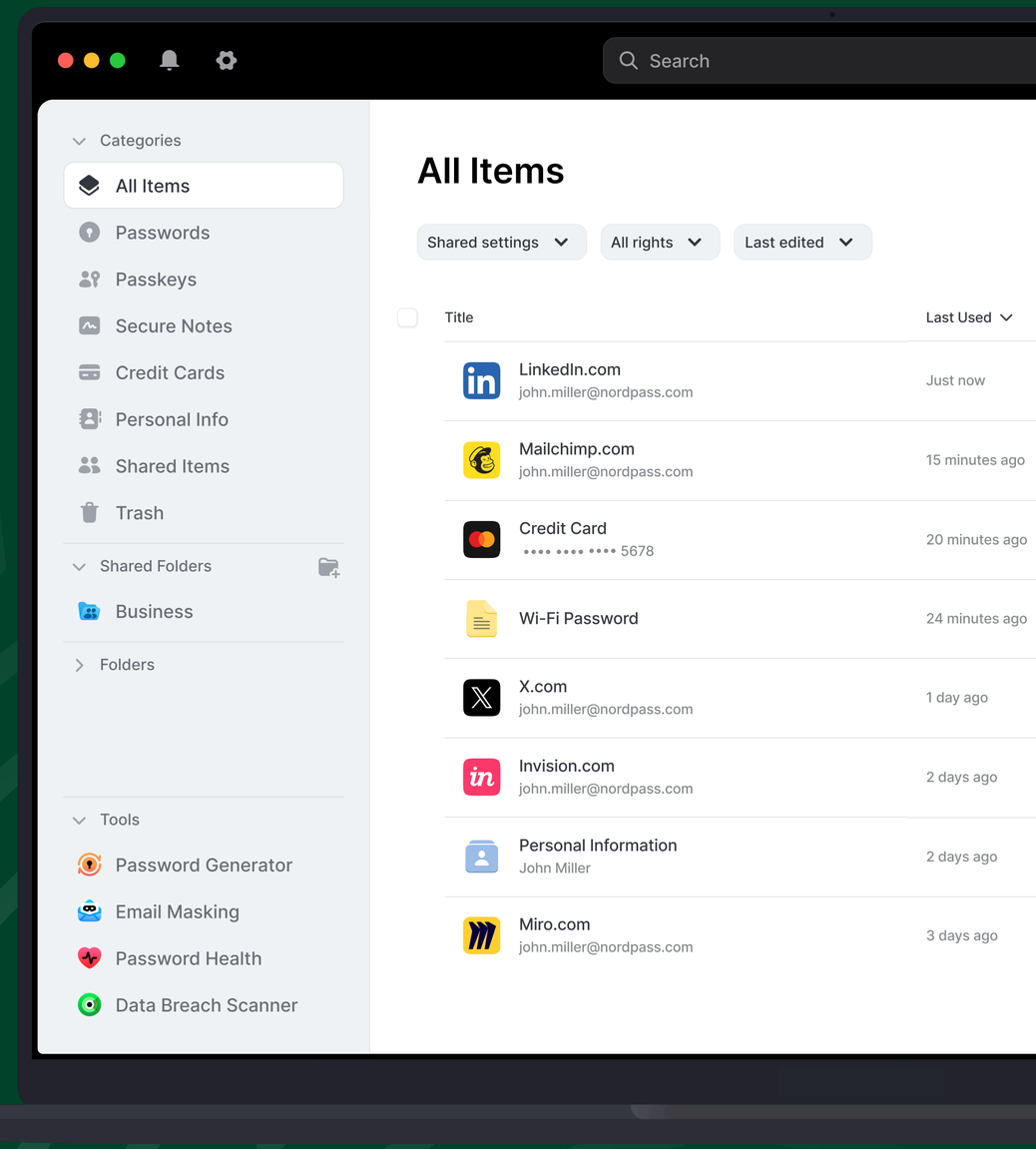
NordPass® | Password Manager

Welcome to NordPass



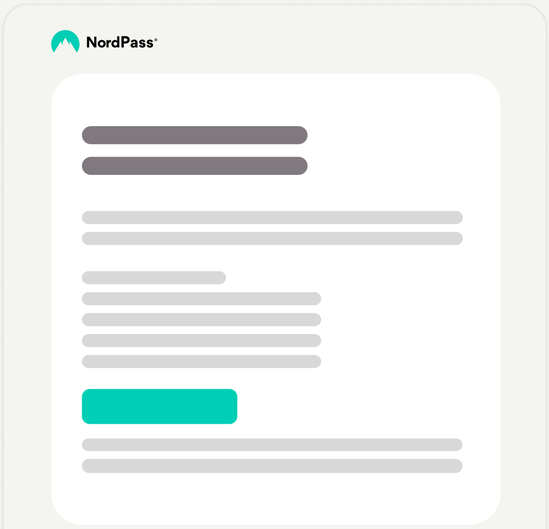
NordPass® | Password Manager

How to set up NordPass

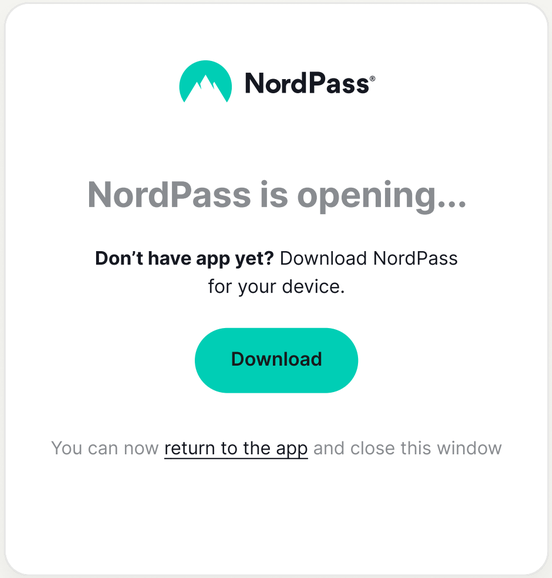


Set up your account

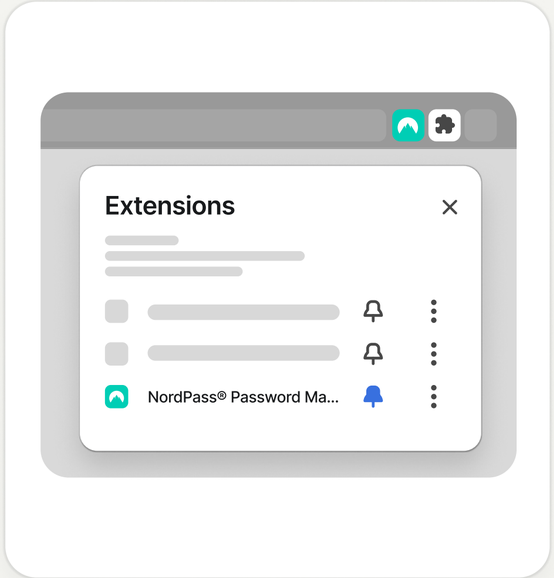
1. Accept the invitation sent to your email.



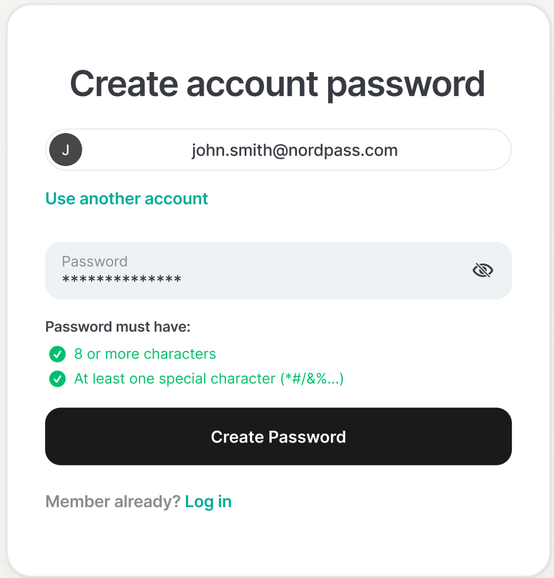
2. Download NordPass to your computer.



3. Pin the NordPass extension to your browser.



4. Create your Business Account* or authenticate using the Single Sign-On (SSO) method**

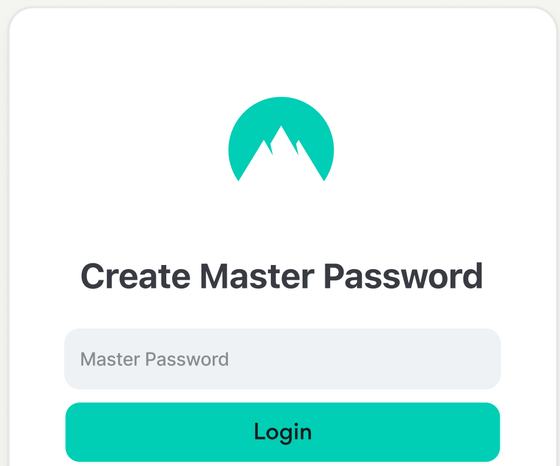


*An account for NordPass Teams, Business, and Enterprise that is used to authenticate you.

