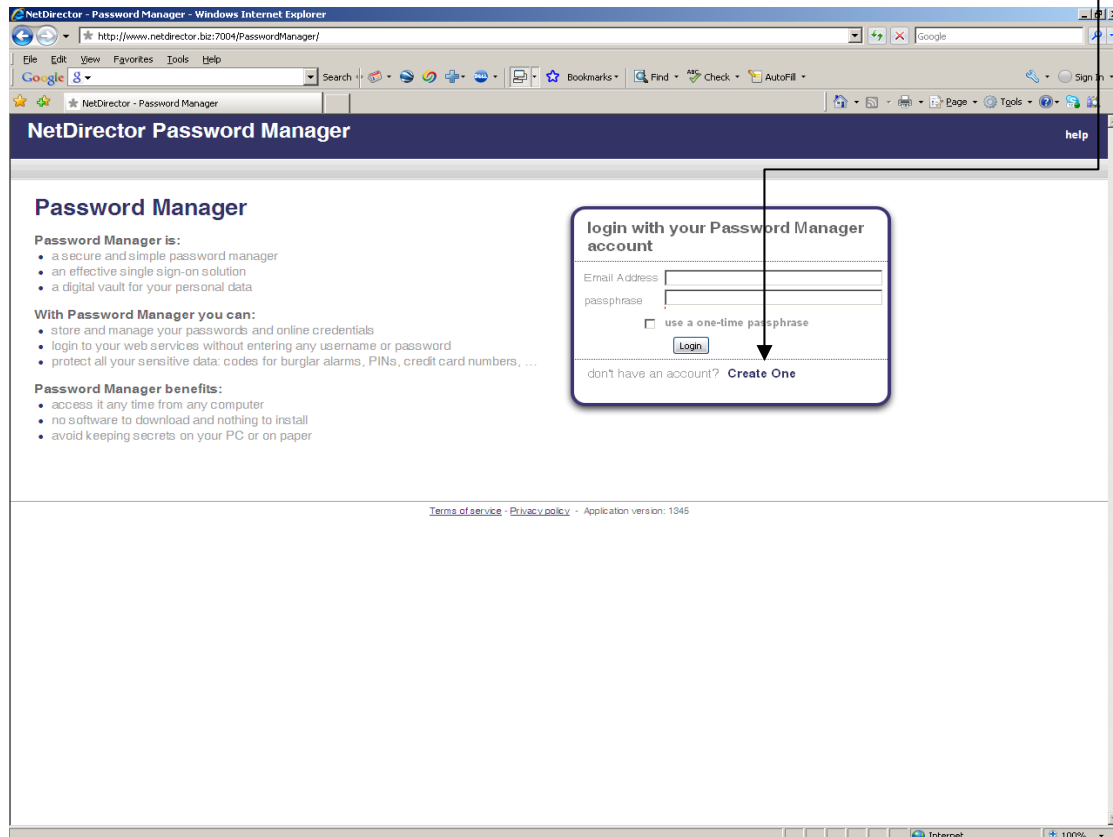


NetDirector Password Manager Setup Tutorial

Getting Started

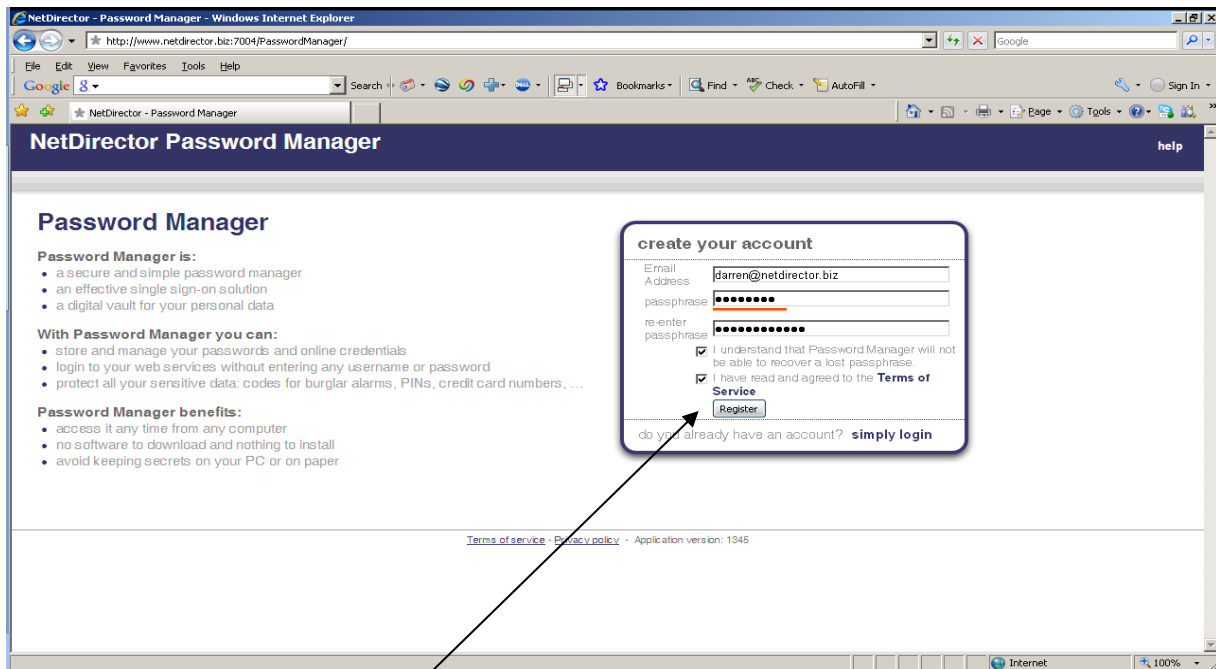
To begin setting up your account first go to <http://www.netdirector.biz:10002/PasswordManager>
On the main screen there will be a link “don't have an account? Create One. Click the “Create One”



