

A LASTPASS PRIMER from AVENUE 18 COMPUTER

LASTPASS IN REVIEW~ Lastpass is the Password Manager program that logs you in and automatically stores and updates the passwords you use with your Internet browser.

To operate properly, a LASTPASS installation is run that adds a plug-in** into your browser that monitors password oriented activity and provides automatic login to your favorite sites on demand. A "Vault" stores your passwords protected by a strong Master Password.

Each web browser needs to have the plug-in present (!) to support LASTPASS.

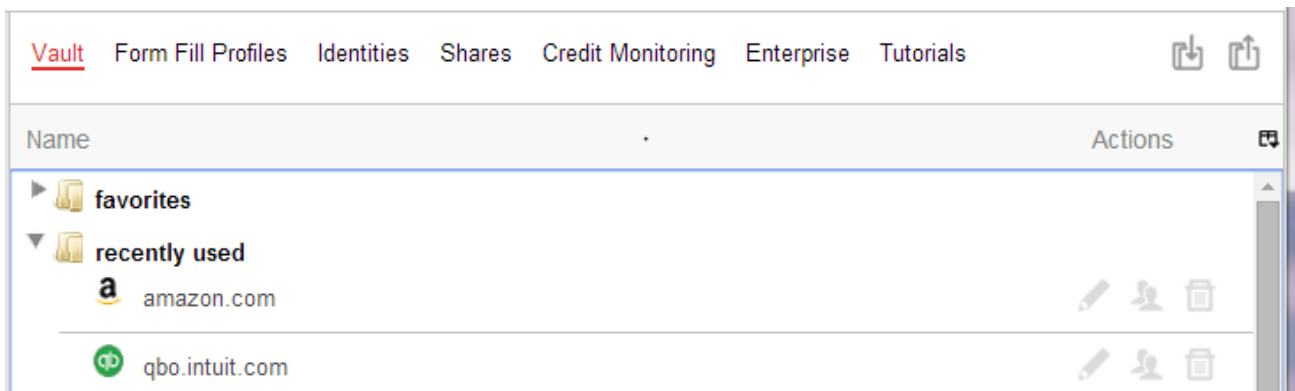
Firefox and Chrome are two web browsers that work especially well with LASTPASS.

** PLUGINS: In Chrome they are called Extensions, Firefox calls them Add-Ons.

LASTPASS - Features and Components

LASTPASS BROWSER ICON

The Red 8 pointed star symbol in your browser (upper right hand) corner indicates an active Lastpass application. Depending on your security settings, you may be required to re-enter the Master Password daily or at a preconfigured interval. When RED all is well and you are logged into Password management services. When YELLOW there are system messages or a WEAK Password was found on your current webpage. When Grey you are logged out and may be required to enter the Master Password when a password dependent Webpage is accessed. Be sure to install LASTPASS on all the computers you regularly use.



LASTPASS VAULT VIEW MENU

Make careful note of the tiny VIEW CONTROLS ICON found upper right of [Actions], where you alter the site list view and sorting options. Refresh/hide views using the arrows.

LASTPASS VAULT

The LASTPASS Vault is the repository of your password data, and the configuration section for your profiles and default credit card information setup. You can implement a different profile for different credit cards and related billing requirements. Example Home and Business credit cards would have a separate profile for each. To access your site information and view-edit passwords simply open the VAULT by left clicking on the LASTPASS BROWSER ICON and select My Lastpass Vault. Login as required. Search or select the website you wish to edit and click on the Pencil Icon. Delete any dupe or un-needed entries.

EMBEDDED LOGIN SCREEN FEATURES

Now that you have Lastpass, the Password and user name fields are now "enhanced"

with features that permit easy Password Generation with adjustable strength/length. Note: These features generally appear with new websites unfamiliar to LASTPASS.

THE RIGHT CLICK MENU WITH COMPLETE FEATURE LIST

Fill in your forms, or log in to familiar Websites using the Right Click (context) menu on FORMS and Log-in screen **FIELDS**. This KEY FEATURE MENU displays a full list of available tasks such as the LOGIN and FORM FILL Options. You can also Generate New Passwords when at the appropriate webpage (asking for a) new password. I use this rt-click menu most frequently when filling forms.