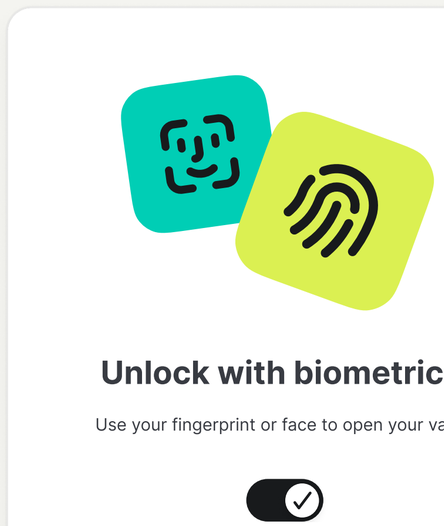
**If your organization decides to choose the Single Sign-On (SSO) method, you will be able to easily create your account by using your SSO credentials.

Set up your account (2)

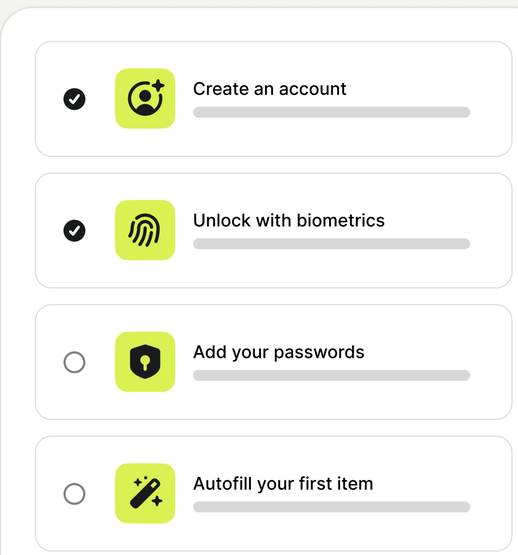
5. Create a Master Password that you will use to unlock your NordPass vault.



6. Switch on biometrics for an easier login process.



7. Complete the suggested onboarding actions.



8. Download the NordPass mobile app to your device.*



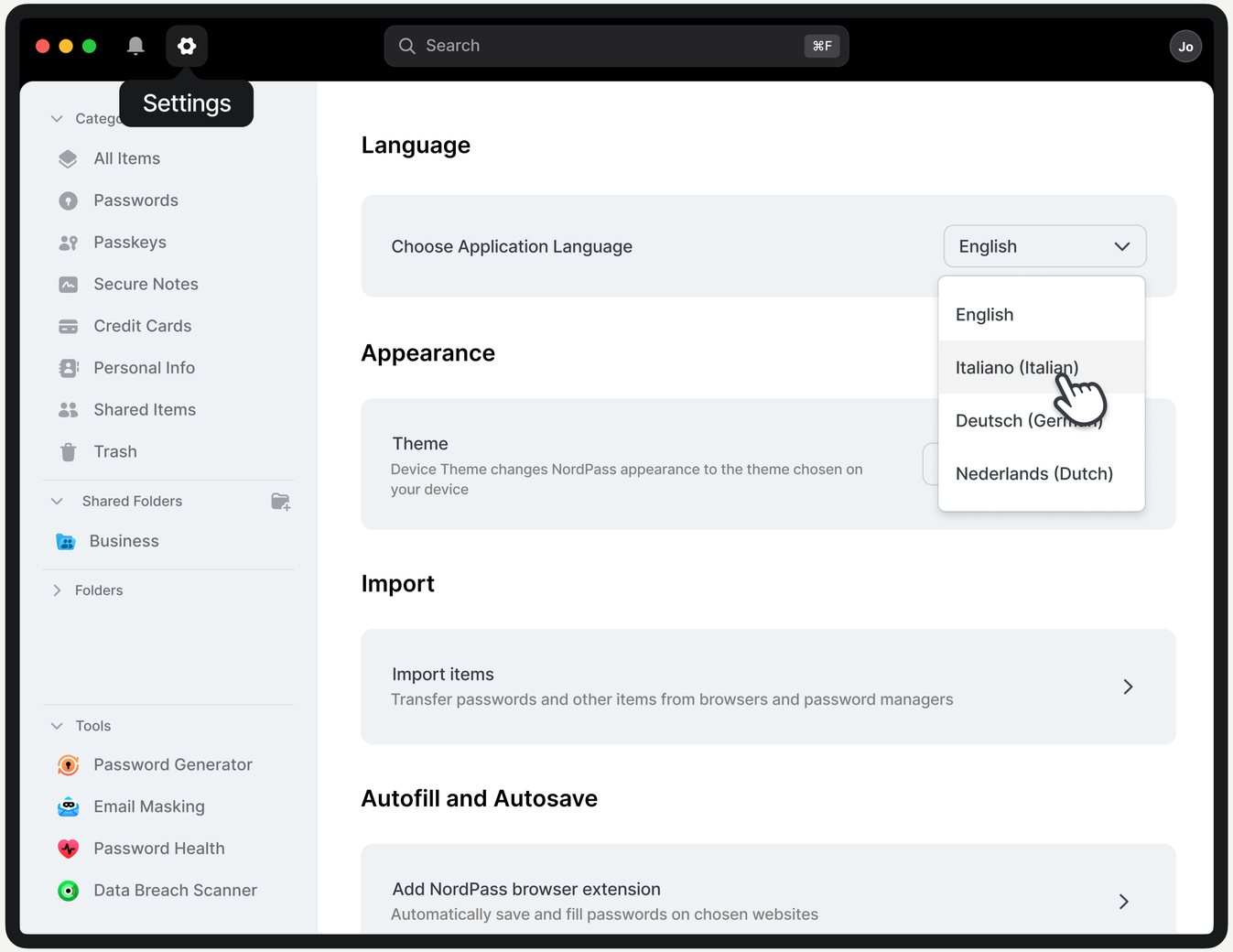
*A necessary step for a smooth start IF the company permits the use of personal mobile devices.

Changing the display language

For your convenience, NordPass is available in English, German, Dutch, French, Italian, Spanish, and Lithuanian.

To change the display language on your Windows, MacOS, or Android device, go to “Settings,” find the Language section, and choose your preferred language.

Note: If you’re using an iOS device, the NordPass display language will adapt to your default system language. The app will run in English by default if your system language is unavailable in NordPass.



NordPass® | Password Manager

How to start using NordPass



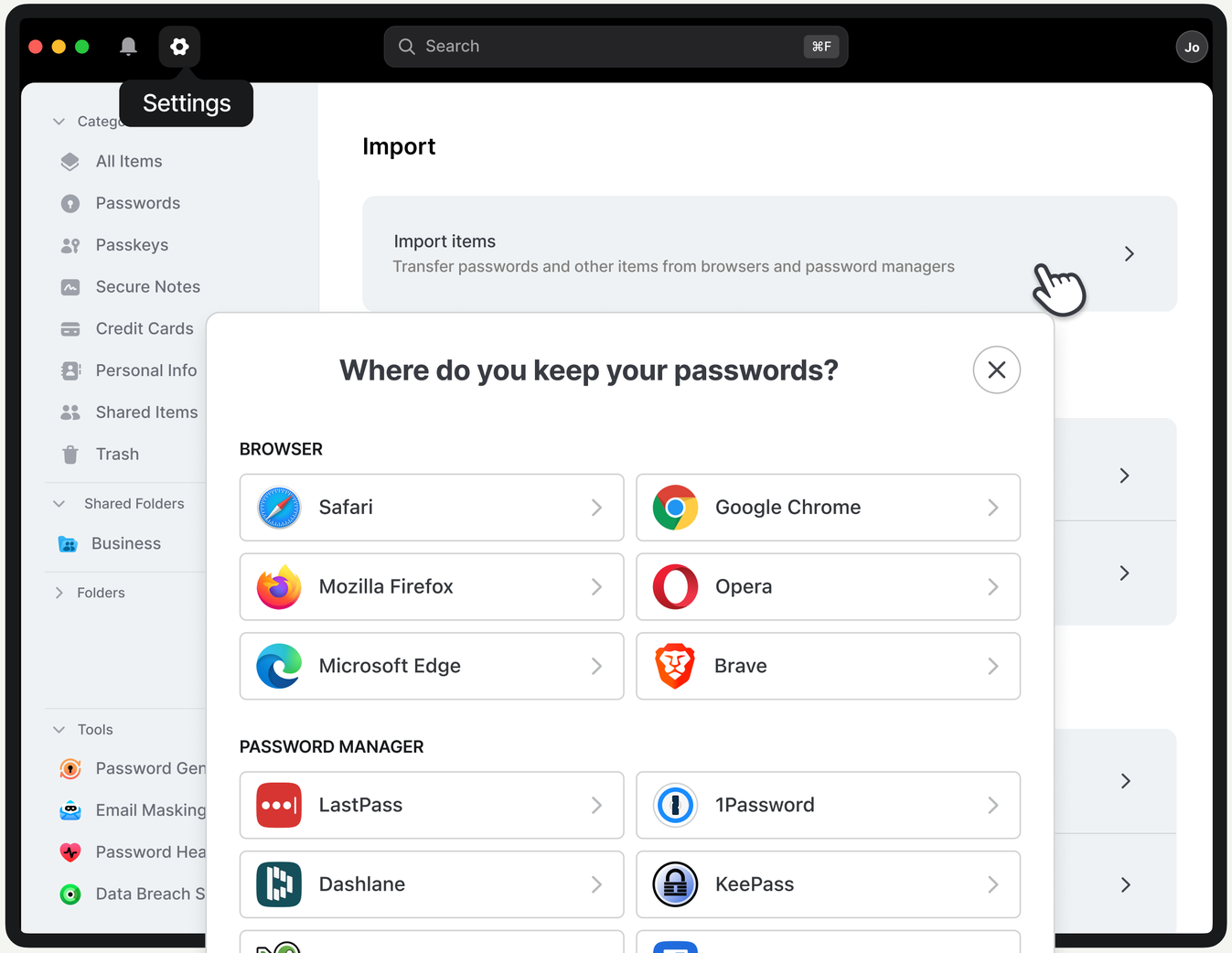
Importing passwords and other items

NordPass lets you directly import passwords from other password managers or browsers.