Type in your email address at your firm and select a passphrase. **IMPORTANT!!!!** This passphrase is your password and is stored in encrypted data so it is irretrievable. Please write down what your passphrase is for reference.

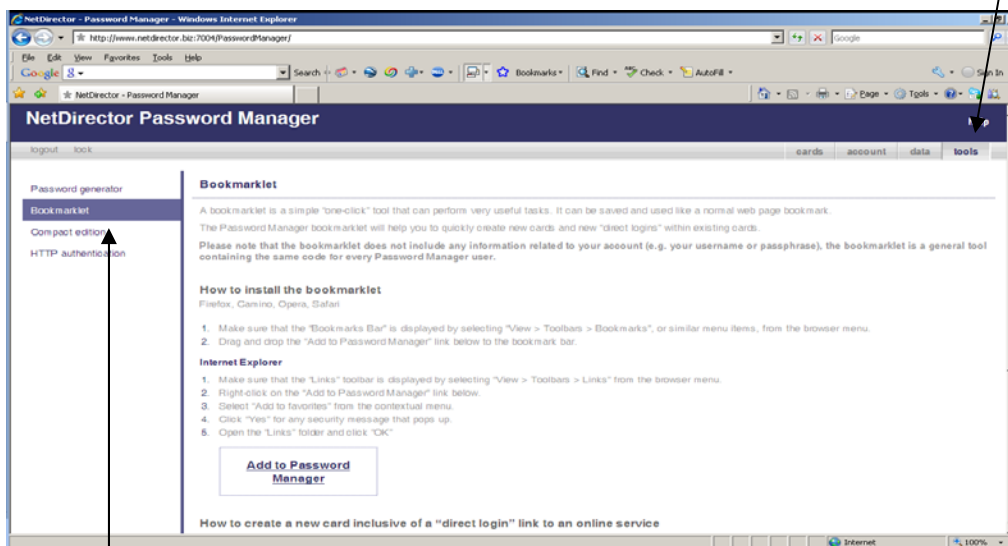
Check the boxes “I understand that Password Manager will not be able to recover a lost passphrase” and “I have read and agreed to the Terms of Service”.

Setup Tutorial



Next, click the Register button

Once logged in you will be on the main page of Password Manager. From this page you can create, maintain and log in to all of your Web sites. For clarity, each website you wish to log into will have a "card". You can think of a card as a place to store your credentials, URL, and any other information needed to log into a Web site. NetDirector has created card templates for the main vendors and several others. However, we suggest that you add the bookmarklet (a required step to add sites that NetDirector has not created templates for.) to your favorites first before adding any cards. To add the bookmarklet simply click the "tools" button on the upper right hand side.

