

Dashlane



User manual

Table of Contents

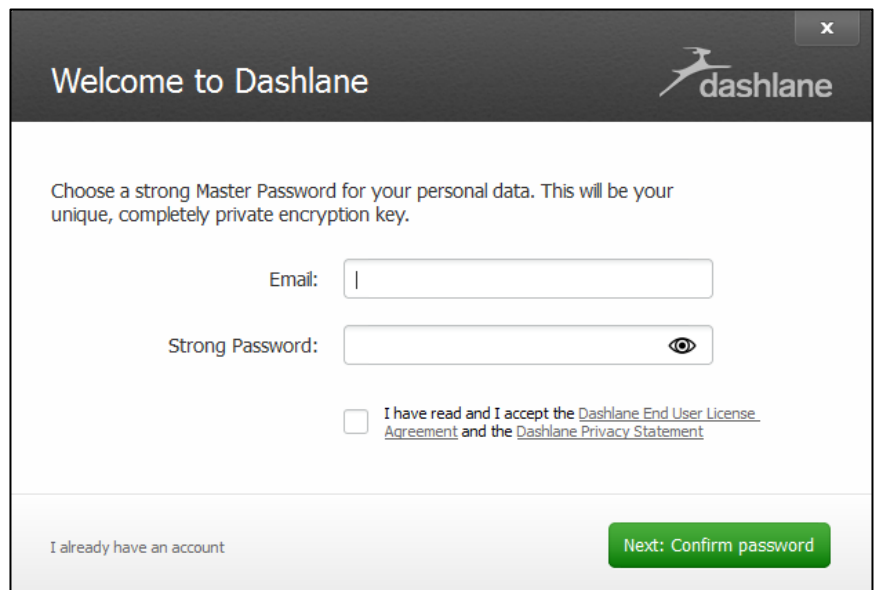
<i>Getting Started With Dashlane</i>	3
How to use Dashlane in your browser	6
How to quickly sign in to Dashlane directly from my browser?	12
How do I search in Dashlane?	15
How do I sync between all my devices? Do I need to be Premium?	17
How do I use my account on a new device, or after reinstalling my computer?	18
How do I add personal data to Dashlane?	22
Adding and managing IDs in Dashlane	25
Adding and managing payment types in Dashlane	27
How does Dashlane handle online check-out?	30
Can I add a purchase manually?	31
How do I add a login and password as a new credential?	32
How can I edit or delete a credential?	35
What is the Web app and what can it do?	38
Find out how secure your Internet life is using our Security Dashboard	40
How to use Dashlane to generate a password?	49
Finding any password that Dashlane generated on a website	51

Getting started With Dashlane

With Dashlane, you no longer have to manage multiple usernames and passwords and you'll save time as we sign you up and sign you in to millions of different websites with ease. This is a quick guide to get you up and running and into Dashlane right away.

Create your Dashlane account

The first time you launch Dashlane, you will need to set up your account. It's quick and easy to setup. The first thing you will need to do is assign an **email address** and **password** to your Dashlane account.

A screenshot of the Dashlane account creation interface. At the top, a dark header bar contains the text "Welcome to Dashlane" on the left and the Dashlane logo on the right, which includes a stylized running figure and the word "dashlane". Below the header, the main content area has a light gray background. It starts with the instruction: "Choose a strong Master Password for your personal data. This will be your unique, completely private encryption key." Below this, there are two input fields: "Email:" followed by a text box containing a single vertical bar, and "Strong Password:" followed by a text box with a toggle icon (an eye with a slash) on the right. Under the password field, there is a checkbox and the text: "I have read and I accept the [Dashlane End User License Agreement](#) and the [Dashlane Privacy Statement](#)". At the bottom of the form, there is a link on the left that says "I already have an account" and a green button on the right that says "Next: Confirm password".

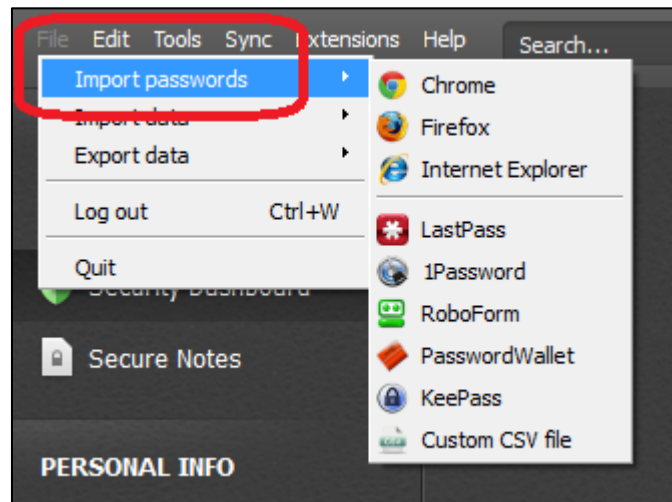
Remember this is your **master password**, the **key** to all your others, so pick something strong but also one you can remember. To keep security as strong as possible we do not store your master password anywhere, but this means if you forget it, we can't send it to you.

Now you can go through all the introduction screens. Hit the **NEXT** button at the bottom right to get started.



Import your passwords

Your passwords will be automatically imported from your browser, but you can manually import them if you need to. This is in FILE > IMPORT PASSWORDS.



Select what browsers you want to use Dashlane in and we will link up with them and import your credentials over. You can also import from other password managers from this menu.

Now you are ready to start!

How to use Dashlane in your browser

When you open your browser after installing Dashlane you will see the Dashlane icon in the toolbar, and it will have a green light if you're logged in and it's properly installed. This is what it will look like:



**If you don't see please view our FAQ page on
Installing your Browser Extensions:**

<http://support.dashlane.com/customer/portal/articles/363203-how-do-i-enable-dashlane-in-my-browser->

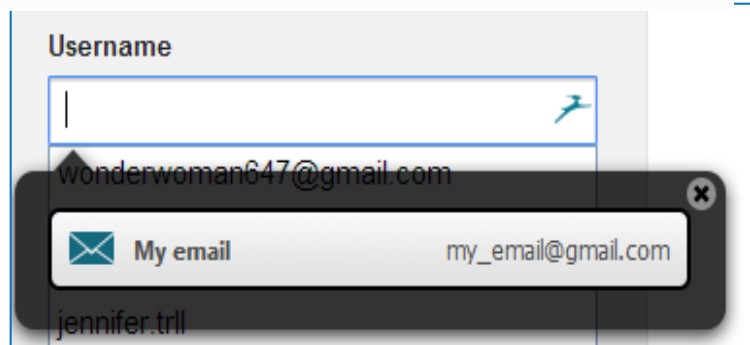
What Dashlane can do for you online

1. Easy one-step log in: Dashlane will log you in to all your web accounts in one simple click. When you go to a website, look for the Dashlane impalas in empty fields. A blue impala means that we have the information already and a gray one means that we don't and you will have to enter it manually.

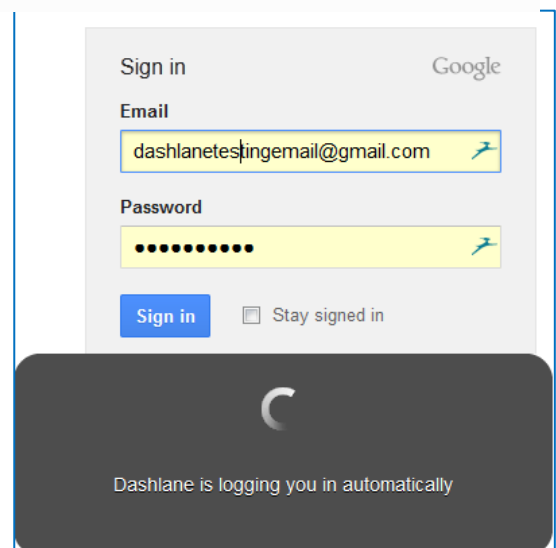
Click in the field and

Dashlane will display a drop-down list for you to choose the information or identity that you want to use. Click on one and we will automatically fill in

all the fields based on the information you've saved in the application. For example, if you click in the "Username" field and then click on your login...



...then Dashlane will log you in automatically



2. Filling out forms for you: Tired of filling in registration forms for every website you sign up for? Dashlane will do all the legwork for you! Simply click in a field and choose what information you want to use to fill out the form.

Click on one of these choices from the drop-down menu then Dashlane will automatically fill in the form for you.

The image shows a registration form with fields for First name*, Last name*, Your email address*, Repeat email*, Birthday (Day, Month, Year), Gender (Select), Country/Region* (France), City, Language* (English), and Mobile phone number (France, +33). A dropdown menu is open over the form, displaying three saved profiles:

- First name Middle name Last name (test684352)
February 28, 1983, New York
- Wonder R. Woman (WonderWoman888)
August 21, 1988, Paris
- John Smith (johnsmith1378)
August 7, 1982, London

The image shows a completed registration form with the following details:

- First name***: John
- Last name***: Smith
- Your email address***: dashlanetestingemail@gmail.com
- Repeat email***: dashlanetestingemail@gmail.com
- Note**: no-one can see your email address.
- Profile information**:
 - Note**: anyone on Skype can see your profile information.
 - Birthday**: 7 August 1982
 - Gender**: Male
 - Country/Region***: United States
 - City**: Washington
 - Language***: English
 - Mobile phone number**: United Kingdom +44 687654368756

Click in the field where you need to enter your credit card, and Dashlane will let you choose which credit card you want to use and then fill in all the information for you

Credit or Debit Cards

Enter your card information:

Card number: 5446143340993657

Name on card: Wonder Woman

Expiration date: 05/2014

[Add your card](#)

Modal Window:

- Card 1: XXXX XXXX XXXX 3657, 05/14, WONDER WOMAN, MasterCard
- Card 2: XXXX XXXX XXXX 3786, 04/19, JENNIFER TROLLIP, VISA
- Card 3: EXPIRED, XXXX XXXX XXXX 687, 01/13, DR. THIS IS A TES, VISA

[Apply](#)

[Access to exclusive financing offers. No annual fee. Zero fraud liability. Learn more](#)

[Apply now](#)

Once you've finished your purchase, you'll get to save your receipt in Dashlane, meaning that you can keep track of all your online purchases. You can edit this information or add another line if you need to.

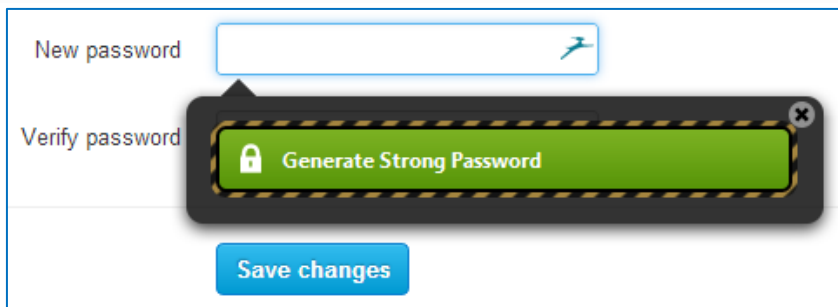
Dashlane

Would you like Dashlane to save a receipt of your purchase?

Item	Price
+ Add item	\$
Nintendo DS	38.99
Taxes	32.54
Shipping price	12.00
Total price:	\$203.51

[OK](#) [Cancel](#)

4. Generating a strong password: One of Dashlane's best features is the ability to automatically create and store unique and secure passwords. When you click in a field where you need to enter a new password, you will see a drop-down green box saying "Generate Strong Password". Click on this and we'll generate a password and save it for you so that whenever you return to this site in the future, you can use Dashlane to sign you in with a secure password, that you don't even need to remember.