To do this, navigate to “Settings,” choose “Import items,” then choose your browser, and select the items you wish to import from the pop-up list.

To import your passwords from a previous password manager, you will need to upload the CSV file. For detailed information on the requirements for the CSV file, please consult the additional details provided here.

Additionally, remember to delete your CSV file after completing the import. Keeping it decrypted on your device is not secure.

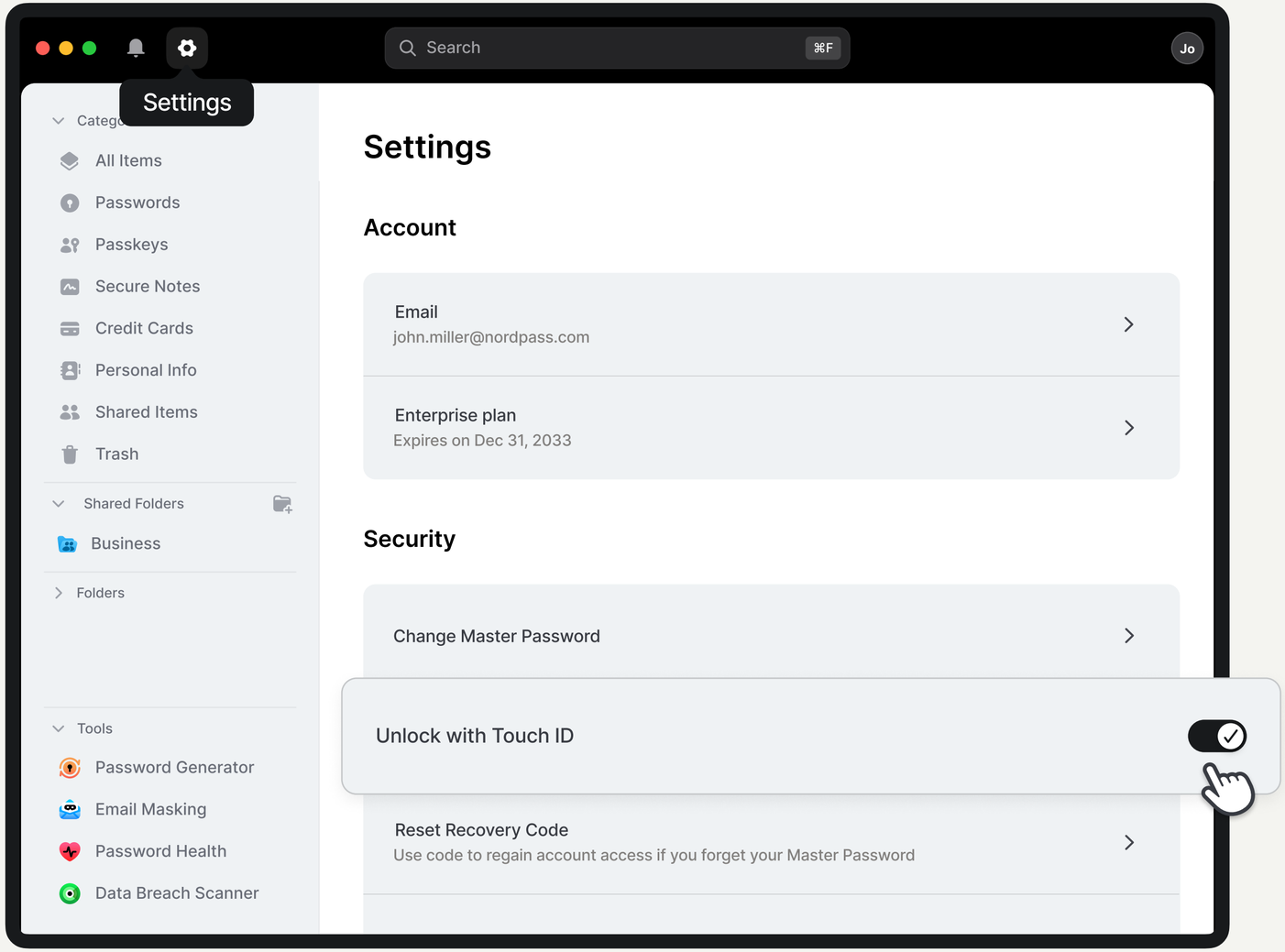


Setting up biometrics

Go to “Settings” and switch on the option to unlock your vault with biometrics.

Note: After entering your Master Password, you might see a pop-up to create a passkey. This is a part of the biometric unlock setup. Select “Continue” in the pop-up to set up biometrics.

Once you do this, the next time you log in, you won’t need to enter your Master Password anymore — you can just use your biometrics (e.g. Windows Hello, Face ID, and Touch ID).



NordPass® | Password Manager



How NordPass works

Productivity features

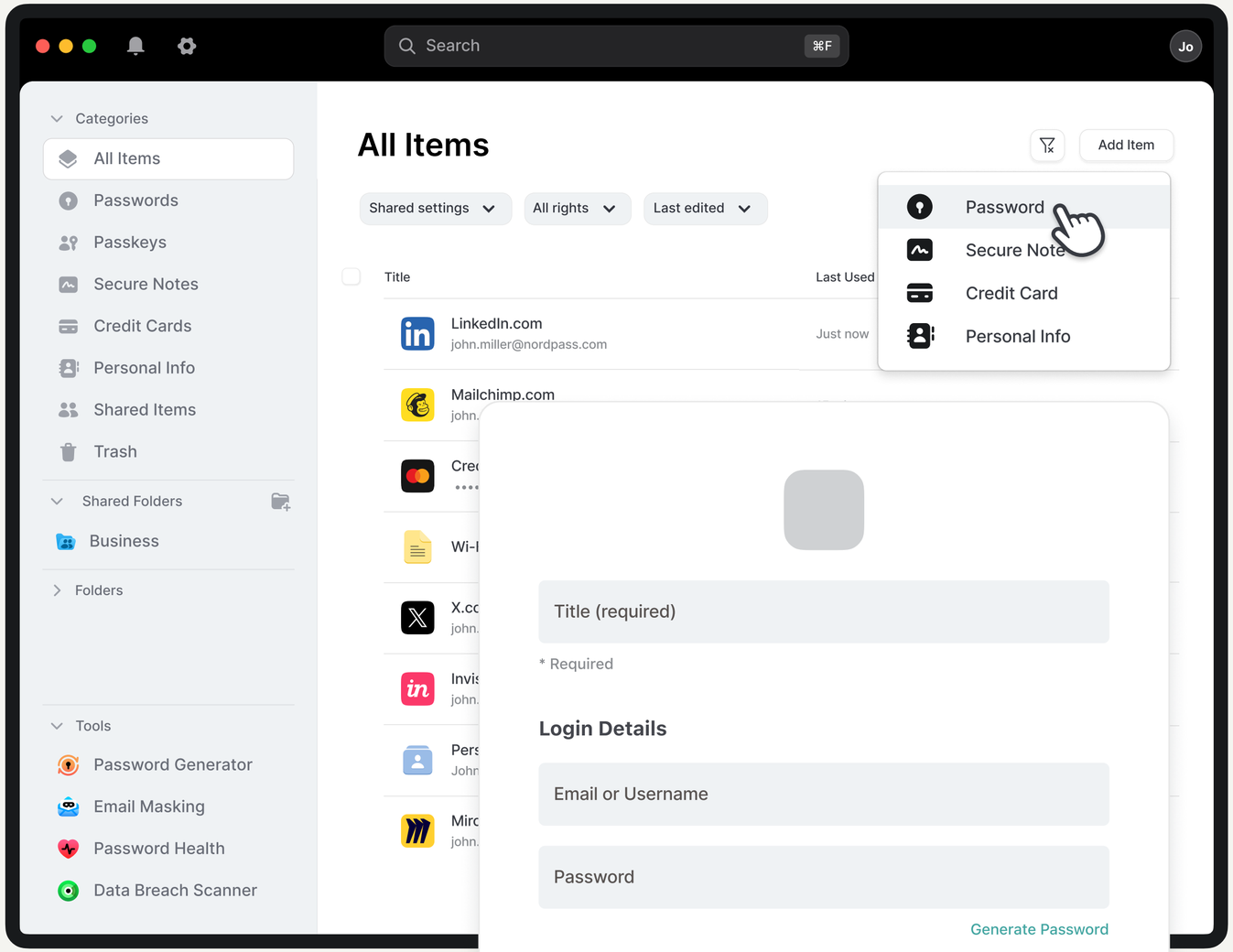
Storing items manually

There are a few possible ways how you can store items: you can either add them manually or save new items automatically. To save an item manually, you need to open NordPass, click “Add Item,” and choose the item type from the list.

