

Employee Guide to Password & Identity Management

Work is about to get a whole lot easier and more secure. Your employer knows that a business is only as secure as its weakest password and uses the Dashlane app to store, manage, and protect your personal and business passwords. Dashlane is simple to use and completely private—the app remembers all of your credentials and no one has access to your passwords but you. This guide answers some of the most common questions about using Dashlane.

1. Why do I need a password manager?

The average person has over 130 digital accounts. 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 dangerous—if one account is breached, hackers can access all of 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 to all your desktop and mobile devices, so you’ll always have access, even when you’re offline.

2. What happens if Dashlane gets hacked? How do I know it’s safe?

Complete privacy is Dashlane’s top priority. Our patented security architecture ensures your data stays protected at all times with AES-256—the strongest encryption standard in the industry. When you create your Dashlane account, you’ll set your Master Password, which is your data’s encryption key. Dashlane never stores your Master Password, which means only you have access to your account. In the unlikely event that hackers gained access to Dashlane’s servers, the information stored there would remain encrypted without your Master Password.

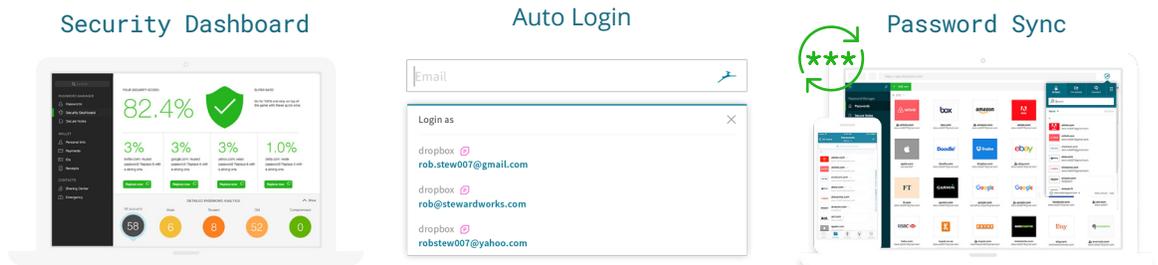
No Dashlane employee or system administrator can view any of your passwords or personal data unless you intentionally share access with them.

3. 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 the passwords you’ve likely saved in your browsers or Keychain. After the import, you can check your security score to see how many times you’ve reused or used a weak password.

Don't worry if you don't have all your passwords saved on your computer. As you log in to websites, Dashlane will ask you to save credentials, addresses, and payment options, so they can be input automatically next time.

Dashlane Business includes the Spaces feature, which allows you to easily and privately separate your personal and work information within a single account. If you leave your company, you'll still have access to your account and everything saved in the personal Space.



4. How do I know if my passwords are strong or weak?

Use Dashlane's Security Dashboard to see which passwords are old, weak, compromised or reused on multiple accounts, as well as your overall security 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 page. Dashlane then captures and saves the updated credential automatically, which syncs to all your devices.

5. Can my employer see or access any of my stored information?

No. None of the information saved in your personal Space is ever accessible to your admin or Dashlane employees. Your admin has access to see your company Space's security score breakdown and your last login. Depending on the settings your admin has implemented, certain business passwords may be forced into your company Space, which allows for more visibility into password reuse and strength. However, your individual passwords in your company Space are never visible by your employer.

6. I have a bunch of devices.

How do I get my passwords on all of them?

Dashlane seamlessly syncs to all your Mac, Windows, Android, and iOS devices, so you never have to worry about not having access to your data. For security, each time you add another device, an authentication code is emailed to you. You can easily update your authorized devices if you need to remove one.

Still have questions about Dashlane?

Reach out to your System Administrator or contact our Support team anytime at support.dashlane.com.