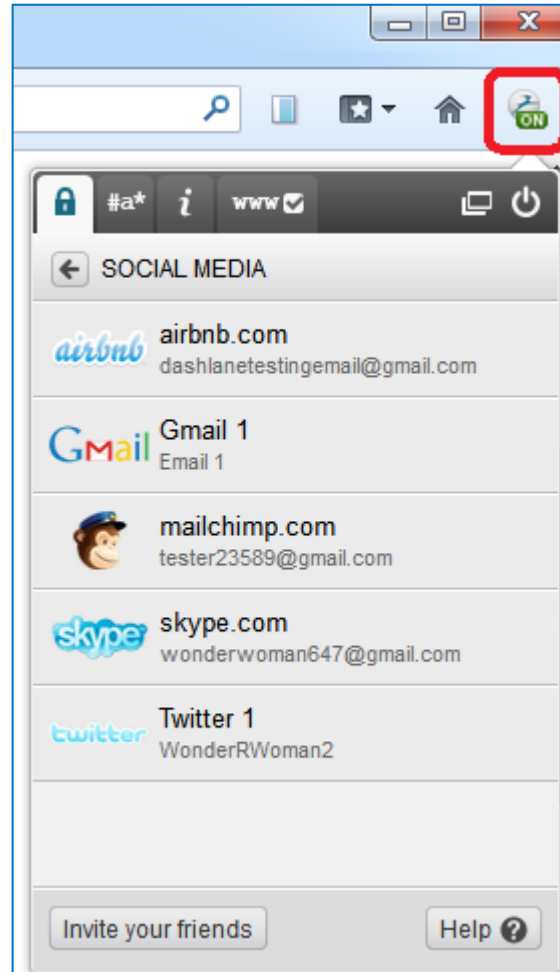


The screenshot shows a user interface for creating a new password. It features two input fields: "New password" and "Verify password". The "New password" field is currently active, indicated by a blue border and a cursor. A green tooltip with a lock icon and the text "Generate Strong Password" is overlaid on the "New password" field. Below the input fields is a blue button labeled "Save changes".

Using the Dashlane browser extension menu in your browser

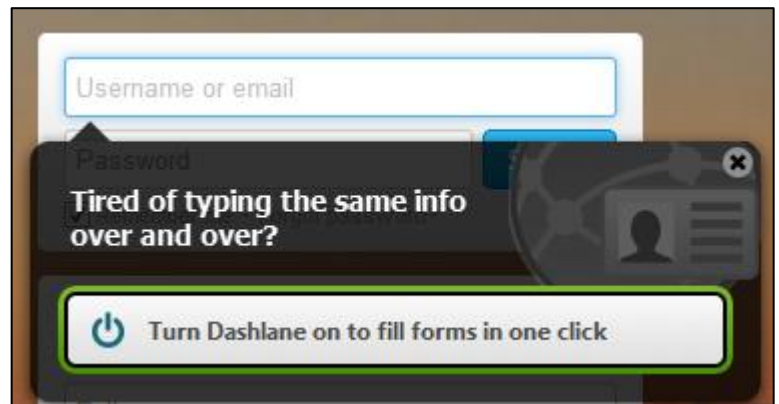
Now, you can access all your data straight from the Dashlane browser extension. Click on the Dashlane icon in your toolbar and you'll see all your logins and passwords. Simply click on one of your credentials and you'll be redirected and logged into this site. If you want to access the application then click on the cog symbol next to your credential.

Please note that this new extension works on Safari for Mac, and [Chrome](#) and [Firefox](#) for both PC and Mac, but NOT on Internet Explorer.



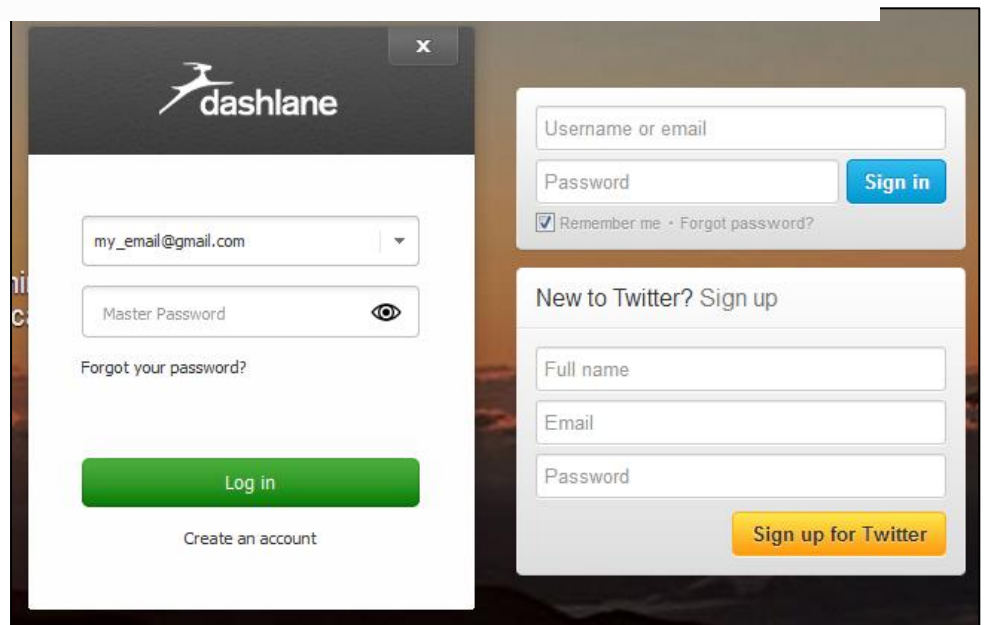
How to quickly sign in to Dashlane directly from my browser?

Dashlane lets you stay signed off while using your computer, and then to quickly log in to your Dashlane account when you need it.



How this works

When you come across a login or registration form in your browser, simply click on the username field, or on the e-mail address field depending on what the form requires, and you will see the special webcard appear.



The webcard does not appear on all forms, but only forms relating to a credential. This way, Dashlane does not bother you when a form has nothing to do with creating or signing in to an account.

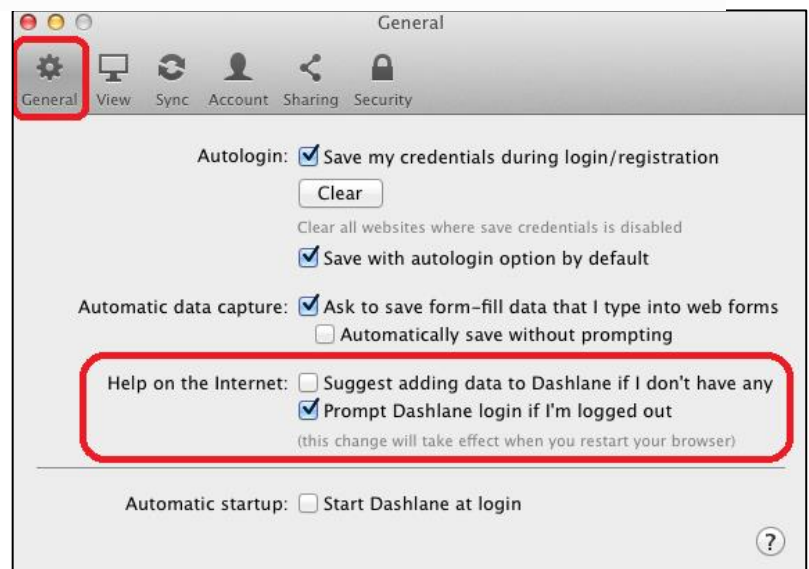
Clicking on this webcard will open the Dashlane login pop-up window, and ask you to enter your master password. You will then be logged in to your Dashlane account.

Note that the main application window of Dashlane will stay hidden after you log in. You will be able to keep on reading and using the website you are on, without any distractions.

How to enable or disable this help?

On Mac OS X

Simply open the Dashlane application, and then click on the **Preferences** from the Dashlane menu. "Help on Internet" is available in the **General** tab, whether you are logged in or logged out.

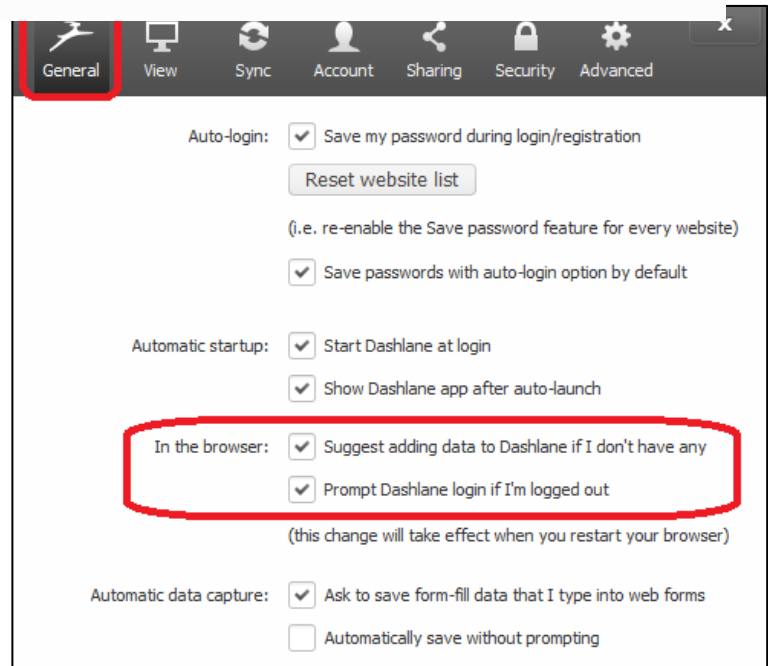


On Windows

Open the Dashlane application, and then click on the

Tools > Preferences menu.

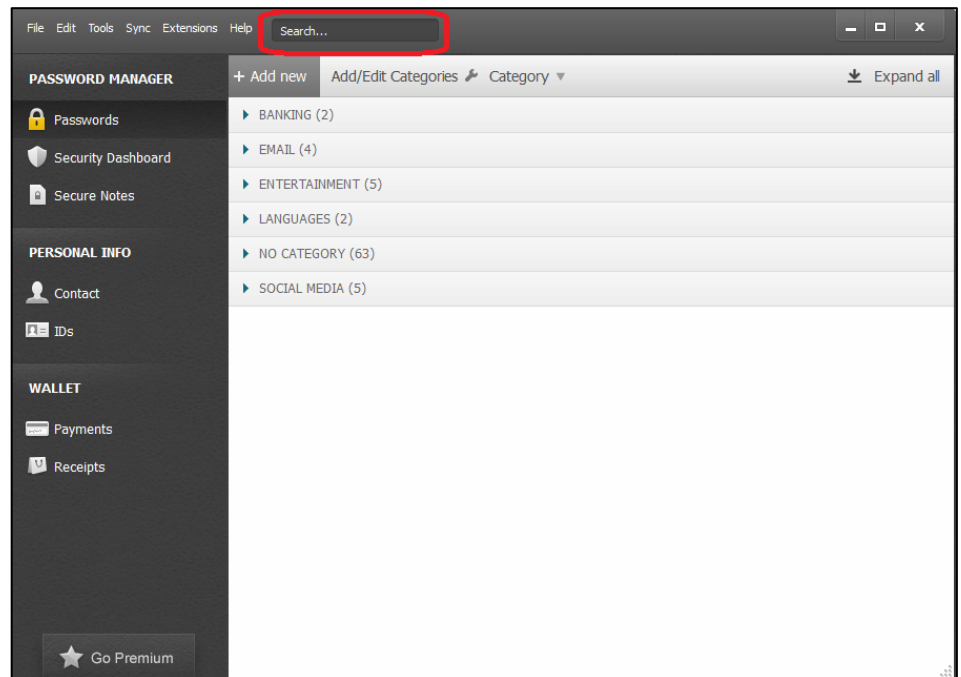
"In the browser" is available in the **General** tab.