During the process of storing a password, you will need to provide the item's title, login details, and the website it is going to be applied to (you can add multiple URLs if you’re using the same credentials to log in for multi-domain websites). If your login credentials prompt for additional information, such as a Passport/ID number, you can also add custom fields and a note.

Additionally, when adding an item, you can immediately assign it to a Shared Folder (if other members of the organization need access to it).

Once you've filled in all the details, all you have to do is click on “Save.” The process for storing other items, like Notes, Credit Cards, and Personal Information, follows the same simple steps.

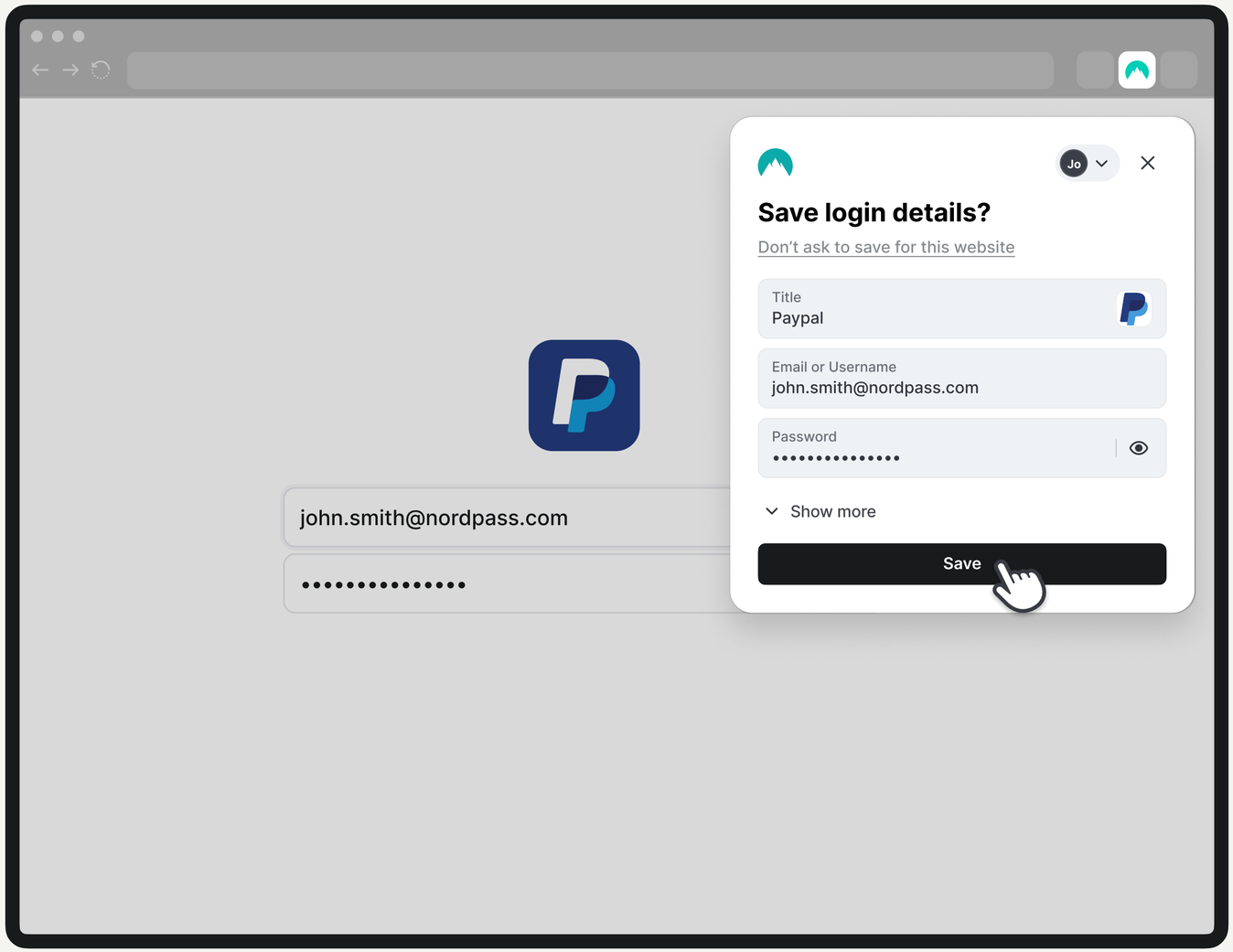


Saving items automatically

When logging in or filling out information, the NordPass pop-up will appear asking to save or update credentials.

The process for storing other items such as Passkeys, Credit Cards, and Personal Information is the same.

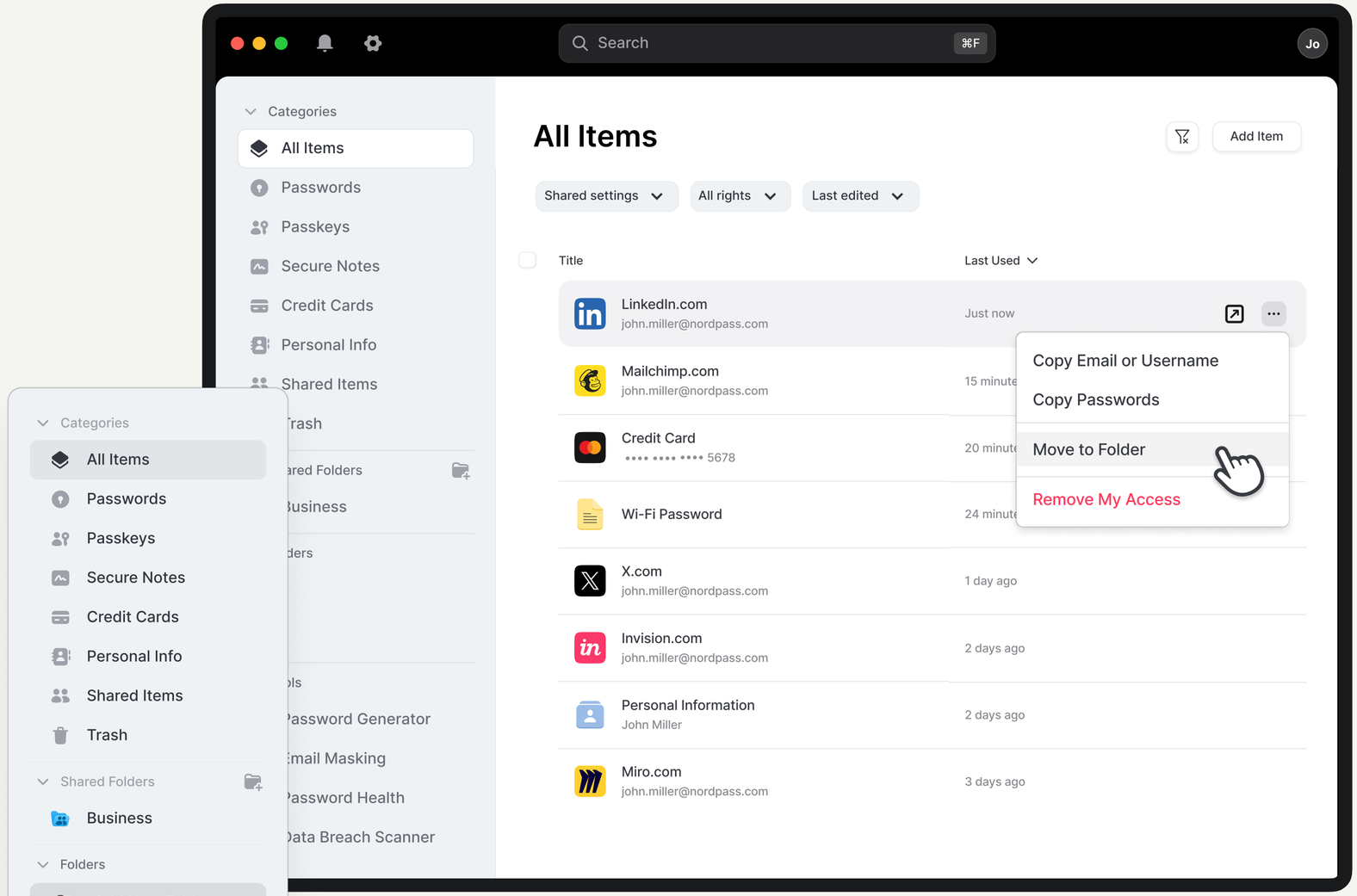
Note: When you update any information related to an item, NordPass will prompt you to save the updates for added convenience.



