**Instructions for using Password Keeper**

**\*\*\*Login\*\*\***

Default username is "admin"

Default password is "password"

Both the username and password are case-sensitive and should not have any spaces before or after them.

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**\*\*\*Export\*\*\***

When exporting a file, you have the options of saving it in different formats, but you can only import it if it’s saved as a “CSV” file.

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**\*\*\*Import\*\*\***

If you are going to import a file, it should be in the proper table format of “AccountName, UserName, Password, Notes” as your headers. Then you can list your account name, username, password and notes beneath these.

If not in this format a “Invalid Format” error will occur.

Also, make sure you file is a “CSV” with the .csv extension or you will get a "Selected File is Invalid, Please Select valid csv file!" error.

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**\*\*\*Refresh Button\*\*\***

 Click this button whenever you want to refresh your account details on the Master Screen or the Export form.