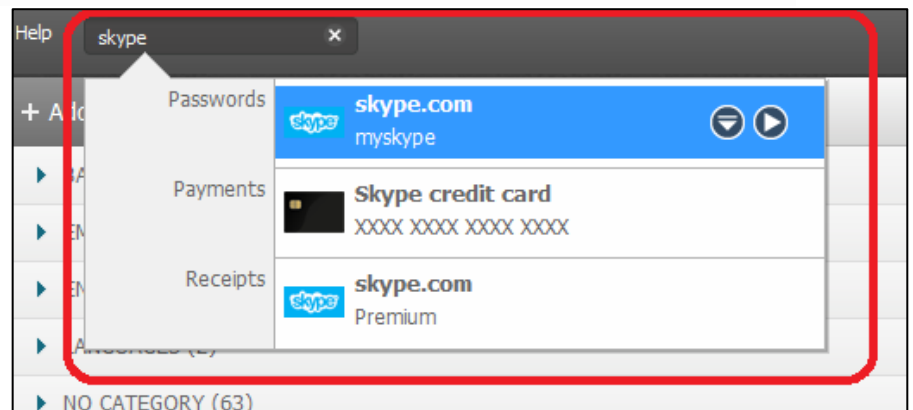
How do I search in Dashlane?

The search bar in the Dashlane application is a great way to get around the application quickly.

Just start typing and we will immediately pull up suggestions that will help you refine your search as you type.



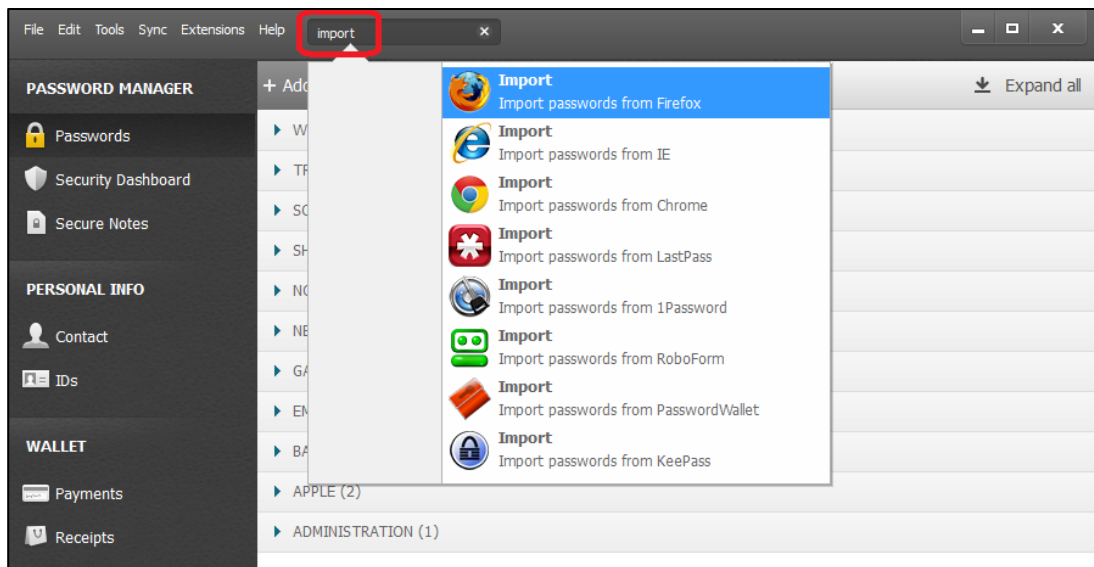
You can access credentials, purchases, IDs, contacts and just about everything saved in Dashlane quickly using search. You can even go directly to a website



associated with a credential by clicking on the 'Play' icon or pull up the editor using the down arrow button.

To get direct access to the Search box, simply press **CTRL + F** and then type in the first letters of what you are looking for.

Search will also let you quickly access Dashlane tools like password importers.



How do I sync between all my devices? Do I need to be Premium?

You can install Dashlane on several devices (computers, phones, tablets...) and securely sync all your data across each device.

To make the most of unlimited backup of your data and the ability to sync across all your devices, you need to have Dashlane Premium.

How to access my account on a new device

You can access your Dashlane account for free on all your devices. Simply [download it from our site](#) or from the Google Play Store for your Android device, or from the [App Store on your iPhone or iPad](#). Please check the [minimum requirements to install and use Dashlane](#). For instructions on how to install on a new device go to:

<http://support.dashlane.com/customer/portal/articles/470149-how-do-i-use-my-account-on-a-new-device-or-after-reinstalling-my-computer->

How does sync work?

Simply add or edit your data in your Dashlane account and this will automatically sync to your account on all your devices. This is the case if you have **enabled sync on all your devices**

How do I use my account on a new device, or after reinstalling my computer?

To use Dashlane on a new device for the first time, you must first authorize the device.

Be sure that you always have access to your contact mail box, because the security code required to add a new device is sent to this address and it is only valid for 30 minutes.

We cannot send security codes using text messages unfortunately, as this feature hasn't been added yet.

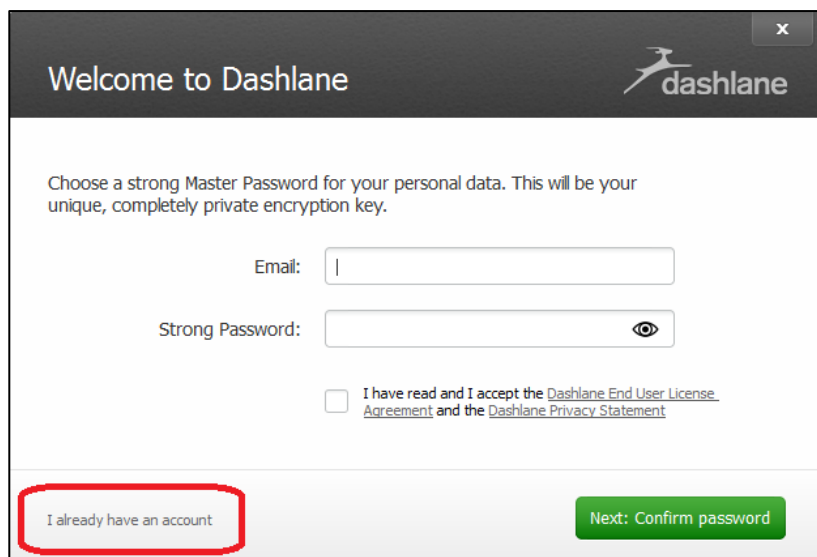
Adding a new device to your Dashlane account

If Dashlane is not installed yet, [download](#) and install it. Then launch the application.

You will see one of these two windows:

1 - If no accounts already exist on this computer

The welcome screen is displayed.



Welcome to Dashlane

Choose a strong Master Password for your personal data. This will be your unique, completely private encryption key.

Email:

Strong Password:

☐ I have read and I accept the [Dashlane End User License Agreement](#) and the [Dashlane Privacy Statement](#)

Click on **I already have an account** at the bottom left of this window.

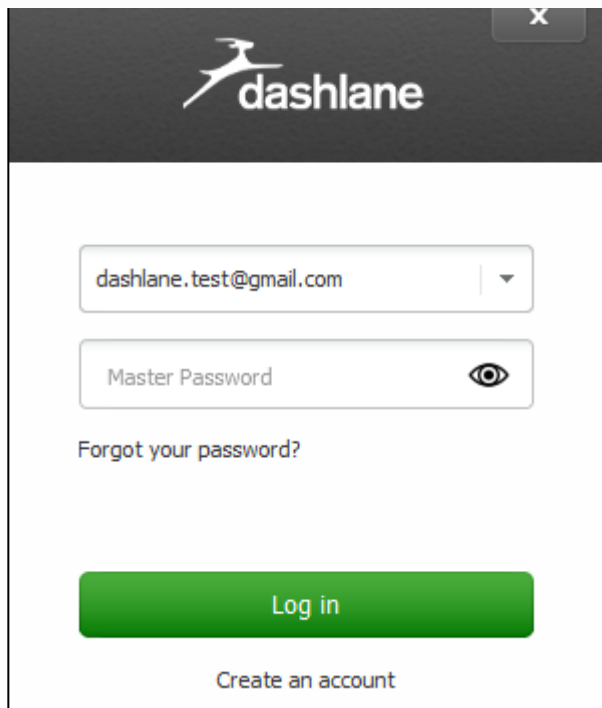
If you do not click on that button, and fill the actual form, Dashlane will try to create a new account, and it will not work as your e-mail address has already been used. Only one account is possible for an e-mail address. Then, click here to follow the

2 - If an account already exists on this computer

The login window will be directly displayed.

Click in the **Email** field and delete its content.

To add a new account to that list, you can also click on the triangle icon, right next to the field, and choose **Other account...**



Next steps

In both cases, you will now have this window in front of you..

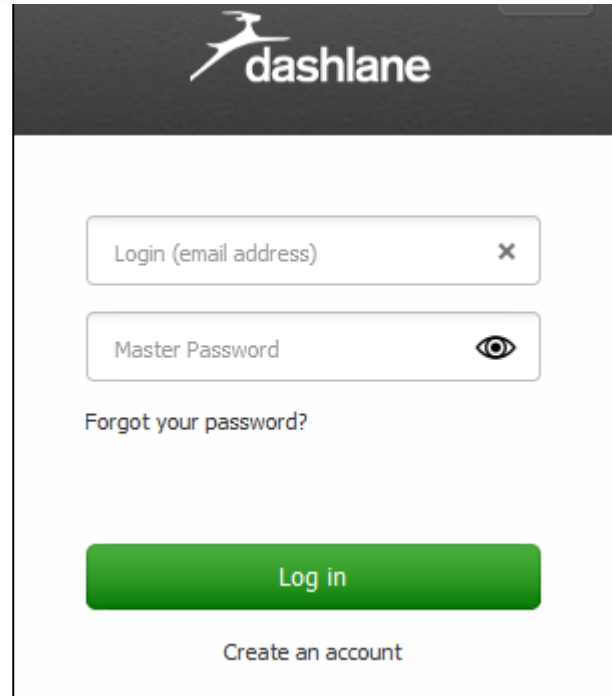
In the **Login (email address)** field, type in your **Dashlane ID**, which is the email address you used to first set up Dashlane.

Then enter your master password and click on **Log in**.

If you have forgotten your masterpassword see this FAQ Article:
<http://support.dashlane.com/customer/portal/articles/363024>

