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**SOP- Password Sharing- Systems Vault**

**PREREQUISITES**

[SOP MASTER - Team Member Onboarding & Offboarding - Systems Vault](https://docs.google.com/document/d/1HqV60Qly2Z54F19tthCtv7EV7rQrT-ziHlrEgWp2q3c/edit?usp=sharing)

[Lastpass Chrome Extension](https://chrome.google.com/webstore/detail/lastpass-free-password-ma/hdokiejnpimakedhajhdlcegeplioahd)

[Lastpass](https://www.lastpass.com/)

**PURPOSE**

All passwords for the SN company are stored securely and encrypted in [Lastpass](https://www.lastpass.com/).

**POLICY**

All team members access SN passwords through [Lastpass](https://www.lastpass.com/) via accounts created with their @sarahnoked.com email addresses. Never save passwords anywhere else.

All passwords are securely shared with team and contractors via Lastpass

Respective [Lastpass](https://www.lastpass.com/) access is shared as part of [SOP- Team Member Onboarding- Systems Vault](https://docs.google.com/document/d/1MdXskPiWmZgjGFVjUmPW5DfYeqyMuW9UyrgDGae3ltg/edit?usp=sharing)

Best practices for using Lastpass are via the [Lastpass Chrome Extension](https://chrome.google.com/webstore/detail/lastpass-free-password-ma/hdokiejnpimakedhajhdlcegeplioahd)

**PARTY**

Online Business Manager

**PROPERTY**

Online Business Manager

**PROCESS**

Part 1: Sharing Lastpass Folders with Team and Contractors

Part 2: Removing Lastpass Folder Access with Team and Contractors

**PROCEDURE**

**Part 1: Sharing Lastpass Folders with Team and Contractors**

1. Login to [passwords@sarahnoked.com](mailto:passwords@sarahnoked.com) Lastpass account with the master password
2. Navigate to the “Sharing Center”
3. Click “Manage” when hovering over the folder you want to share
4. Invite user
5. Save

**Part 2: Removing Lastpass Folder Access with Team and Contractors**

1. Login to [passwords@sarahnoked.com](mailto:passwords@sarahnoked.com) Lastpass account with the master password
2. Navigate to the “Sharing Center”
3. Click “Manage” when hovering over the folder you want to share
4. Remove User
5. Save

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**Department:** Growth

**Date:**

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