Organizing your items

NordPass has been designed to allow you to manage, organize, and categorize your items with ease.

You can organize items into folders and divide them into projects or other categories, such as “Payment cards” and “Marketing logins.”

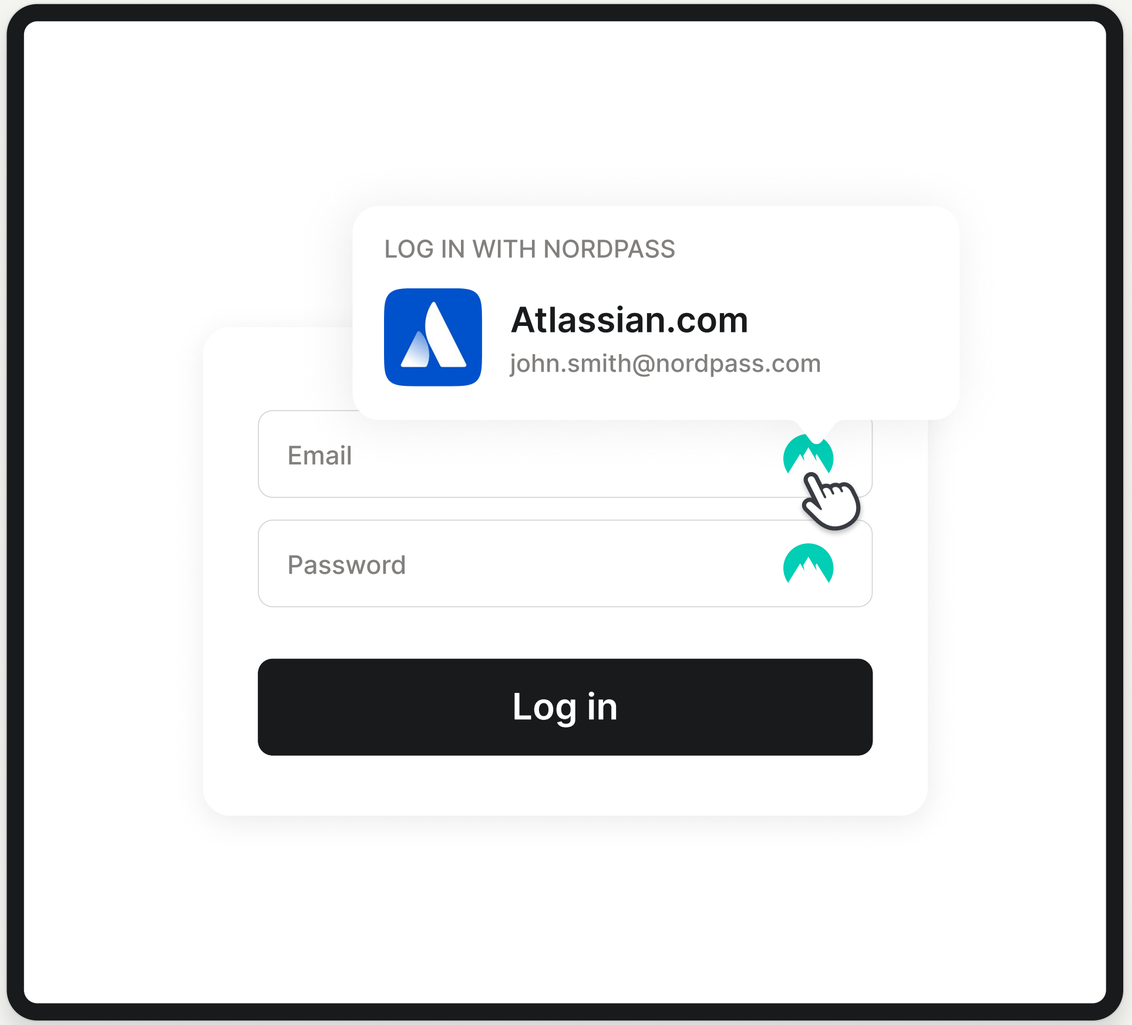


Autofilling credentials

When logging in, NordPass will prompt a pop-up, recommending the convenient autofill of stored credentials.

This seamless process extends to Passkeys, Credit Cards and Personal Information items (for example company address).

You can control the type of information filled in on desktop devices by customizing the autofill preferences. Here is a quick guide to configuring these settings for a more personalized and secure browsing experience.



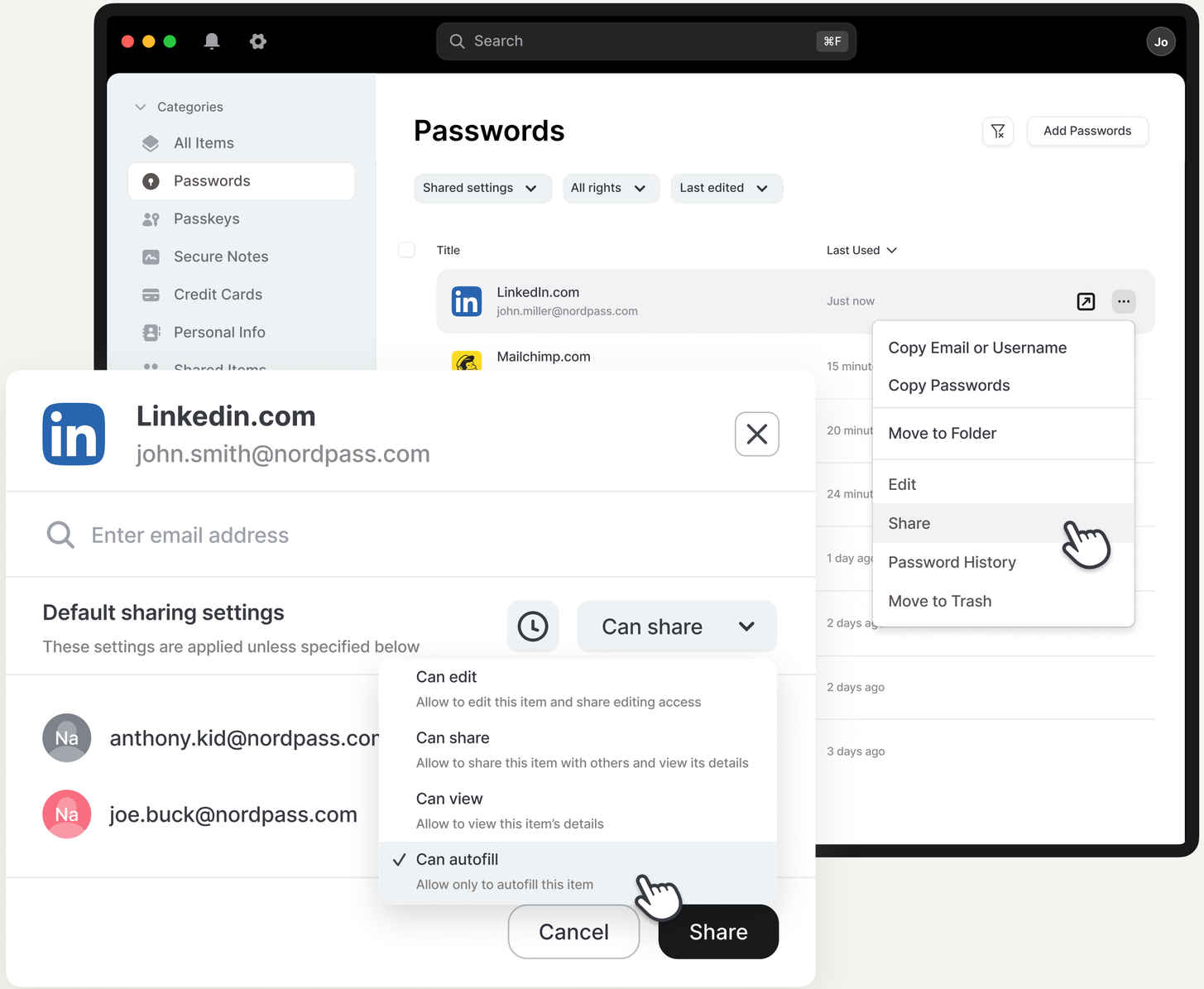
Sharing items

To share an item from your vault, click the three-dot icon, select “Share,” and enter the recipient’s email address.

Next, choose the access level you want to grant the recipient. NordPass has 4 access categories: Can autofill, Can view, Can edit, and Can share. The default sharing right is Can autofill. Additionally, you can set a time limit ranging from 1 hour to 3 months for the shared item. When the sharing period is over, the item is automatically removed from the recipient’s vault.

After selecting the preferred sharing settings, click “Share” to confirm the action. You can change or revoke the given permissions at any time.