AUTOLOGIN IS AN <<OPTIONAL>> FEATURE

If you are clicking the LOGIN button on some sites but not others...then you may not have selected the AUTOLOGIN OPTION. Access your vault and EDIT (Pencil SYMBOL) your desired LASTPASS entries to checkmark the quick AUTOLOGIN option as desired.

PASSWORD MANAGEMENT TIPS CONTINUED

- 1- A LONG **MASTER PASSWORD** (12 character or better) is recommended for LASTPASS. Simply combine odd names and numbers. It's easy...think back....
- 2- Verify **your computer** has a LOGIN Password and screensaver Timeout (to login) for added protection from malware attacks or other passerby type interactions.
- 3- LASTPASS is internet dependent. You will need to be connected to the WEB (duh) for everything to work well.
- 4- It's possible for SOME SITES to not work well with the LASTPASS automated login. So don't freak out. Check the VAULT for duplicate site logins and edit or delete them as necessary. LASTPASS DOES ALLOW you to have multiple and different logins to the SAME SITE (Whew!). However it's *still possible* some sites could fail to login in smoothly. If so you can logout of LASTPASS as follows: **LEFT CLICK** on the LASTPASS Star Icon in the Web Browser upper Right hand corner, choose Logout. Then log in to your site manually. Later you can edit-delete or block the site.
- 5- If Lastpass malfunctions there may be an **update** or reinstall that corrects the issue. Check for an update at the download site & reinstall it if unusual behavior is occurring.
- 6- Some sites are to be **IGNORED**. A popup feature allows LASTPASS to ignore certain web addresses or the entire domain (root) names entirely. Exclude Finance sites etc. etc.
- 7- Optional (?) Keep a **<separate and individual>** Notepad file for each login password. Store in a dedicated and not so obvious folder. Notepad provides a Pure Text, un-corruptible and non-word processing dependent clean copy of your vital Password information. Press F5 key to add today's date. If using Windows Ultimate Editions, activate the **Encryption feature** located in the Folder's Properties section. Backup.
- 8- DON'T allow LASTPASS to store **Bank Login** Information or Social Security Numbers. Gently decline the offer when LASTPASS asks to save your BANK LOGIN info. Then indicate "Never for this DOMAIN". Thus you won't be prompted in the Future.
- 9- BUY THE PROGRAM. It's just **12 bucks** per year and totally effective! See links below.

Setup HotKeys:

Rt-Click on the Lastpass Icon and Select Options from the Menu.

- 1- Under General, select the preferred Default Form Fill Profile from the list.
- 2- Next select the Hotkeys section (below General) and enter a Hot-Key combination in the "Fill in Default Form Fill Profile" such as the ALT L key combo and Click SAVE.
- 3- Test your ALT L Auto Default fill in at the next appropriate website.
- 4- Edit or delete other LASTPASS Hot Key combinations as needed or appropriate.

If Lastpass becomes Unstable:

Download and reinstall the Lastpass application so it can do a fresh install of your necessary browser plug-in components. Lastpass, like other encrypted services, may not run if you have malware that disturbs or hacks secured data activities. Be sure to run an updated Malwarebytes scan if you suspect browser infections or undesired add-ins are causing conflicts with the Lastpass application.

LINKS SECTION

LASTPASS INSTALLS AND UPDATES:

<https://lastpass.com/f?944726>

For program updates go to the Download option at the bottom of the above page.
For HELP select the HELP CENTER option listed under SUPPORT (page bottom).

AVENUE 18 SUPPORT PAGE

www.avenue18.com/support

Get our free support documents (pdf) and guides covering a variety of topics.
Links to installing LASTPASS are on the Avenue18.com home page.

- ~ Need Help? Call for assistance with LASTPASS.
- ~ Avenue 18 Computer Support can be reached at
- ~ 310 829-3129 Mon-Sat, 9am-9PM PST

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