Using security codes to identity your new device

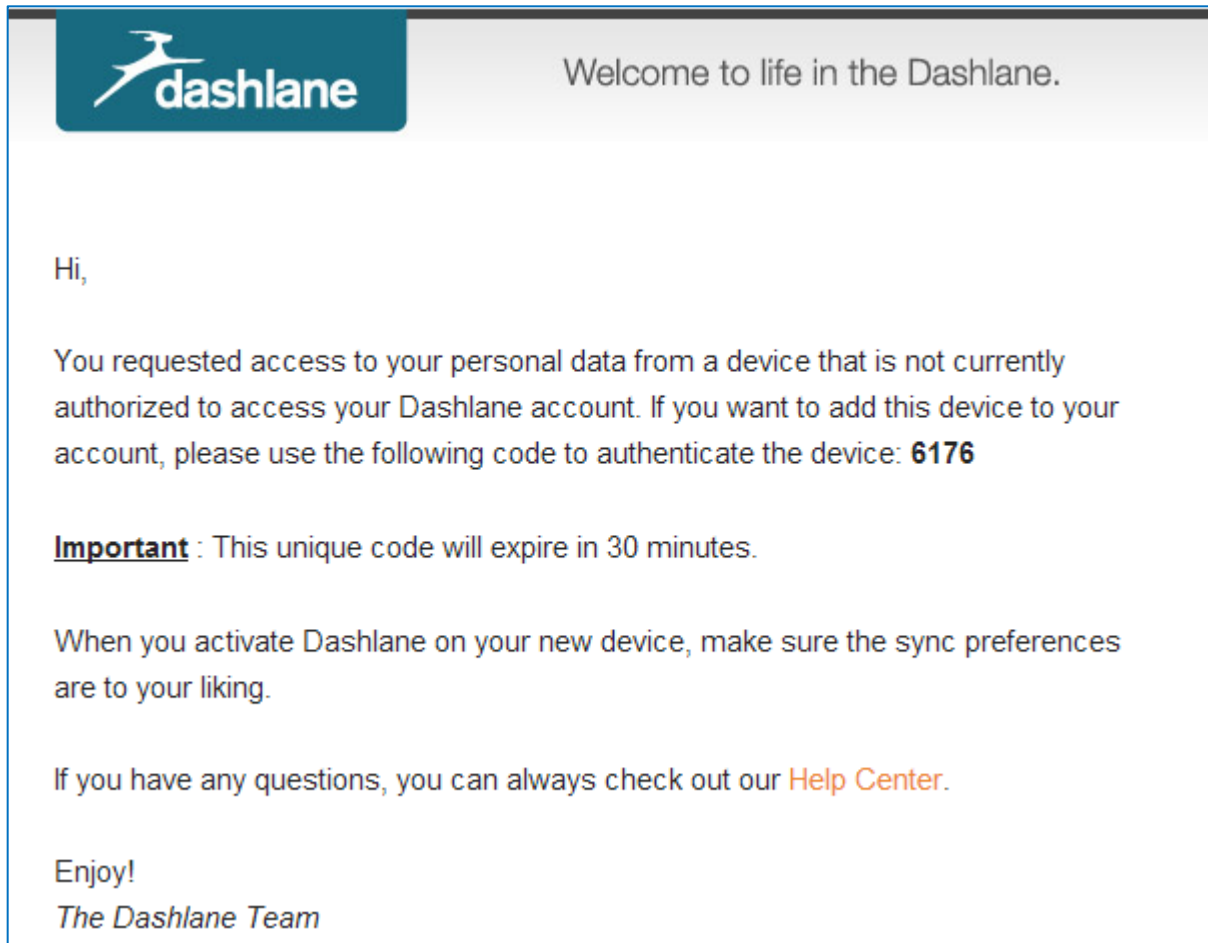
After clicking on **Log in**, Dashlane will require you to authorize your computer, so your account can be used on it.

A screenshot of the Dashlane login page. At the top is the Dashlane logo on a dark background. Below it, there are two input fields: 'Login (email address)' with a clear 'x' icon, and 'Master Password' with an eye icon to toggle visibility. Below the password field is a link that says 'Forgot your password?'. At the bottom, there is a large green 'Log in' button and a smaller link that says 'Create an account'.

Receiving and using a security code

For that, you will see a new window and a security code will be sent by e-mail. You should receive this code in less than 30 seconds. Make sure you click on **Log in**, otherwise the code will not be sent.

Now check your email address for an e-mail from Dashlane. This email is only sent to the registered address that you set up in Dashlane.



This is either the e-mail address you used when creating your account or your contact e-mail address if you changed it afterwards in the Preferences section of the application.

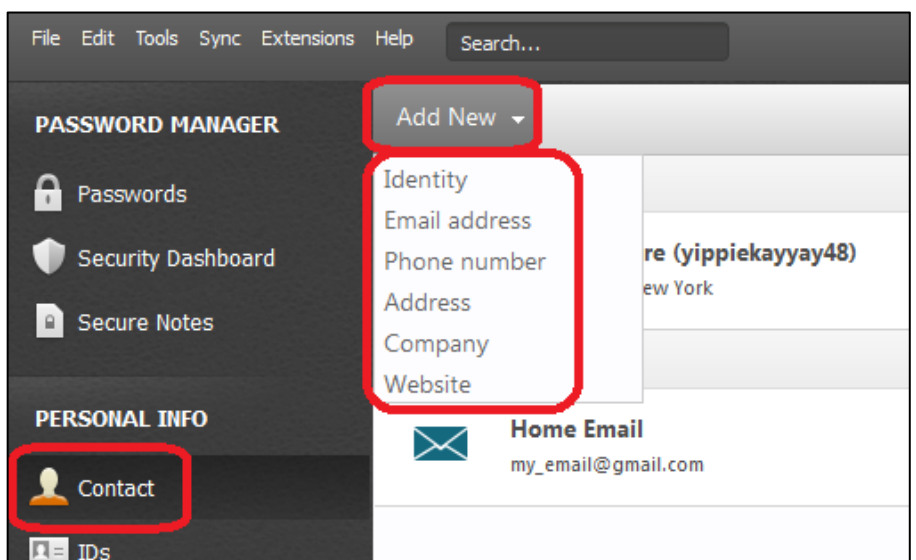
Enter your security code from the email and name the device so you can **manage it from the web application settings**

How do I add personal data to Dashlane?

To get the most out of Dashlane you should enter your personal information into the app. This data is securely encrypted just like your login information and can be used to help you quickly and accurately fill out registration forms, delivery information, job applications and any online forms that require your personal information.

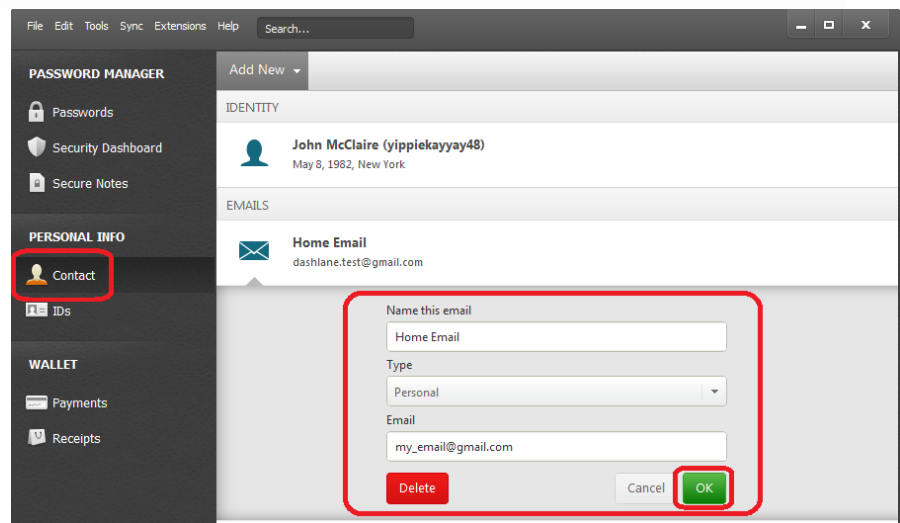
To get started, go to the **Contact** section in the Dashlane application. In here you will find headings for all the different types of data we can manage. Click the **+** icon to add a new entry to the heading.

The **Identity** heading can be filled when you create an account, but you can also create as many as you need if you share Dashlane with others or manage many identities. Each field is optional and represents a field we could fill online.



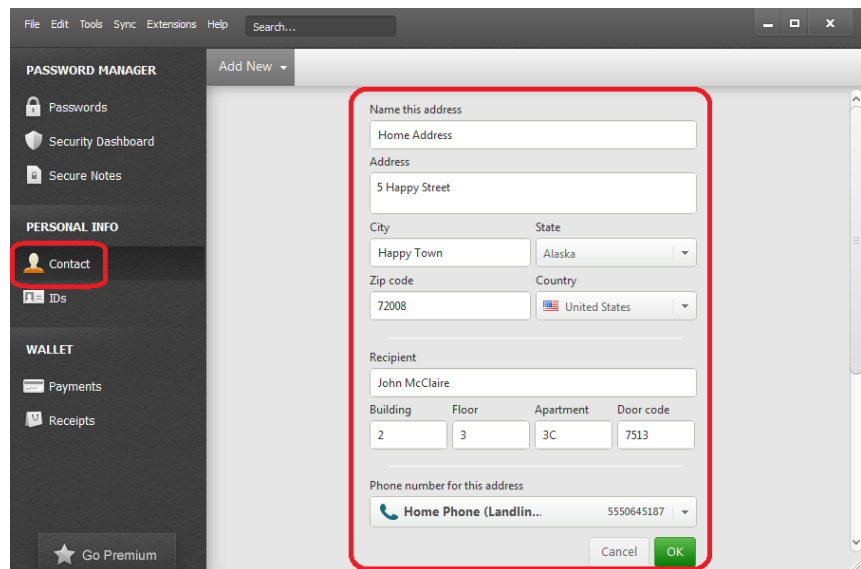
The **Emails** heading can help you save and manage all your email addresses in one location.

Below that, the **Phones** section can do the same for your numbers.



The screenshot shows the Password Manager application window. On the left sidebar, the 'PERSONAL INFO' section is expanded, and the 'Contact' option is highlighted with a red box. The main area displays the 'Add New' dialog for an email address. This dialog is also outlined with a red box. It contains the following fields: 'Name this email' (filled with 'Home Email'), 'Type' (a dropdown menu set to 'Personal'), and 'Email' (filled with 'my_email@gmail.com'). At the bottom of the dialog are three buttons: 'Delete' (red), 'Cancel' (gray), and 'OK' (green, highlighted with a red box).

The **Addresses** section lets you store your address and any other addresses you want to keep track of or may need provide online. Finally



The screenshot shows the Password Manager application window. On the left sidebar, the 'PERSONAL INFO' section is expanded, and the 'Contact' option is highlighted with a red box. The main area displays the 'Add New' dialog for an address. This dialog is also outlined with a red box. It contains the following fields: 'Name this address' (filled with 'Home Address'), 'Address' (filled with '5 Happy Street'), 'City' (filled with 'Happy Town'), 'State' (a dropdown menu set to 'Alaska'), 'Zip code' (filled with '72008'), and 'Country' (a dropdown menu set to 'United States'). Below these fields is a 'Recipient' section with a text field filled with 'John McClaire'. Underneath the recipient section are four input fields for 'Building' (filled with '2'), 'Floor' (filled with '3'), 'Apartment' (filled with '3C'), and 'Door code' (filled with '7513'). At the bottom of the dialog is a 'Phone number for this address' section with a dropdown menu set to 'Home Phone (Landlin...' and a text field filled with '5550645187'. At the bottom of the dialog are three buttons: 'Cancel' (gray) and 'OK' (green, highlighted with a red box).

the **Company**
and **Website**

sections

can help you supply
company info or a
web address when
needed.

The screenshot displays a web application interface. On the left is a dark sidebar menu with the following sections: **PASSWORD MANAGER** (containing Passwords, Security Dashboard, and Secure Notes), **PERSONAL INFO** (containing Contact and IDs, with 'Contact' highlighted by a red box), and **WALLET** (containing Payments and Receipts). At the bottom of the sidebar is a 'Go Premium' button. The main content area on the right features a 'Add New' dropdown and a form for adding a new contact. This form is highlighted by a red box and contains fields for 'Website name' (with 'Work site' entered) and 'Website URL' (with 'http://www.my_work.com' entered). Below the form are 'Cancel' and 'OK' buttons. The main content area also displays a profile for 'John McClaire (yippiekayyay48)' with a birthdate of 'May 8, 1982, New York'. Below the profile are sections for 'EMAILS' (listing 'Home Email' as 'my_email@gmail.com'), 'PHONES' (listing 'Home Phone (Landline)' as '5550645187'), and 'ADDRESSES'.