Ownership permissions apply to the item’s Owner. You can transfer ownership privileges to another user



Sharing folders

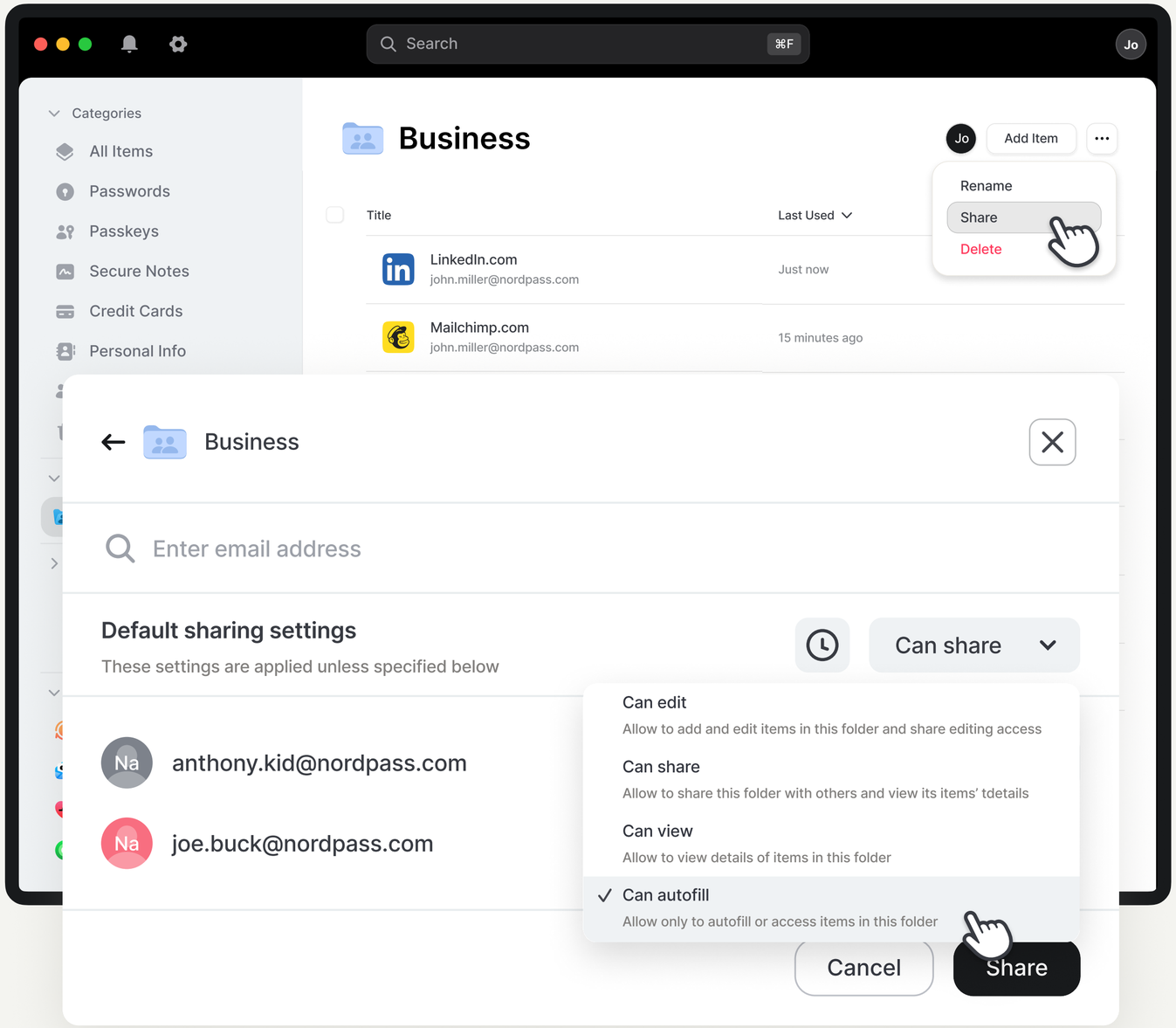
You can share multiple items at once with users or groups by sharing an entire folder.

To share a folder, open it, click the three dots at the top right corner of the screen, and select “Share.” You will then see all members who already have access to the shared folder and their respective rights. You can modify their rights at any time.

Enter a member’s email address or the group name and choose one of the four access levels – Can autofill, Can view, Can edit, or Can share. Click “Share” to confirm the selection.

Can edit access level allows members to move unshared items into the received shared folder. Only the folder’s owner can delete items, move them to a different shared folder, and transfer the ownership to another member.

You can also share items in bulk. This allows item owners to share multiple item types with varying access rights at once.

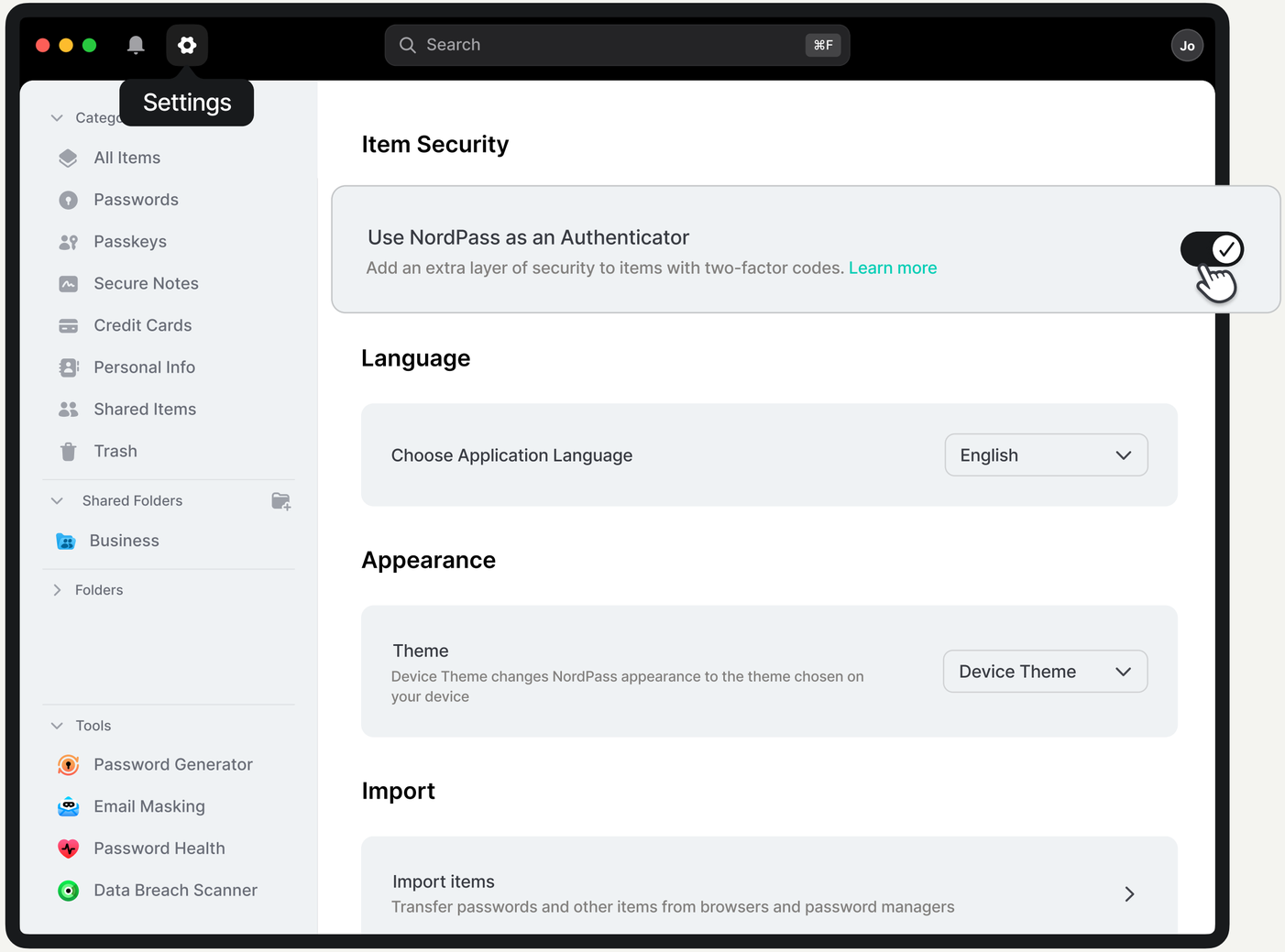


Setting up NordPass Authenticator

NordPass can be used as an authenticator app, allowing members to store, generate, and autofill two-factor codes for extra authentication directly from NordPass – both on their desktop and mobile devices. This eliminates the need to use any third-party apps.

To set it up, go to “Settings,” select “Use NordPass as an authenticator” and toggle it on. You will then be asked to enter your Master Password and confirm with biometrics.

Note: If you can’t find the option to activate this feature, your device may be too old, your browser or operating system may not support it, or your organization may not be using it yet. In the latter case, request your organization’s Admin to set it up on your behalf. Once switched on, simply log back in to your vault to activate the feature.

