

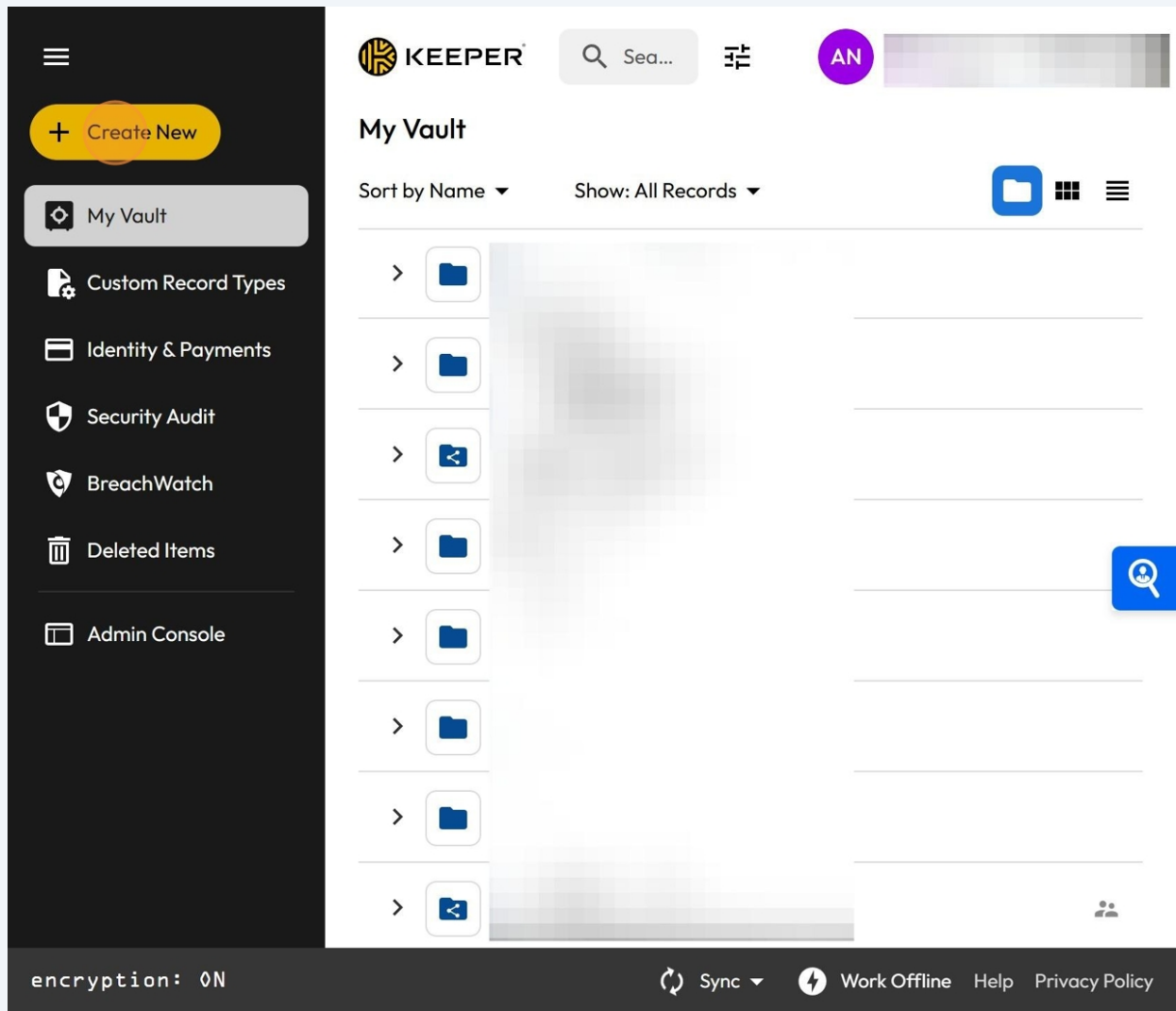
# Create Temporary Self-Destructing Login Credentials