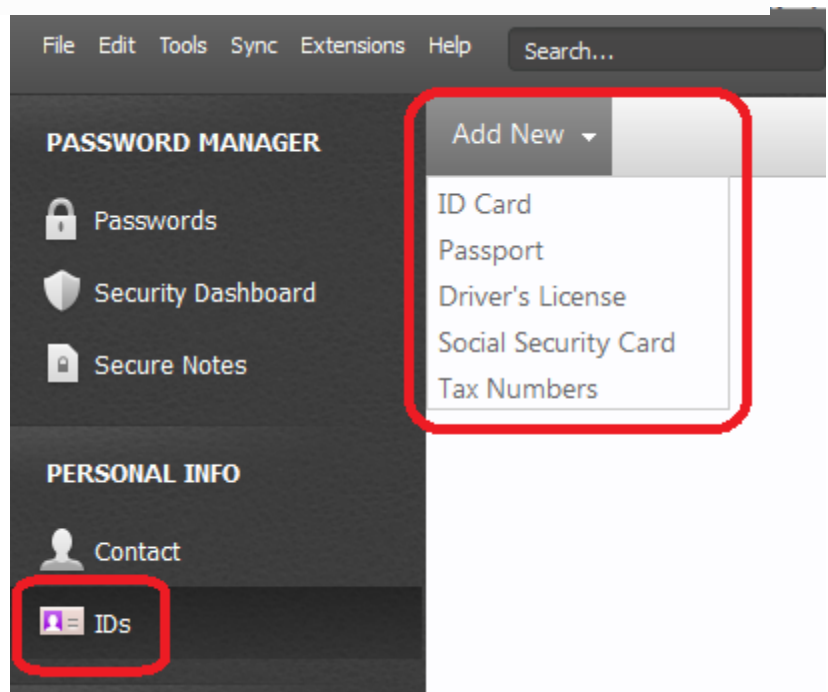
Adding and managing IDs in Dashlane

Adding an ID to Dashlane is simple.

Open the IDs section of the Dashlane application first.

Click on **Add New** at the top left to add a new ID type. Select the type of ID you want to add here and it will open a new window for you to enter your information.

- ID Card
- Passport
- Driver's License
- Social Security Card
- Tax Numbers



If you want to add **other kinds of IDs**, you can do this in the **Notes** section.

Fill out the information and click OK and the ID will be stored in Dashlane. It can then be filled into sites that request it using

The screenshot shows the Dashlane application interface. On the left sidebar, under the 'PERSONAL INFO' section, the 'IDs' option is highlighted with a red box. The main window displays the 'Add New' form for creating a new ID. The form fields are as follows:

- Nationality:** United States (dropdown menu)
- Identity:** John McClaire (yippie... May 8, 1982, New ... (dropdown menu)
- Passport number:** US68731A (text input)
- Place of issue:** New York (text input)
- Issue date:** July (month dropdown), 4 (day dropdown), 2002 (year dropdown)
- Expiration date:** June (month dropdown), 6 (day dropdown), 2022 (year dropdown)

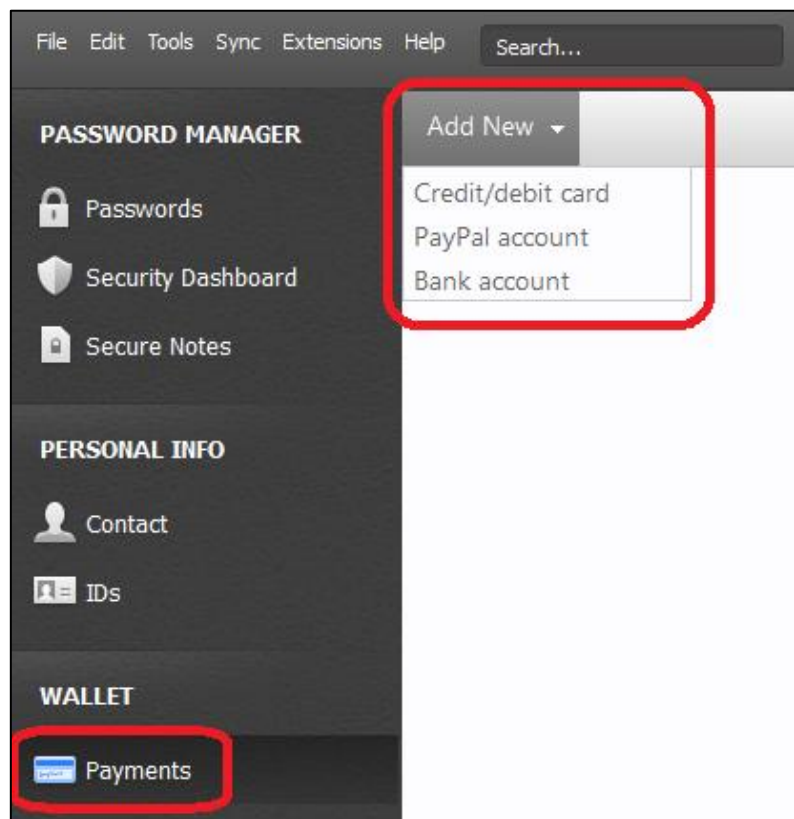
At the bottom right of the form, there are 'Cancel' and 'OK' buttons. The 'OK' button is highlighted with a green box.

Dashlane and is securely stored in your encrypted Dashlane data. You can edit or delete an ID at any time by clicking on it in the application.

Adding and managing payment types in Dashlane

Adding your credit and debit card or PayPal account to Dashlane can help you use our automatic checkout feature on many sites, saving you time and preventing you from having to fish out your debit card whenever you want to purchase online.

First, head to the Payment section in the Dashlane application. To add a new payment type, click the **Add New** button at the top and select what you want to add.



Choosing credit or debit will give you these options:

Name the card to help you identify it. Be sure to fill out the "Owner name", "Card number" and "Dates" exactly as they appear on your card. All fields are optional, so if your card does not supply an Issue number, for example, you do not need to fill this in.

You can also choose a color for your card. This is the color our icon of the card will be, which can be helpful when selecting from multiple cards on a website.

The screenshot shows a software interface with a sidebar on the left and a main content area on the right. The sidebar has three sections: 'PASSWORD MANAGER' with links to 'Passwords', 'Security Dashboard', and 'Secure Notes'; 'PERSONAL INFO' with links to 'Contact' and 'IDs'; and 'WALLET' with links to 'Payments' (highlighted with a red box) and 'Receipts'. The main content area has a top bar with 'File', 'Edit', 'Tools', 'Sync', 'Extensions', 'Help', and a 'Search...' field. Below this is a 'Add New' button. The main area displays a form for adding a new card, which is outlined with a red box. The form includes a country selector set to 'United States', an 'Owner name' field with 'John McClaire', a 'Card number' field with '546546843574', a 'Security code' field with three dots, an 'Expiration date' section with '06 June' and '2015' dropdowns, a 'Bank card' dropdown set to 'Bank of America', a 'Name this card' field with 'Home card', a 'Color' section with seven color swatches (black, white, red, yellow, blue, green, grey), and a 'Billing address for this card' section with a 'Home Address' dropdown and the text '5 Happy Street, 72008 Happ.'. At the bottom right of the form are 'Cancel' and 'OK' buttons.

Choosing PayPal will give you these options:

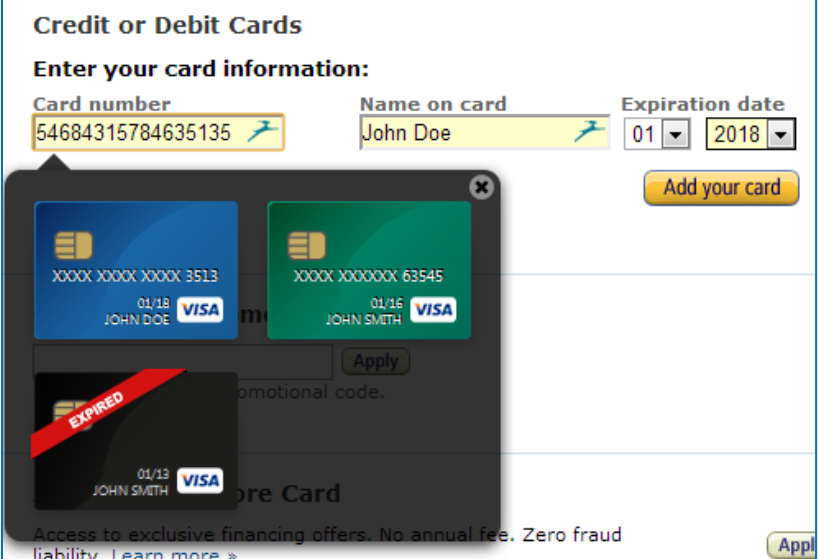
Here you just need to provide the name of your PayPal account and the login and password associated with it.

The screenshot shows a password manager application with a sidebar menu and a main content area. The sidebar menu has three sections: 'PASSWORD MANAGER' with 'Passwords', 'Security Dashboard', and 'Secure Notes'; 'PERSONAL INFO' with 'Contact' and 'IDs'; and 'WALLET' with 'Payments' (highlighted with a red box) and 'Receipts'. The main content area has a top bar with 'File', 'Edit', 'Tools', 'Sync', 'Extensions', 'Help', and a 'Search...' field. Below this is an 'Add New' button. The main area displays a form for adding a new entry, titled 'PayPal account name'. The form has three input fields: 'PayPal account name' (containing 'PayPal'), 'PayPal login' (containing 'JohnRMcClare47'), and 'Password' (containing masked characters). There are 'Cancel' and 'OK' buttons at the bottom right of the form. Below the form is a blue Visa card graphic with the text 'XXXX XXXX XXXX XXXX', '06/15', 'JOHN MCCLARE', and 'VISA'. Below the card is the text 'Home card'.

How does Dashlane handle online check-out?

Dashlane **Check-Out** allows you to automatically fill out check-out fields enabling purchasing that would normally take minutes to complete instead within seconds – without even touching a keyboard.

Just click into the field and a popup will appear to confirm your account, name or card as saved in Dashlane.



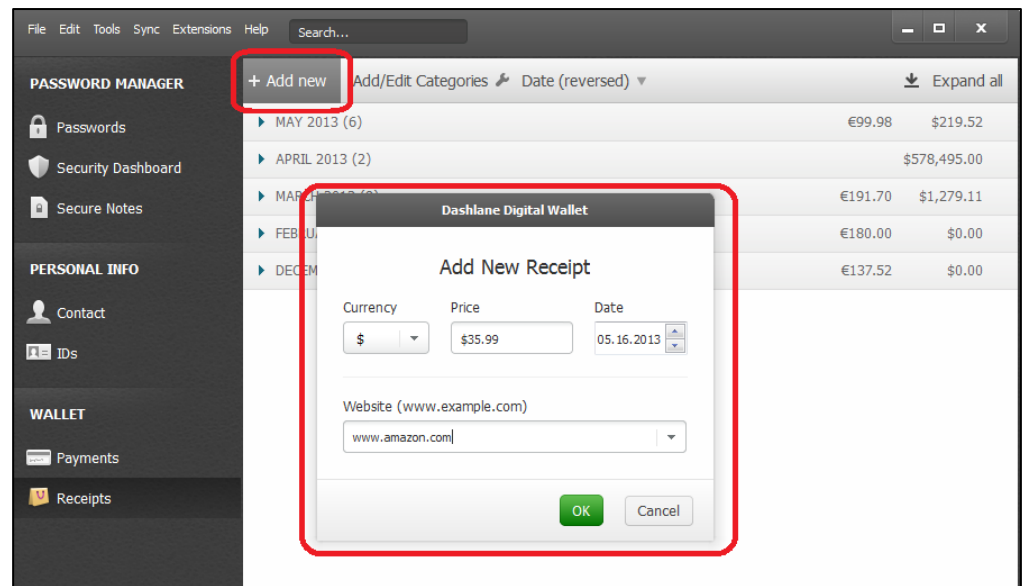
The screenshot shows a web form titled "Credit or Debit Cards" with the instruction "Enter your card information:". The form contains three input fields: "Card number" (filled with 54684315784635135), "Name on card" (filled with John Doe), and "Expiration date" (filled with 01/2018). An "Add your card" button is located to the right of the expiration date field. Overlaid on this form is a dark grey Dashlane popup window. The popup displays three saved credit cards: a blue Visa card (XXXX XXXX XXXX 3513, 01/18, JOHN DOE), a green Visa card (XXXX XXXXXX 63545, 01/16, JOHN SMITH), and a black Visa card (01/13, JOHN SMITH) marked as "EXPIRED". The popup also includes an "Apply" button and a footer with the text "Access to exclusive financing offers. No annual fee. Zero fraud liability. [Learn more >](#)".