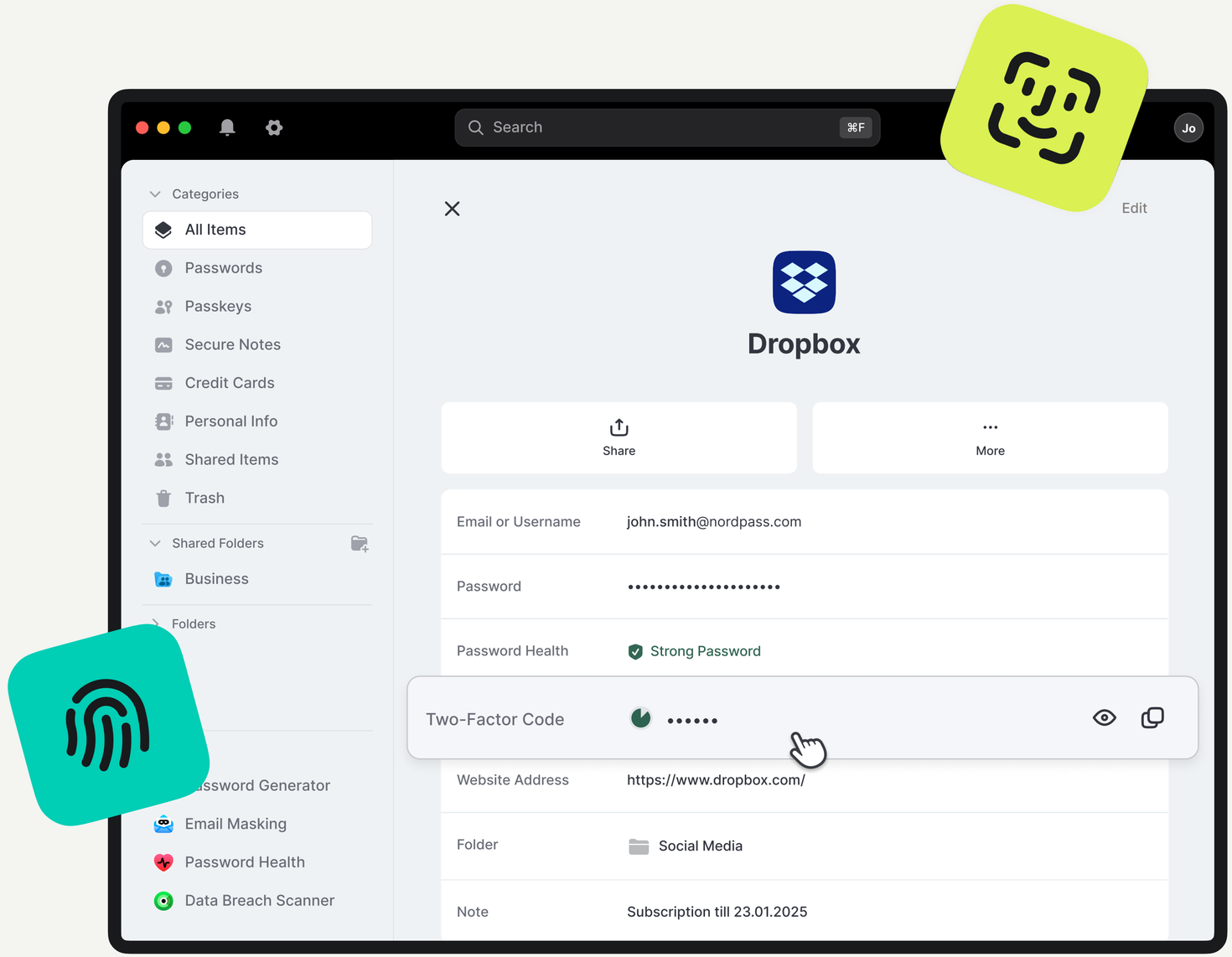


Using NordPass Authenticator

After enabling the Authenticator feature, you can link your accounts for two-factor code authentication. Check this quick guide for step-by-step instructions on adding accounts to NordPass Authenticator.

You can access your 2FA codes stored in NordPass only after confirming your identity with biometrics, adding an extra layer of security.

Employing NordPass as an authenticator proves especially beneficial for shared corporate accounts with 2FA. This eliminates the necessity to synchronize with the account owner for authentication codes.



NordPass® | Password Manager



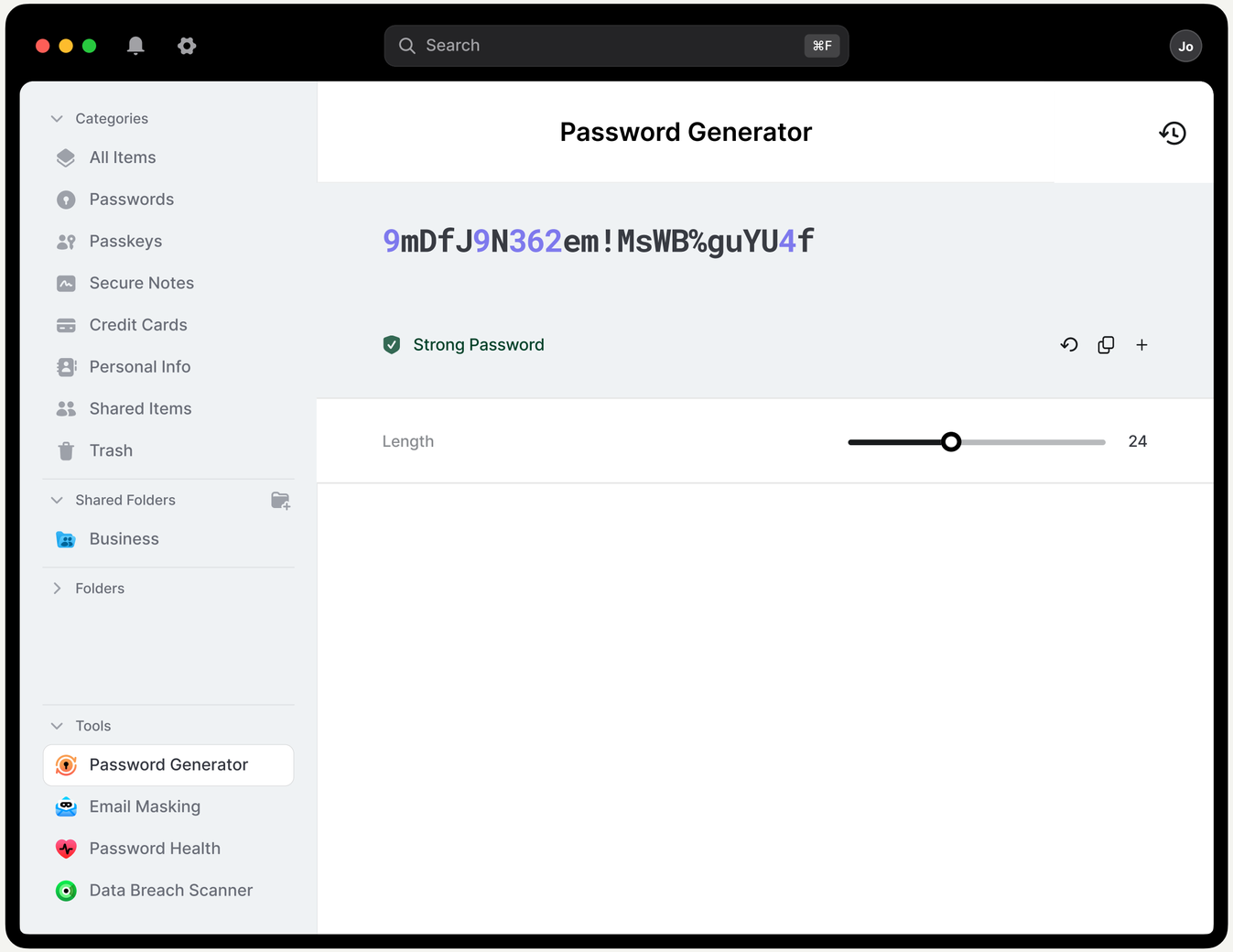
How NordPass works

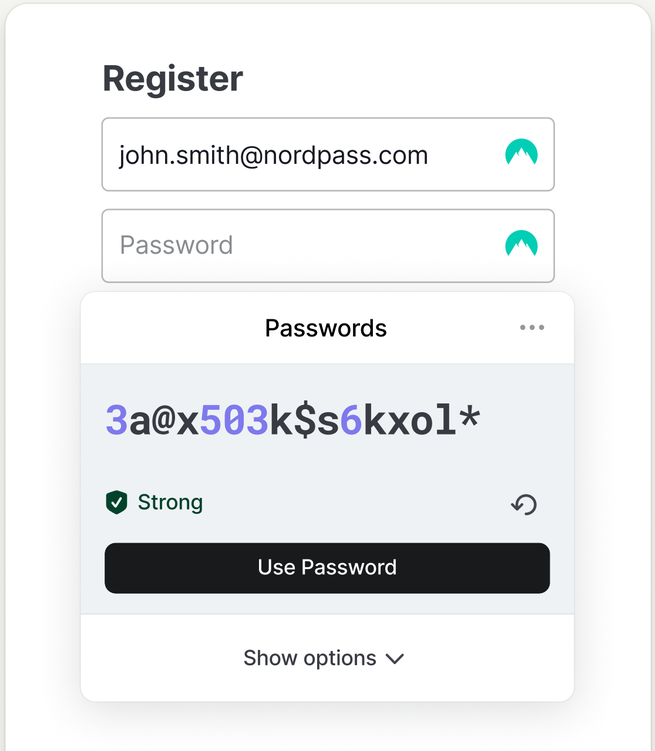
Security features

Password Generator

NordPass includes Password Generator that helps create strong, unique passwords. You can access this feature in your vault under “Tools.”