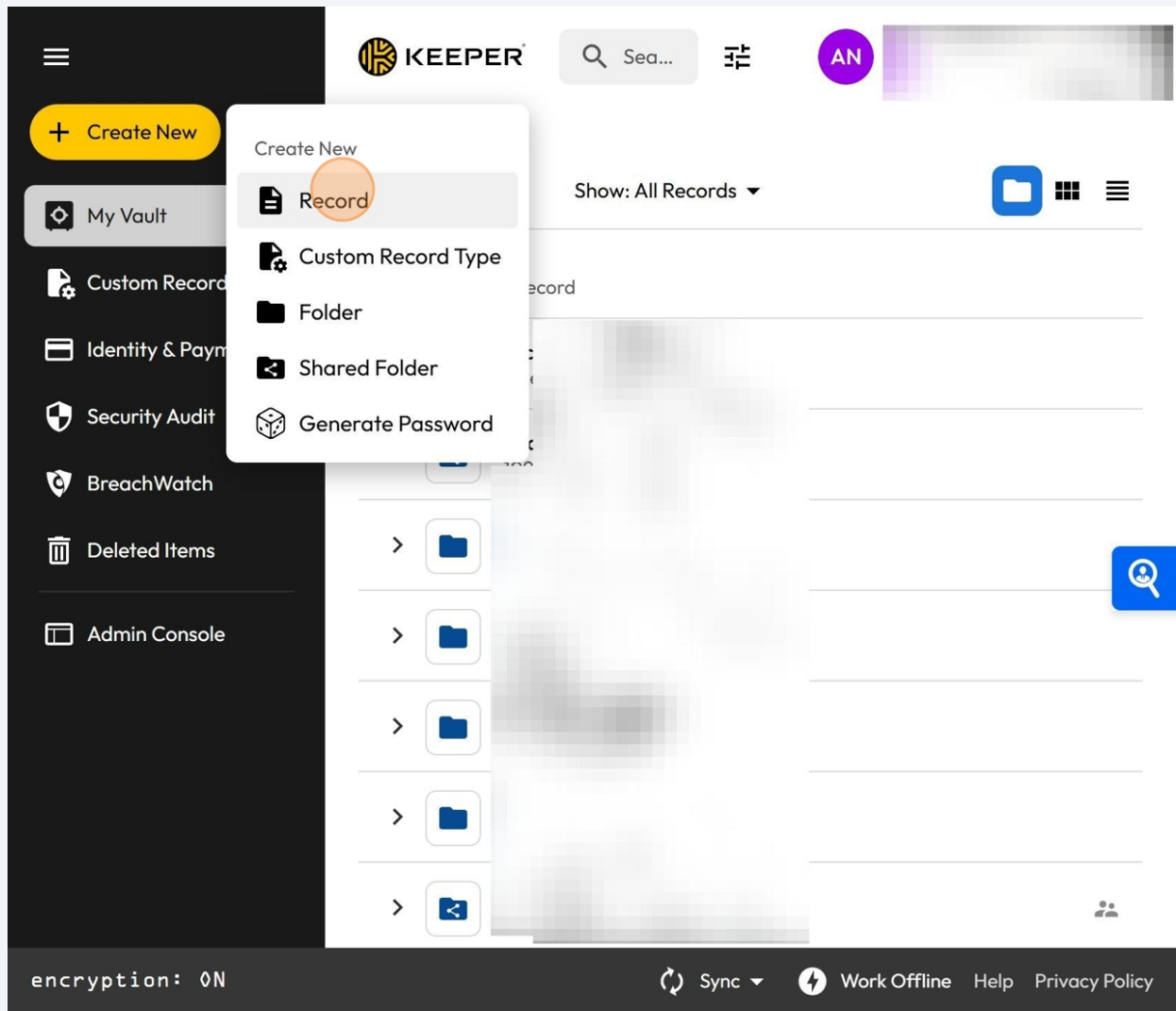
1

Navigate to <https://keepersecurity.com/vault/>