Choose and Dashlane will fill in the form instantly. Dashlane Check-Out lets you save and sort all the information about the purchase for later use; Dashlane also takes a screenshot of the final purchase screen for your records and automatically stores it for you so you can easily track your online receipts.

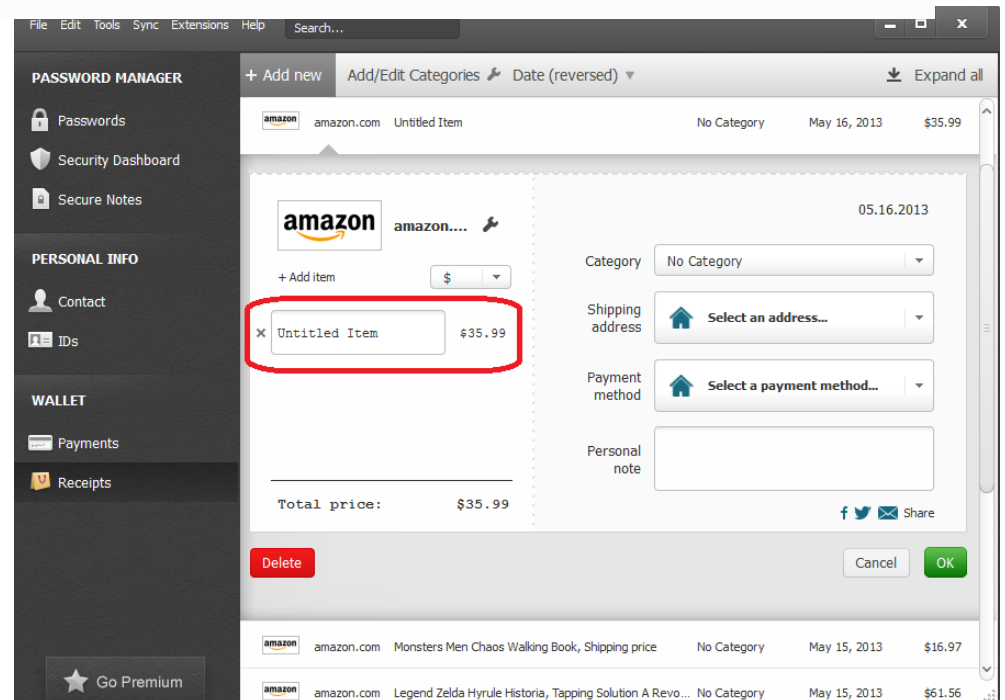
Can I add a purchase manually?

It is indeed possible to add a purchase manually in Dashlane.

Simply go to the **Purchases** section, and add your new purchase.



You will then be able to edit the receipt, and add more details.

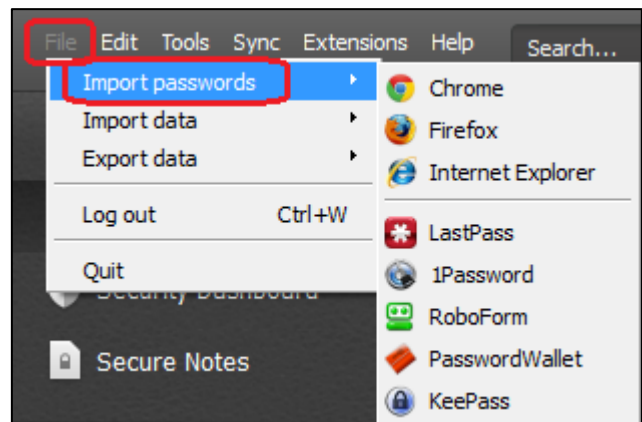


How do I add a login and password as a new credential?

On Dashlane your saved logins and passwords are called credentials. These are the keys stored in Dashlane that let you experience your favorite sites without friction.

There are a number of ways to get your credentials into Dashlane.

You can import credentials you've saved in other tools before Dashlane by clicking FILE > IMPORT PASSWORDS then choosing where you want to import from.



To add new credentials into Dashlane, you can either **let Dashlane save them automatically** when you use them on the actual site or you can **add them manually**.

Letting Dashlane save a credential automatically

The first time you log into a website, Dashlane will ask you if you want to save this login. If you click on SAVE then this means that next time you visit the site, Dashlane will sign you in automatically.

In this pop-up, you can edit the Email or Login if it's not correct. Then select a category for this credential and click the **Save** button to add it to Dashlane. The next time you visit this site, you can use your saved credential to sign in automatically!

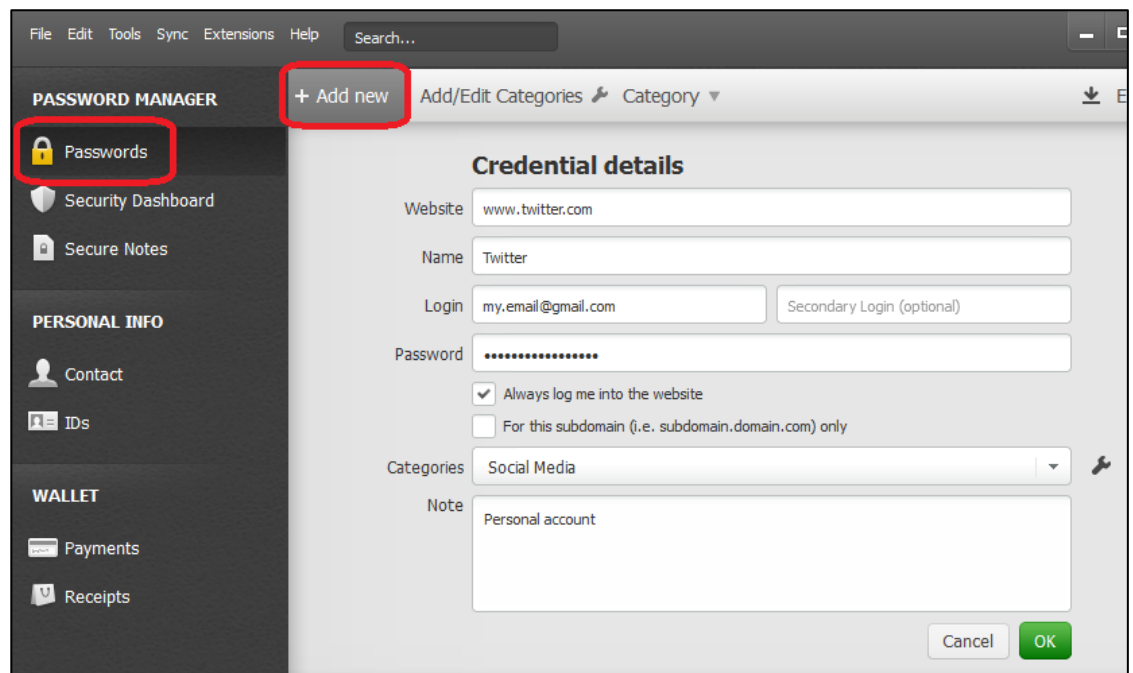


The screenshot shows the MailChimp website's login page. At the top, the MailChimp logo is on the left, and a 'Log In' button is on the right. Below the logo, the heading 'Get Started with a Free Account' is displayed, followed by the text 'Sign up in 30 seconds. No credit card required.' A text input field for 'Email' contains 'myemail@gmail.com'. Overlaid on this is a 'Dashlane Password Manager' pop-up window. The pop-up has a dark header with the title 'Dashlane Password Manager'. The main content area asks, 'Would you like to save your mailchimp.com password to Dashlane for later use?'. Below this, there are two dropdown menus: 'Login or email' (showing 'myemail@gmail.com') and 'Category' (showing 'Social Media'). There are two checkboxes: 'Always log me into this website' (checked) and 'For this subdomain (i.e. subdomain.domain.com) only' (unchecked). At the bottom of the pop-up, there are three buttons: 'Never for this site', 'Save' (highlighted with a red box), and 'Cancel'.

Adding a credential manually into Dashlane

To do this, go into the **Passwords** section of the application and click on **Add New Credential** at the bottom.

Then you'll see the fields you need to fill in to save your credential.



The screenshot shows the Dashlane Password Manager application window. The left sidebar contains a 'PASSWORD MANAGER' section with a 'Passwords' icon highlighted by a red box. Above the sidebar, a '+ Add new' button is also highlighted with a red box. The main area displays the 'Credential details' form with the following fields: Website (www.twitter.com), Name (Twitter), Login (my.email@gmail.com), Password (masked with dots), and a 'Categories' dropdown menu set to 'Social Media'. There are checkboxes for 'Always log me into the website' and 'For this subdomain (i.e. subdomain.domain.com) only'. A 'Note' field contains the text 'Personal account'. At the bottom right, there are 'Cancel' and 'OK' buttons.

Enter the URL for the site you want to save (i.e. www.facebook.com). Name the credential something to help you identify it. Then enter your login and password for this site. You can select a category with the arrow or **add a new one with the pencil icon**.

After you save your credential, the next time you visit the site you can use Dashlane to login.

How can I edit or delete a credential?

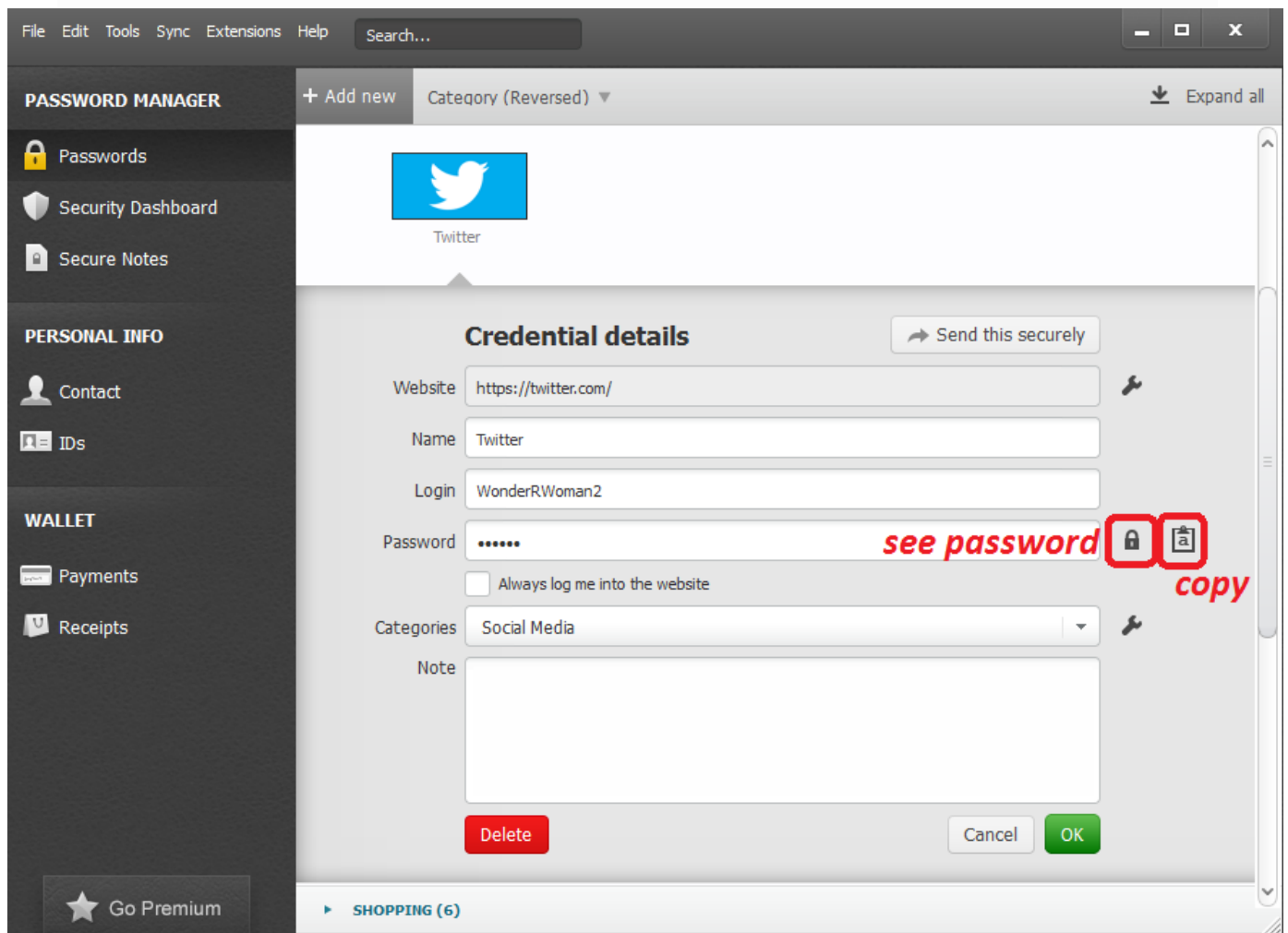
To edit or delete a credential saved in Dashlane, go in to the application and on the left select **Passwords**. Your list of registered accounts in Dashlane is displayed here. When you hover over the credential you want to edit, you will see some buttons on the icon.