Additionally, when setting up a new account, you can simply click on the NordPass icon within the password field, and watch as NordPass effortlessly generates a secure password for you.



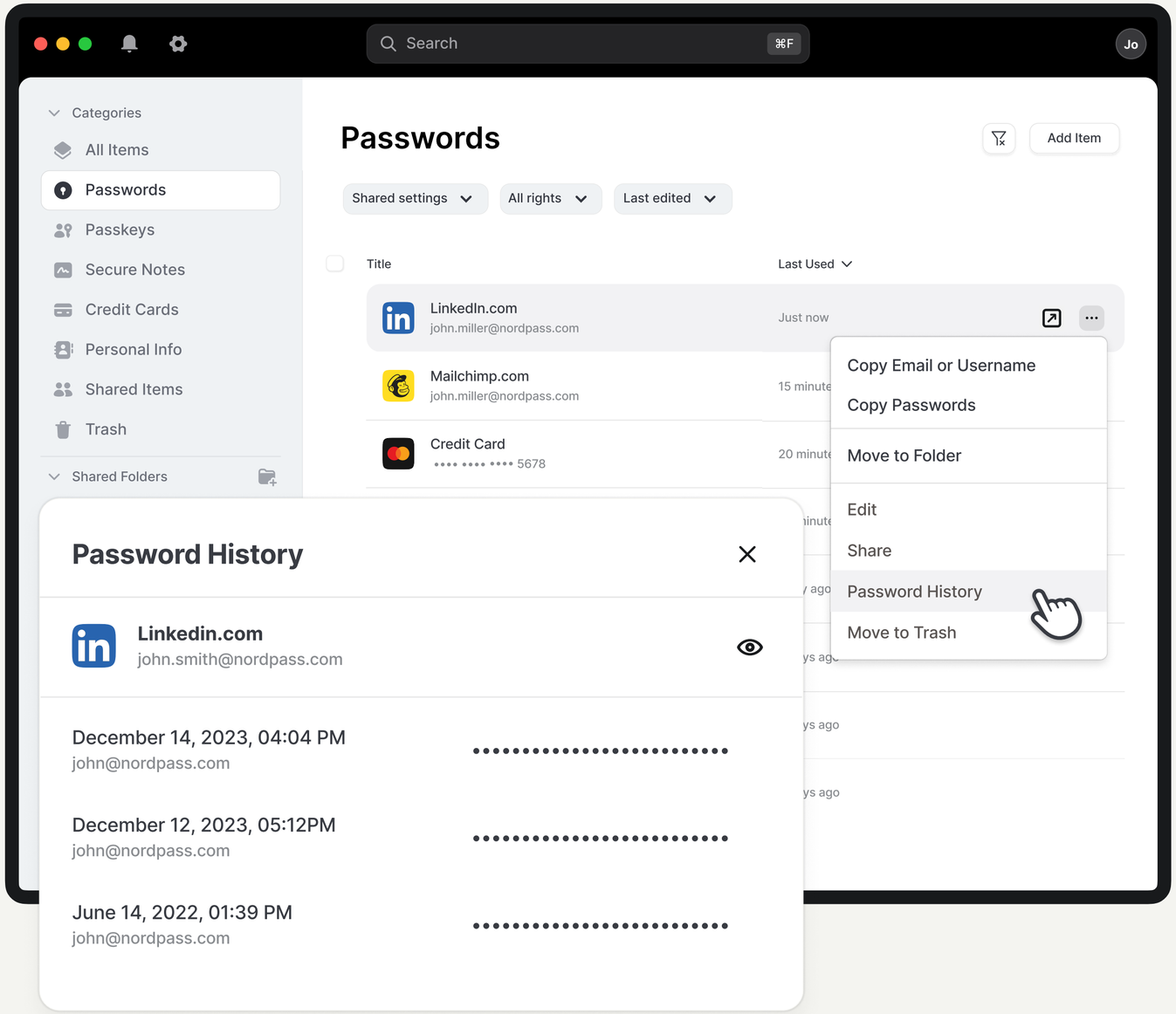


Password History

With the Password History feature, you can see your password history, restore previous versions of your passwords, and see when any changes were made to credentials stored in NordPass.

Select an item, click the three-dot icon, and choose “View Password History” to access up to ten recent passwords. Then, you can restore the previous password version, or copy the password you need.

Note: Only the item’s owner can see the password history. If the password item is moved to a shared folder, you won’t be able to see the password history.



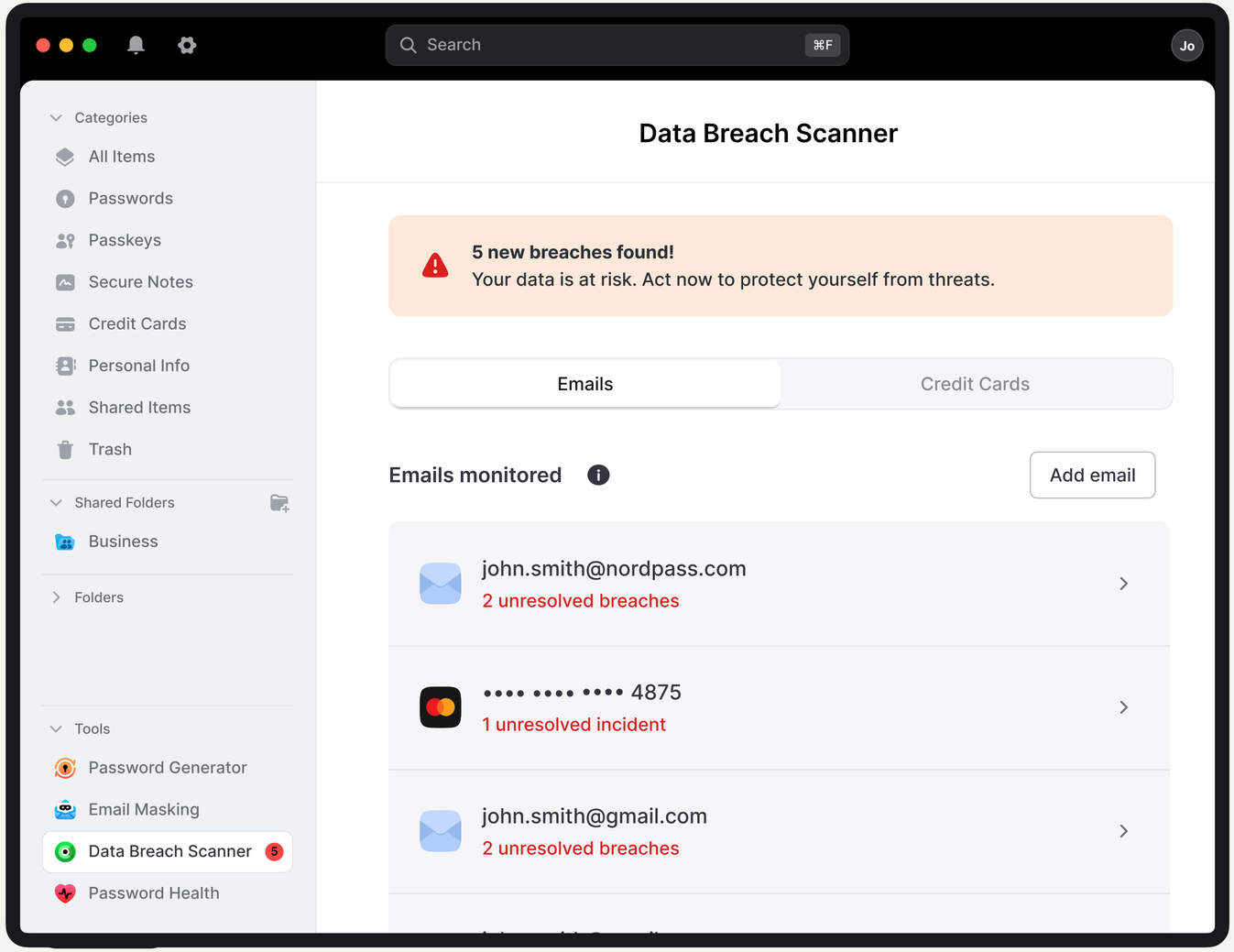
Data Breach Scanner

The Data Breach Scanner allows you to check if your stored passwords, emails, or credit card information have been compromised in any data breaches. It also notifies you whenever a breach occurs, enabling you to take immediate action such as contacting your IT or security department.

To set up ongoing automated monitoring, users need to provide and verify any additional email addresses or choose them from their vault.

Similarly, for credit cards, users can choose them from their vault or enter the card number, confirming ownership with a simple click.

Moreover, you'll have the opportunity to examine global data breaches from the past 30 days, providing valuable insights into the pervasive nature of this critical issue.



Need help getting started?

support@systemagic.co.uk