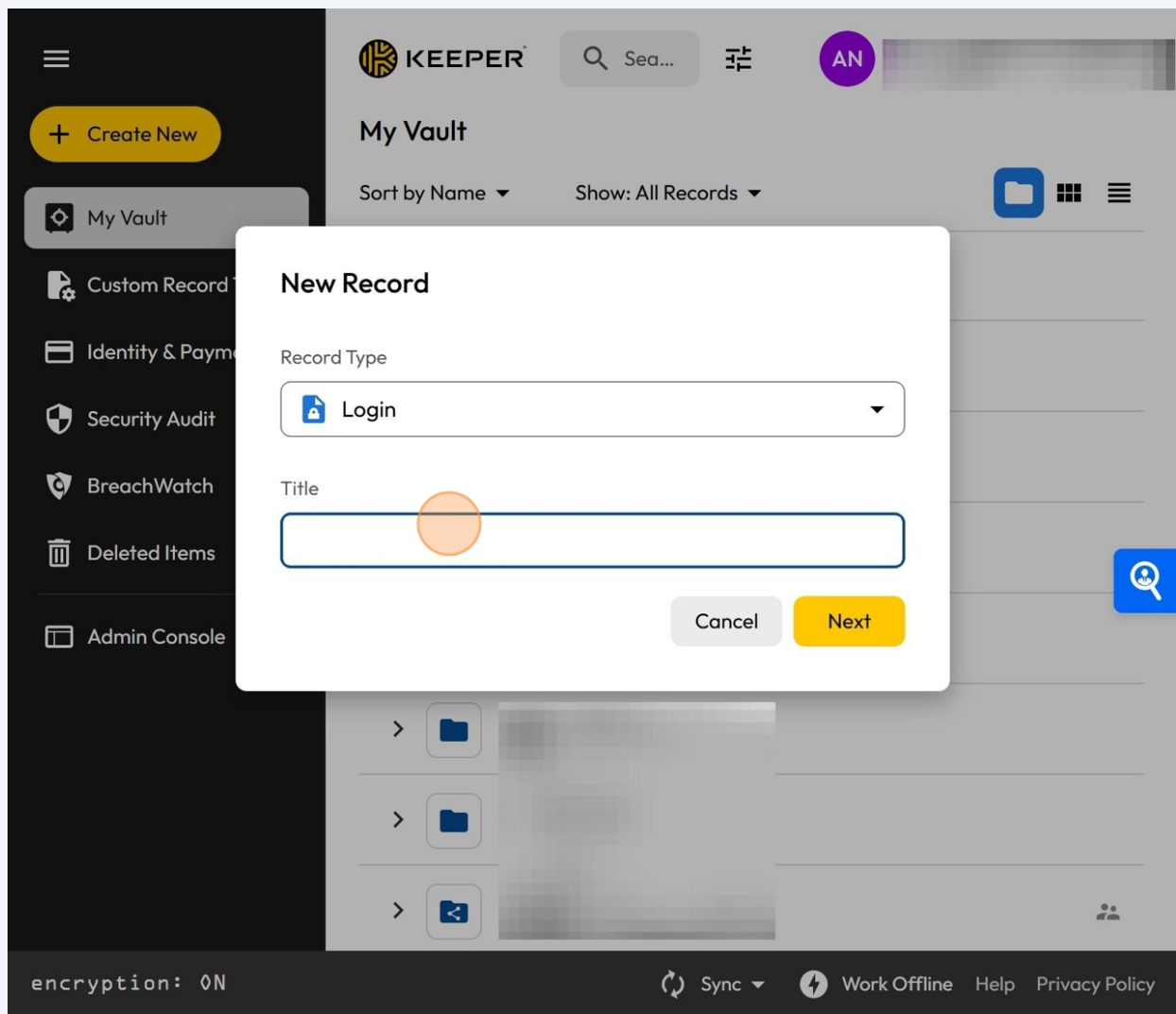
## 2 Click "Create NewCreate New"