For Windows:

The button on the **right** will take you to the site itself and the one on the **left** will let you edit the information stored in the credential. Click on this one to change the name, the login or e-mail, the password and the category of this credential.

Click on the **pencil** icon next to the Category and URL boxes to edit these fields. You can edit all the other fields directly in the box.



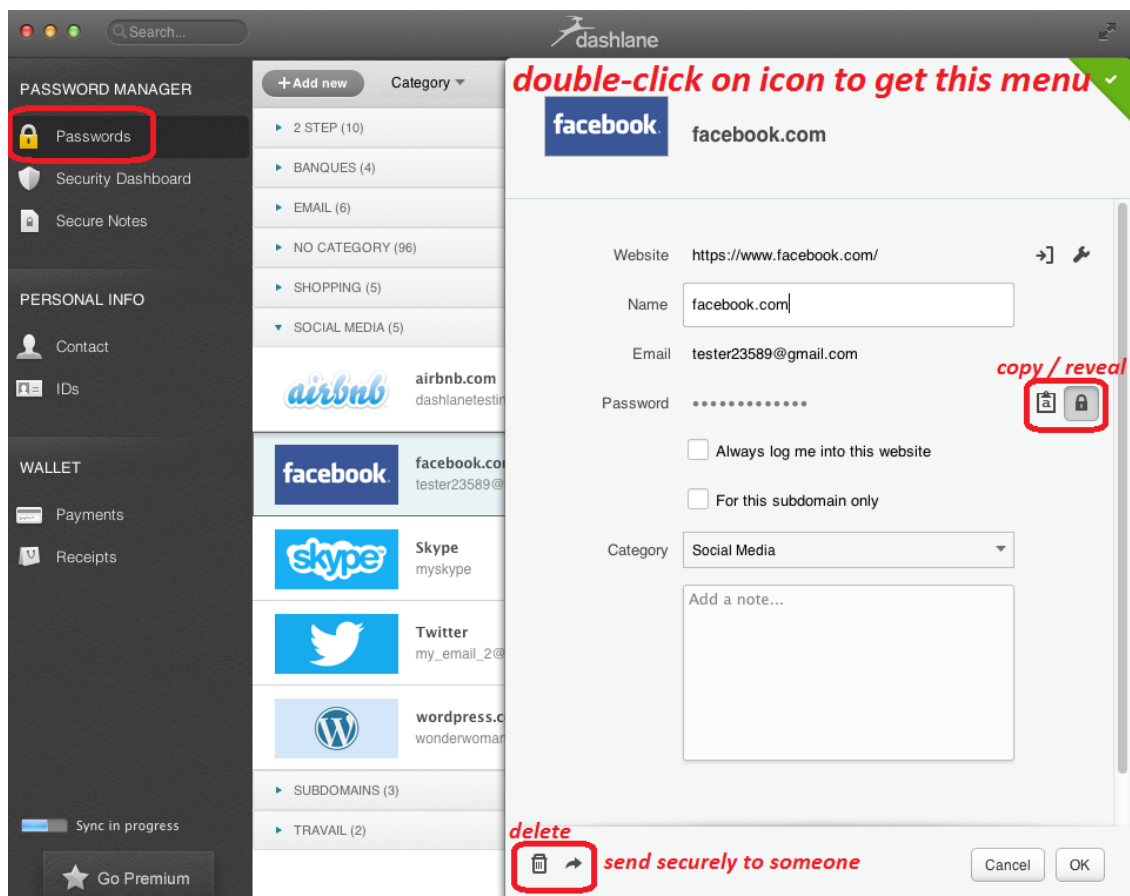
At the bottom of the page, you can delete this credential from Dashlane, cancel, or confirm all changes made to this credential by clicking OK.

For Mac:

Double-click an icon in your PASSWORDS section to see this edit view. From here, you can change any details, go to the website to log in automatically (the arrow icon next to the **Website**),

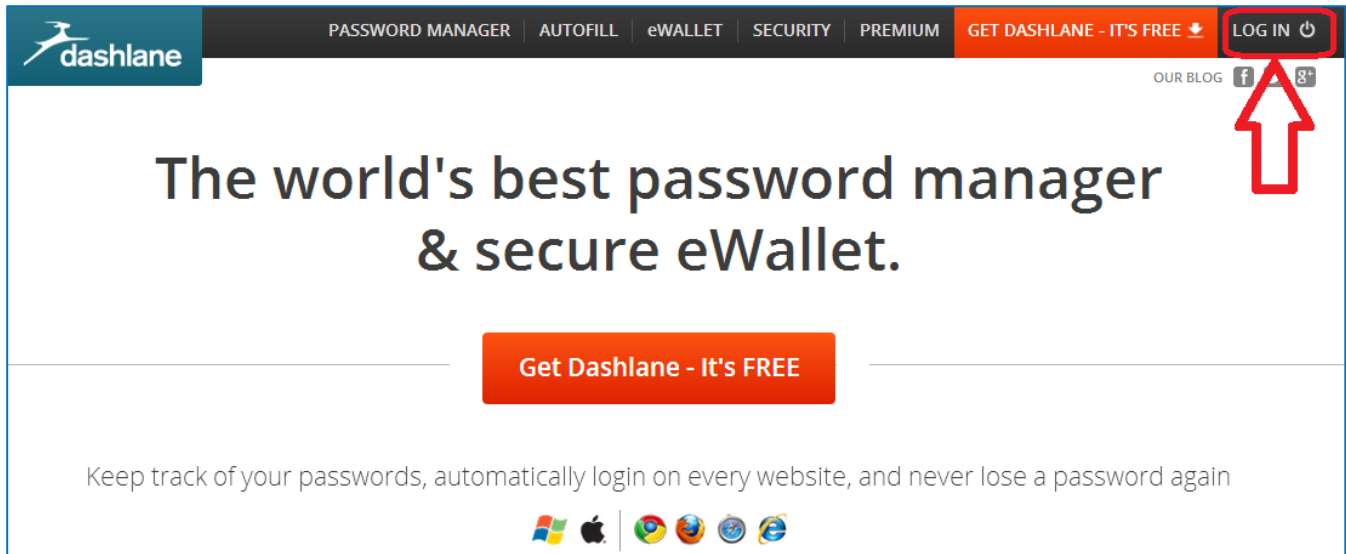


copy or reveal your password, delete this login, send it to someone else, etc.. Click on OK when you have finished.



What is the Web app and what can it do?

Access your data on any computer using the Web app



You can use our Web app on any computer or device using the browser of your choice. It provides a read-only access to the encrypted data that are stored on our servers. Your local data cannot be viewed using the Web app. Please use the desktop version of Dashlane for this.

Visit **our website** and click on "**Log in**" at the top right of the page.

You can also go directly to: **www.dashlane.com/app/en**

On the Web app, you can:

- View all your credentials (logins and passwords) if you enabled the synchronization to our servers,

- View all the authorized devices that can access your account, and remove any of them,
- Invite people from Outlook, Hotmail, Yahoo, Gmail, and share your referral link on Facebook and Twitter,
- View a summary of all the invitations you have previously sent,
- Switch the type of your account from Free to Premium.

Note: It is not possible at the moment to access your Notes, your Payment and ID data, and your Purchases on the Web app.

Find out how secure your Internet life is using our Security Dashboard

To help you be more secure and protect your digital life, we have completely redesigned and rebuilt our Security Dashboard from scratch. Now when you open Dashlane, you get a clear and instant **Security Score**, which will help you become aware of any flaws that may exist in your accounts and that could compromise your Internet identity.

Note that the Security Dashboard is only available **on Windows and Mac OS X** for now.

Your Security Score






Your Security Score is calculated by our own algorithm, giving a higher priority to the web sites that are important in your digital life or that are often targeted by people who want to steal sensitive and personal information.

If your bank account password is weak or has been reused on another website, it will obviously have a high impact on your Security Score. But having weak or reused passwords on your Facebook or Twitter account, or even on e-commerce web sites that often save your credit card number, is also crucial in your Secure Score.

Keep in mind that using a password more than once is actually very **dangerous and risky**. This is one of the main reasons people often get several of their web accounts stolen in a few minutes. The easiest way to prevent that is to **use Dashlane to generate a new and unique password for each web account**.

We will help you *use* your Security Score and take action immediately by displaying our **best security tips** right under your score. Check this section

+5%	+3%	+3%
Activate Google Authenticator to get even more secure	Your bestbuy.com password is weak or reused. You should change it!	Your ups.com password is weak or reused. You should change it!
Activate now 	Replace now 	Replace now 

often and try to increase your score!

It will definitely improve your overall Internet experience and you will stay safe from most of the security problems that happen on the Internet.

If you already see less than three security tips under your score, then you are well on your way to being 100% secure!

To start improving your Security Score, click on **Replace Now** in one of these three or four boxes to instantly take action, by changing your password on that website.

We also take into account other actions that help you be more secure online, for example:

- Enabling Two-Factor Authentication to add an extra layer of security for your Dashlane account
- Deleting passwords that are stored insecurely in your browsers (did you know that anyone who opens your Chrome browser can see all the passwords you have saved inside?)
- And many other security features

Understanding the full analysis of your passwords

You will notice four different tabs that give you even more control over your security. The number in the circle lets you know how many passwords in this group you have. Click on this number to display the related information.
















In these four sections and for all your credentials, you will find:

- The name of this Website

- Your Login & Password
- If the password has been reused on another website and how many times
- The safety level of your password (whether it would be easy to work out or not)
- How to take action

All Accounts

Use the main panel to have an overall view of the passwords you use.

Website	Login & Password	Reused?	Safety Level	Action
1saleaday.com	 m8r-wpwn8d@mailinat...	No	 Super safe, 100% 	—
Accor Hotels	 svxqybpx@sharklasers...	No	 Super safe, 98% 	—
amazon.com	 cmqhuhrx@sharklasers...	No	 Checked	Change password 
astrimmo.com	 tibormcmasters ft6nf246fn	3 times	 Safe, 71% 	Change password 

Weak Passwords

This tab filters all your passwords to show only the ones that are considered **unsafe**. This could be because they are too short, or they do

not have a combination of numbers, uppercase and lowercase letters that makes it secure.

Basically, it means that your current password could be easily worked out by someone else, and we strongly recommend you change it. If a website does not let you have a stronger password for your account (for example, if they do not let you enter special characters) or you do not want to change it, then you can mark that website as **checked**. The website will still appear in that section (because your password has not changed) but it will not be counted in the top panel anymore. Refer to **Mark as checked** in the [Using the right-click menu](#) section below for more information.

Compromised

Here you will find all the websites who have recently had a [security breach](#).