### 3 Click "Record"

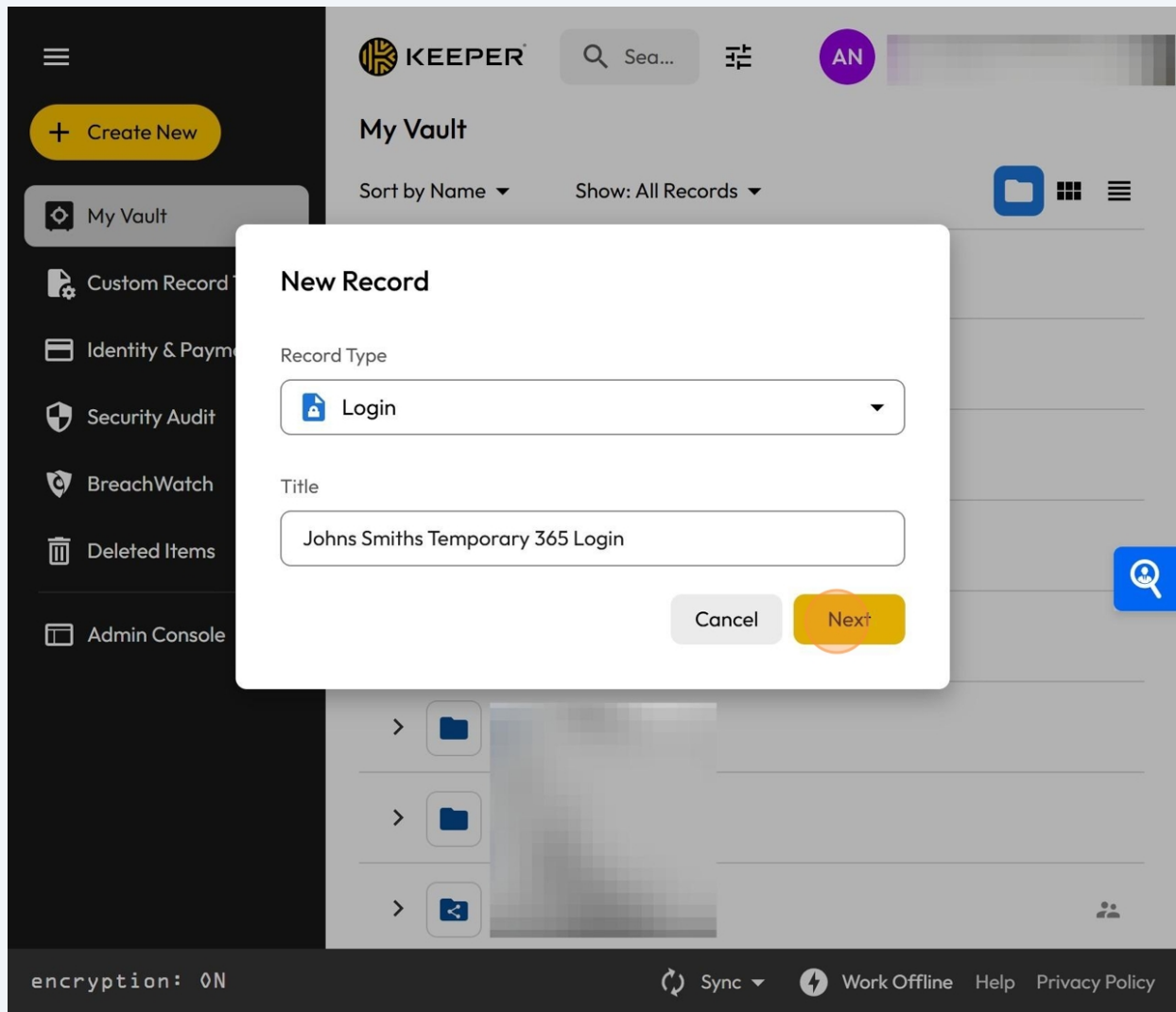


4 Click this text field.



5 Enter a title for the record

6 Click "Next"



7 Click the "Type or generate password" field.

The screenshot shows the Keeper application interface. On the left is a dark sidebar with navigation options: 'Create New' (yellow button), 'My Vault' (selected), 'Custom Record Types', 'Identity & Payments', 'Security Audit', 'BreachWatch', 'Deleted Items', and 'Admin Console'. The main area displays a form for adding a new record. The form has a title 'Johns Smiths Temporary 365 Login' and fields for 'Login' (Email or Username), 'Password' (with a 'Type or generate password' prompt and an eye icon), 'Password Strength', and 'Website Address' (https://). Below the form are three buttons: 'Add Attachments', 'Add Two-Factor Code', and 'Add Custom Field'. The bottom status bar shows 'encryption: ON', 'Sync', 'Work Offline', 'Help', and 'Privacy Policy'. An orange circle highlights the 'Type or generate password' text in the Password field.

8 Click the "Type or generate password" field.

The screenshot shows the Keeper application interface. On the left is a dark sidebar with navigation options: 'Create New' (yellow button), 'My Vault' (selected), 'Custom Record Types', 'Identity & Payments', 'Security Audit', 'BreachWatch', 'Deleted Items', and 'Admin Console'. The main area displays a form for adding a new record. The form has a title 'Johns Smiths Temporary 365 Login' and fields for 'Login' (Email or Username), 'Password' (with a 'Type or generate password' prompt and an eye icon), 'Password Strength', and 'Website Address' (https://). Below these fields are three options: 'Add Attachments', 'Add Two-Factor Code', and 'Add Custom Field'. The bottom of the screen shows a status bar with 'encryption: ON', 'Sync', 'Work Offline', 'Help', and 'Privacy Policy'.

KEEPER

Search...

AN

Sort by

Cancel Save

Johns Smiths Temporary 365 Login

Login

Email or Username

Password

Type or generate password

Password Strength

Website Address

https://

Add Attachments

Add Two-Factor Code ?

Add Custom Field

encryption: ON

Sync Work Offline Help Privacy Policy

9

Right-click the "Type or generate password" field. Paste the password provided in the new employee support ticket

The screenshot shows the Keeper mobile app interface. On the left is a dark sidebar with navigation options: "Create New", "My Vault", "Custom Record Types", "Identity & Payments", "Security Audit", "BreachWatch", "Deleted Items", and "Admin Console". The main area displays a form for adding a new record. The form has a title field containing "Johns Smiths Temporary 365 Login". Below the title are fields for "Login" (containing "Email or Username") and "Password" (containing "Type or generate password"). The "Password" field is highlighted with an orange circle. To the right of the password field is a toggle for "Password Strength" and a "Website Address" field containing "https://". At the bottom of the form are three buttons: "Add Attachments", "Add Two-Factor Code", and "Add Custom Field". The top of the app shows the Keeper logo, a search bar, and a user profile icon labeled "AN". The bottom of the app shows a status bar with "encryption: ON", a "Sync" button, and "Work Offline" status.