You should definitely change all your passwords in this section! It means that someone stole many passwords from each of these websites, and that your password may be one of them. If that is the case, your login info may not be secret anymore at all, so you need to change it as soon as possible! It is even more urgent if your password is reused somewhere else, because these persons may already be trying to access your other accounts.

Once you've marked this as checked, the website will **disappear** from the section and from the top panel (unlike in the other sections where the

website still shows up). It doesn't disappear immediately, so you can still uncheck the website if you made a mistake and still need to change your password there. Please refer to **Mark as checked** in the [Using the right-click menu](#) section below for more information.

Reused Passwords

Reusing a password on multiple websites is very risky, and clearly a mistake when it comes to security on social networks or important websites. Now you can see instantly all the websites where you need to go and generate a new password for as soon as possible.

In this list, you may see some international websites that have only one user database (which means you have only one account on all these websites), but several different websites depending on where you live. For instance, [amazon.com](#), [amazon.fr](#), [amazon.co.uk](#) and [amazon.de](#) are considered to be different websites even though you use the same password on all of them. Taking this into account, Dashlane lets you mark these websites as **checked**.

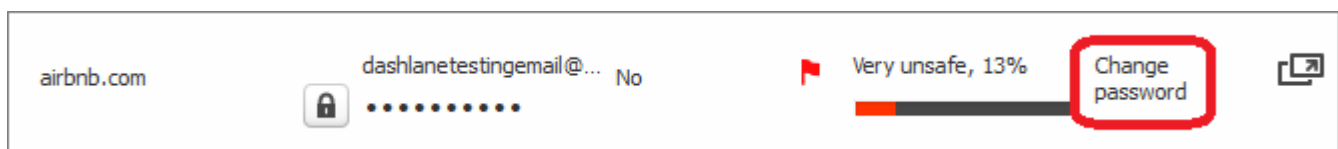
Once you've marked this as checked, the website will still appear in that section (because your password has not changed and it is still used on multiple websites) but it will not be counted anymore at the top of the panel. Refer to **Mark as checked** in the [Using the right-click menu](#) section below for more information.

Start improving your security

Using the action column

Clicking on **Change password** in the action column opens the website.

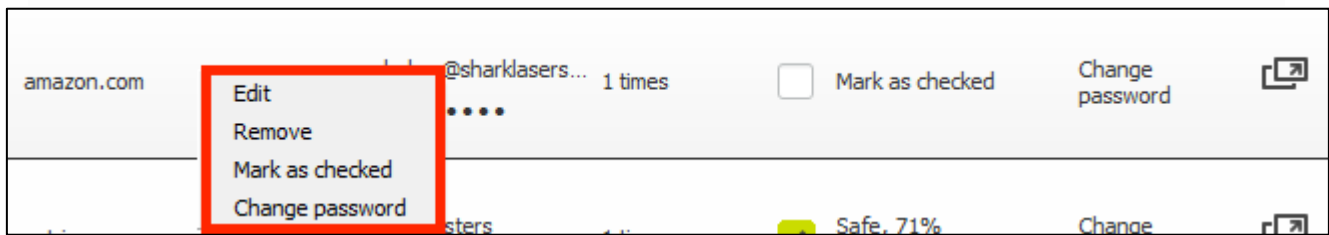
See the credential details in Dashlane



To open the details of a credential from the Security Dashboard, double-click anywhere in the row. For instance, you can double-click on the name of the site, or on the login or password. The credential details will be displayed as long as you do not click on the Lock icon, on the Mark as checked box or in the Actions column, as clicking on one of these three areas will trigger a different action.

Using the right-click menu (Windows only)

Right-clicking on a credential opens a special menu. Here's what you can do:



Edit

Clicking on Edit brings you directly to the Credential details, in the Passwords section. From there, you can see all the information that wasn't displayed in the Security Dashboard.

Remove

This option will delete this password from your Dashlane account so make sure you want to do this since there's no way to cancel this action.

Mark as checked

You may want to mark a credential as checked if you know that a password is weak, compromised or reused, but have some good reasons to keep it like that. Select the credential here and click on **Mark as checked** so it is not taken into account anymore when showing the number of passwords in the top panel.

Note that the password will not appear in the “Compromised” panel anymore, but it will still show up if you are in the “Reused passwords” or “Weak passwords” panels.

Change password

Clicking on Change password will open the website for this login. This is where you can change your password immediately. To do that, you first need to find the page on that website for managing your account details. Once you have found where to change your password, click in the "new password" field to [generate a new password with Dashlane.](#)

Now that your password has been changed on that website, Dashlane will automatically detect it and give you a pop-up window to confirm the change. Click on **Replace** and the password will be automatically updated in your Dashlane account!

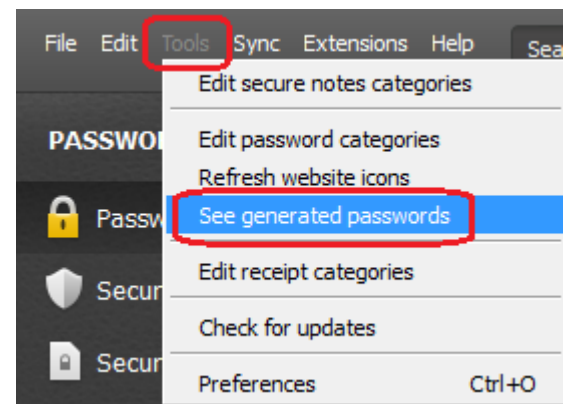
How to use Dashlane to generate a password?

To generate a strong password for one of your logins, you need to go to the site in question and change your password on that site. There, Dashlane will offer to generate a strong password for you and save it in your Dashlane account. Here's how!

Generating a strong password from the password field

You can use Dashlane to create and store secure, one-of-a-kind passwords.

To do this, simply click in the new password field of a site when you register or when you are changing your password. You will see a button appear to generate a password.

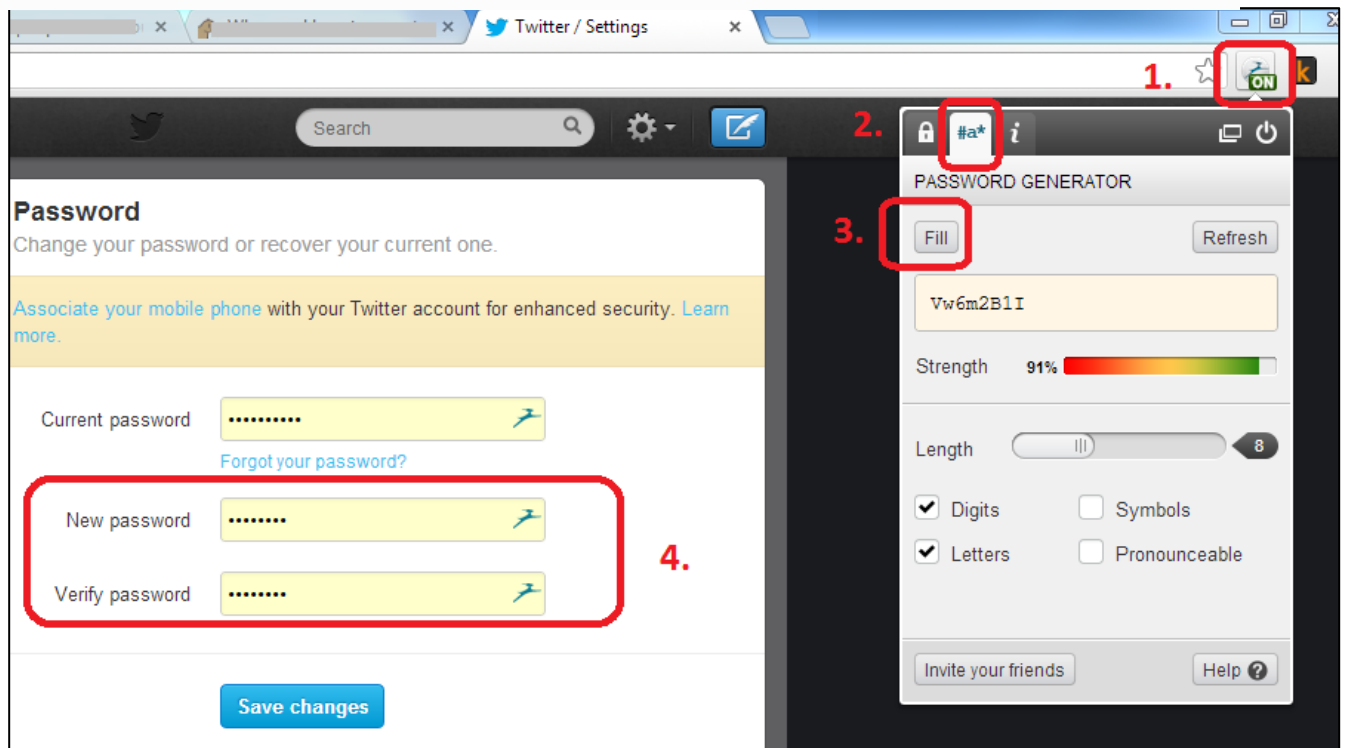


How to save your new, strong password

Don't forget to save this information when Dashlane asks - you will see a pop-up window and you need to click on the REPLACE or SAVE button (depending on whether you're changing a password on a site or creating a new account with a strong password).

Generating a custom strong password from the browser extension

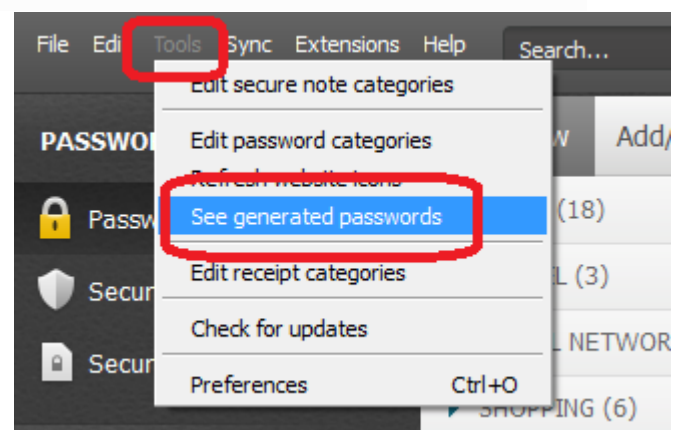
You can also generate a password through the browser extension. To do this click on the extension in your browser's toolbar and then click on the 2nd passwords tab.



(This feature is not available in IE)

How to see a list of all your generated passwords

If you need to, you can go to Tools > See Generated Passwords in the Dashlane application to view all the passwords generated by Dashlane



Finding any password that Dashlane generated on a website

Dashlane offers a tool to see any password generated by Dashlane, ever. Even if you did not save the password to a credential Dashlane will keep a log of all generated passwords. This can be especially helpful if you accidentally forget to save a password or if something goes wrong and Dashlane does not offer to.

To access this list, go to the Tools section of the menu bar and choose **See Generated Passwords**.

Dashlane Password Manager				
Time generated ▼	Website	Password	Actions	Account status
Delete row	mailchimp.com	0x04TwQv	Copy	Add to Dashlane
May 01, 2013 12:24 PM	drivy.com	Copy	Add to Dashlane
Apr 30, 2013 07:54 PM	dropbox.com	Copy	Add to Dashlane
Apr 29, 2013 11:49 AM	amazonaws.com	Copy	Add to Dashlane
Apr 26, 2013 10:23 AM	path.com	Copy	Saved in Dashlane

In this window, the green tick means this password has been properly saved to a credential at one point. If you don't see this tick, then it means that it has not been saved at all in your Dashlane credentials.

Scroll to the bottom to see the latest generated passwords.

To view the password, click the lock icon.

To copy the password directly to your clipboard, click the carbon paper icon.

To remove an entry, click the X to delete it.

For more detailed info on Dashlane's features
please visit our FAQ Page:

<http://support.dashlane.com/>