Keeper

Search

AN

Sort by

Cancel Save

Johns Smiths Temporary 365 Login

Login

Email or Username

Password

Type or generate password

Password Strength

Website Address

https://

Add Attachments

Add Two-Factor Code

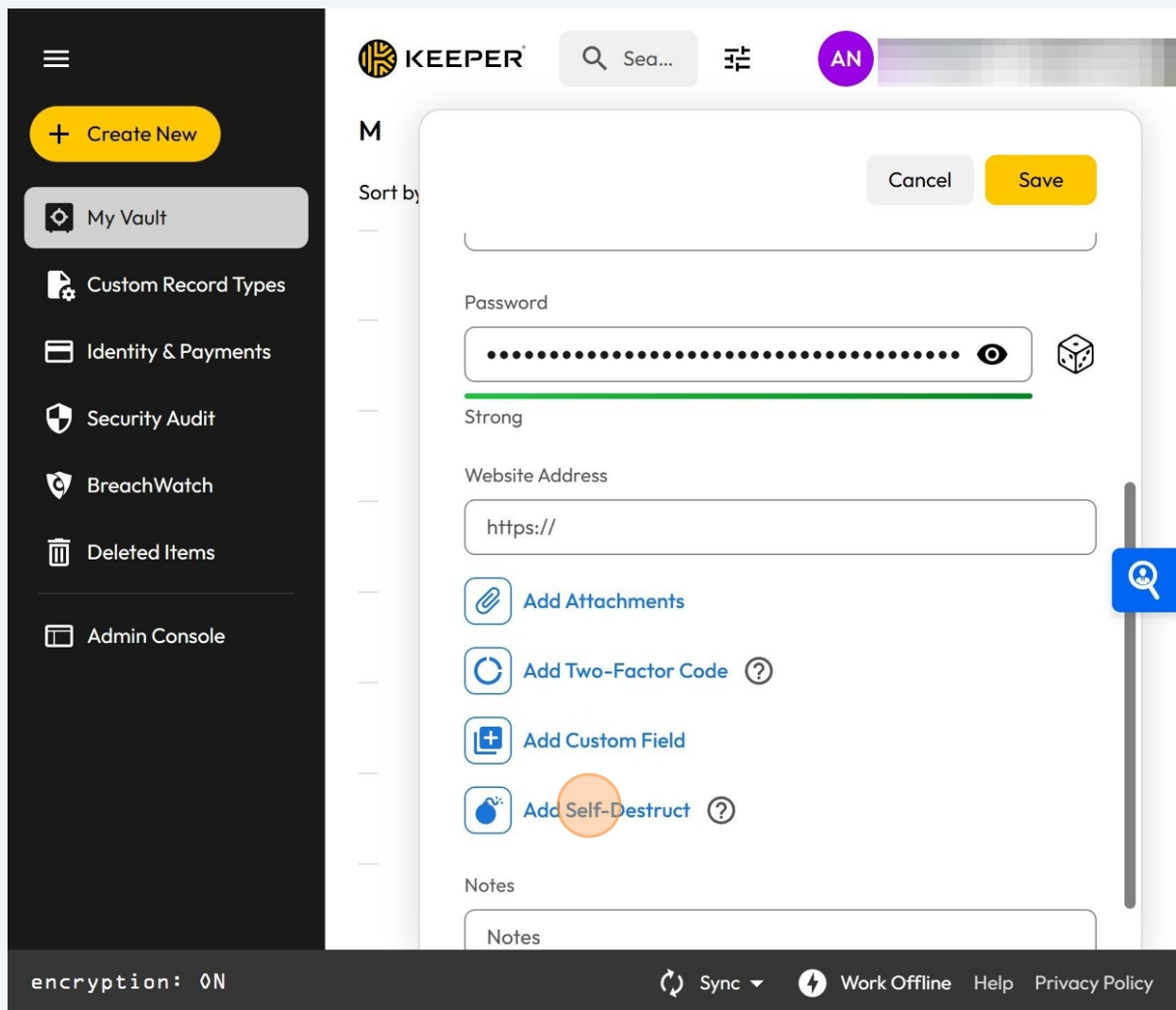
Add Custom Field

encryption: ON

Sync Work Offline Help Privacy Policy



10 Click "Add Self-Destruct"



11 Click "1 week"

The screenshot displays the Keeper application interface. On the left is a dark sidebar with navigation options: 'Create New', 'My Vault', 'Custom Record Types', 'Identity & Payments', 'Security Audit', 'BreachWatch', 'Deleted Items', and 'Admin Console'. The main area shows a 'New Record' form. At the top of the form are 'Cancel' and 'Save & Share' buttons. Below these is a strength indicator showing a full green bar and the word 'Strong'. The 'Website Address' field contains 'https://'. There are three options to add more information: 'Add Attachments', 'Add Two-Factor Code', and 'Add Custom Field'. The 'Link Expires In' dropdown menu is open, with '1 week' selected and highlighted by an orange circle. Below this is a 'Notes' text area. At the bottom of the screen is a status bar with 'encryption: ON', a 'Sync' button, a 'Work Offline' button, and links to 'Help' and 'Privacy Policy'.

KEEPER

Search...

AN

Sort by

Cancel Save & Share

Strong

Website Address

https://

Add Attachments

Add Two-Factor Code ?

Add Custom Field

Link Expires In:

1 week

Notes

Notes

encryption: ON

Sync Work Offline Help Privacy Policy

12 Click here.

The screenshot displays the Keeper application interface. On the left is a dark sidebar with navigation options: a menu icon, a yellow 'Create New' button, and a list of vaults including 'My Vault', 'Custom Record Types', 'Identity & Payments', 'Security Audit', 'BreachWatch', 'Deleted Items', and 'Admin Console'. The main area shows a 'Keeper' record with a strength indicator (a green bar labeled 'Strong'), a 'Website Address' field containing 'https://', and a 'Notes' field. A sharing menu is open over the 'Website Address' field, listing options: '1 hour', '24 hours' (highlighted with an orange circle), '1 week', '30 days', '90 days', and 'Custom date and time'. Below the menu is a dropdown currently set to '1 week' and a trash icon. At the top right of the record view are 'Cancel' and 'Save & Share' buttons. The bottom of the app features a dark status bar with 'encryption: ON', a 'Sync' button, a 'Work Offline' indicator, and links for 'Help' and 'Privacy Policy'.

### 13 Click "Save & Share"

The screenshot displays the Keeper application interface. On the left is a dark sidebar with navigation options: 'Create New' (highlighted in yellow), 'My Vault', 'Custom Record Types', 'Identity & Payments', 'Security Audit', 'BreachWatch', 'Deleted Items', and 'Admin Console'. The main area shows a 'Save & Share' modal dialog. At the top of the dialog are 'Cancel' and 'Save & Share' buttons. Below is a password field with a strength indicator labeled 'Strong'. The 'Website Address' field contains 'https://'. There are three options: 'Add Attachments', 'Add Two-Factor Code' (with a help icon), and 'Add Custom Field'. The 'Link Expires In' dropdown is set to '24 hours'. A 'Notes' field is at the bottom. The bottom status bar shows 'encryption: ON', 'Sync', 'Work Offline', 'Help', and 'Privacy Policy'.

KEEPER

Search...

AN

Sort by

Cancel Save & Share

Strong

Website Address

https://

Add Attachments

Add Two-Factor Code ?

Add Custom Field

Link Expires In:

24 hours

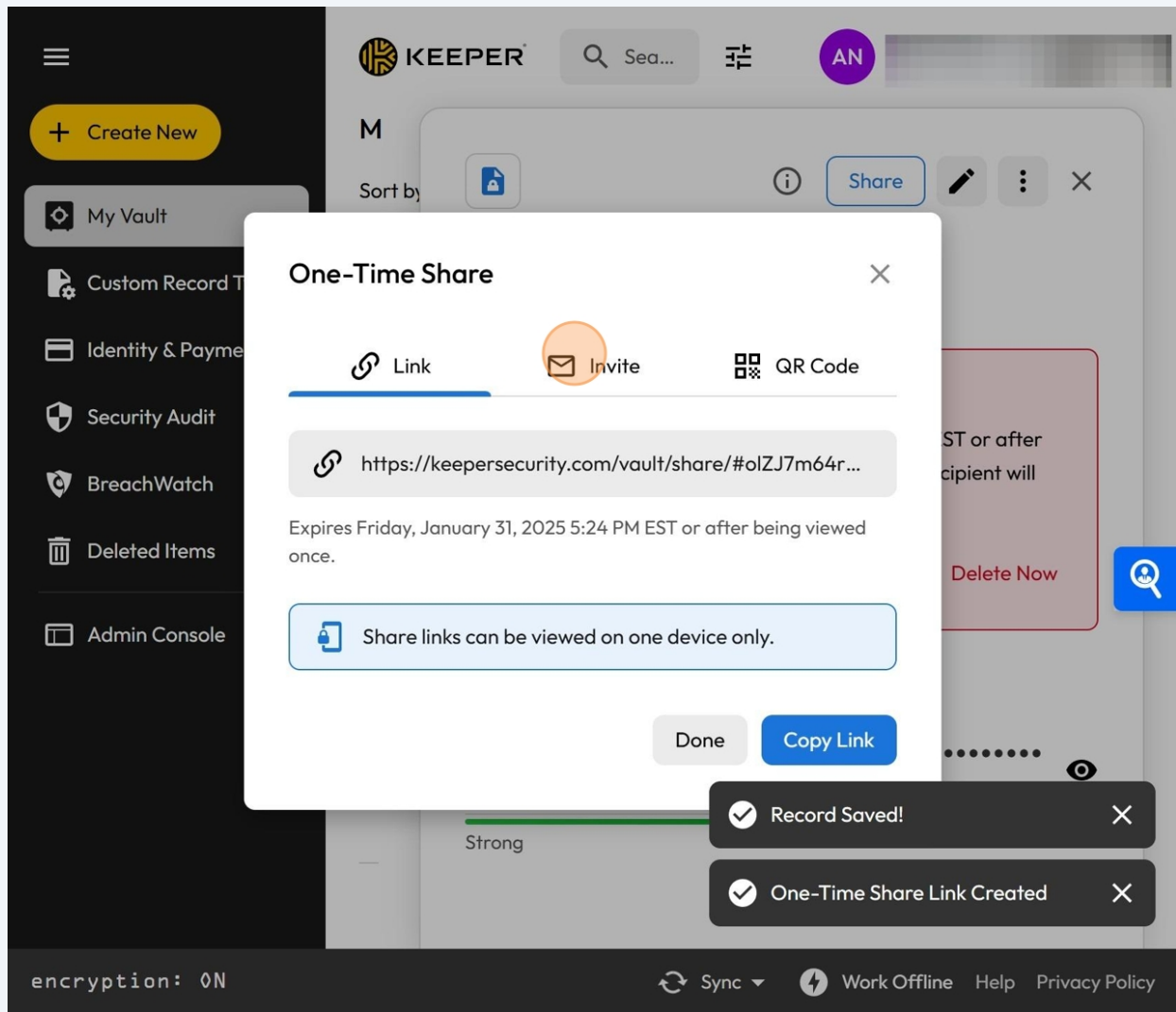
Notes

Notes

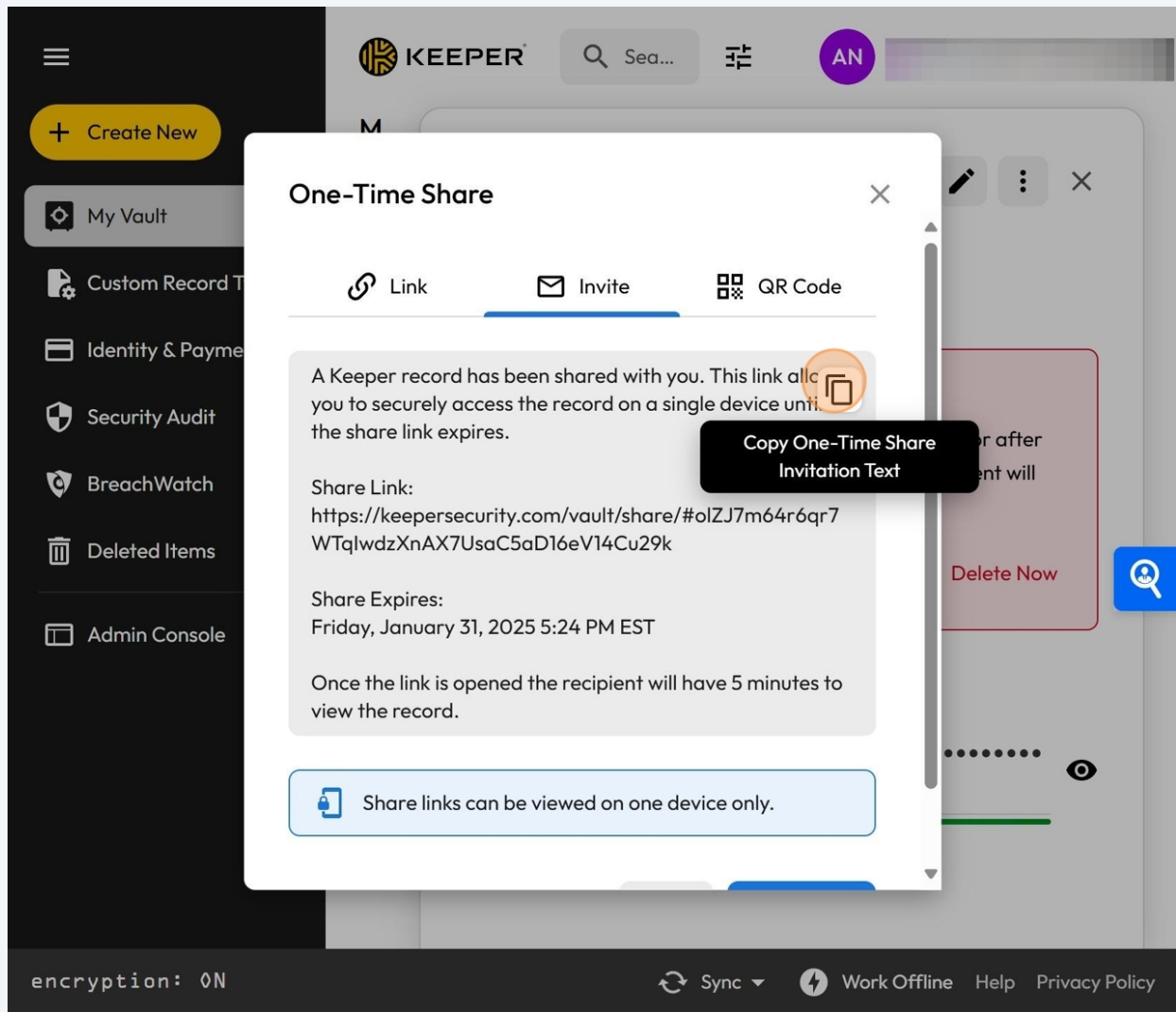
encryption: ON

Sync Work Offline Help Privacy Policy

14 Click here.



15 Click this icon.



## 16 Click "Done"