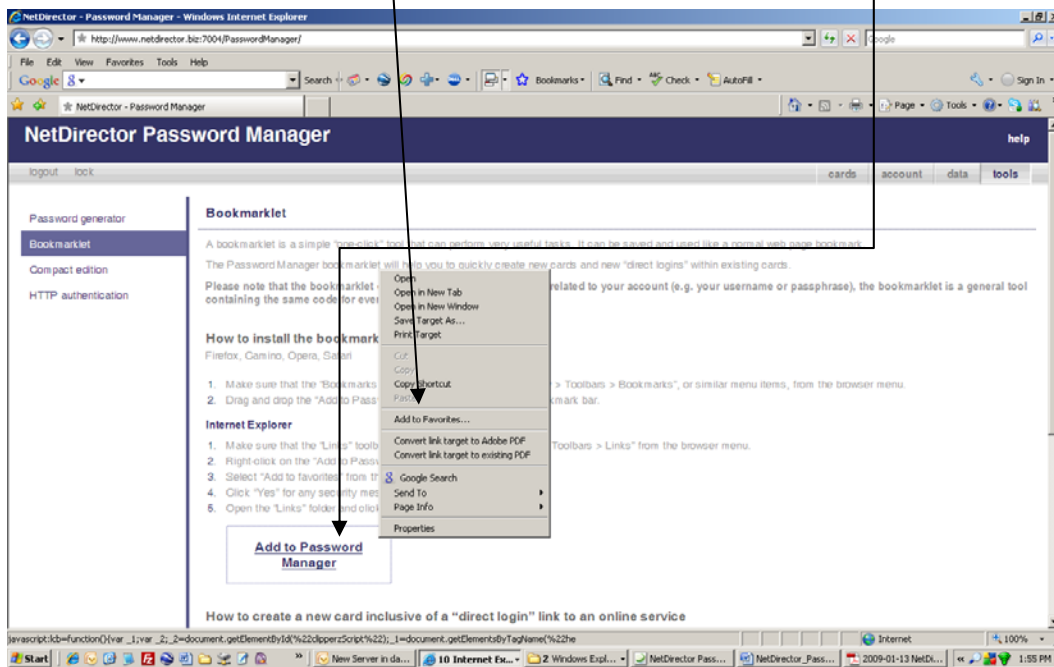


On the left you can then select "Bookmarklet"

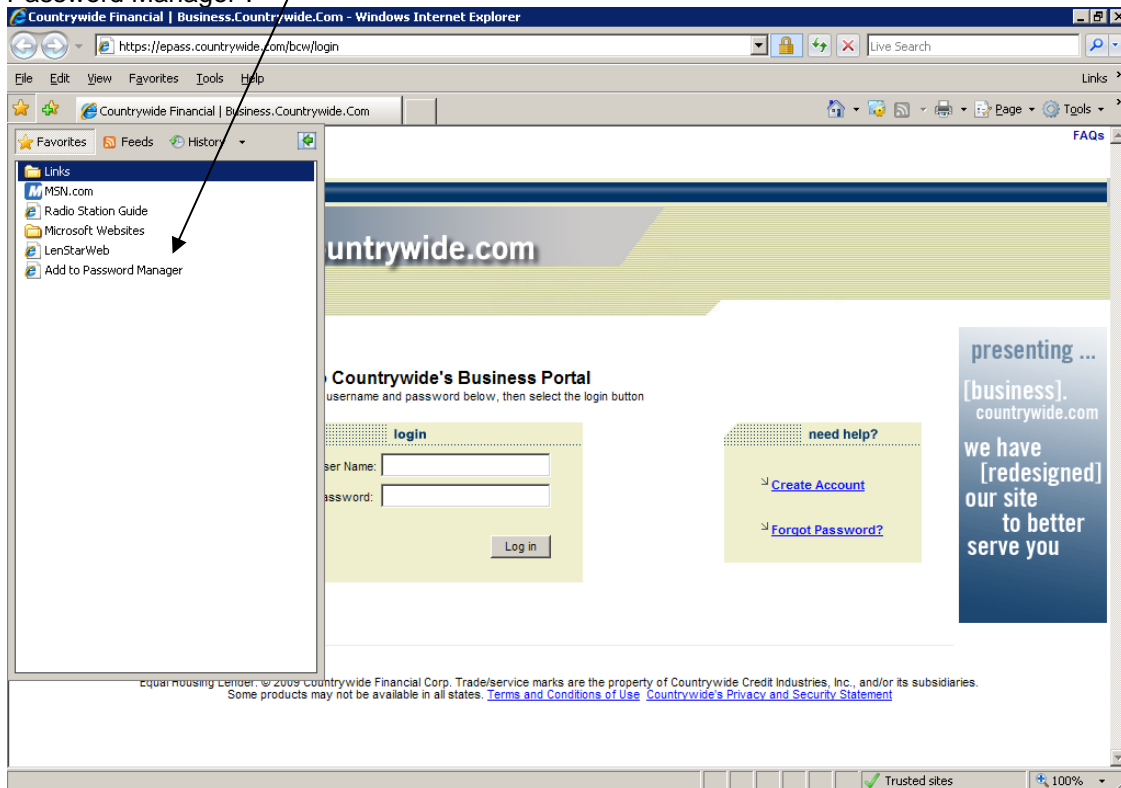
Setup Tutorial



If you are using Internet Explorer as your default web browser then RIGHT click on the icon "Add to Password Manager" and select "Add to Favorites"



Click "yes" if you receive any security message that may pop up. This creates a Favorite called "Add to Password Manager".



Setup Tutorial

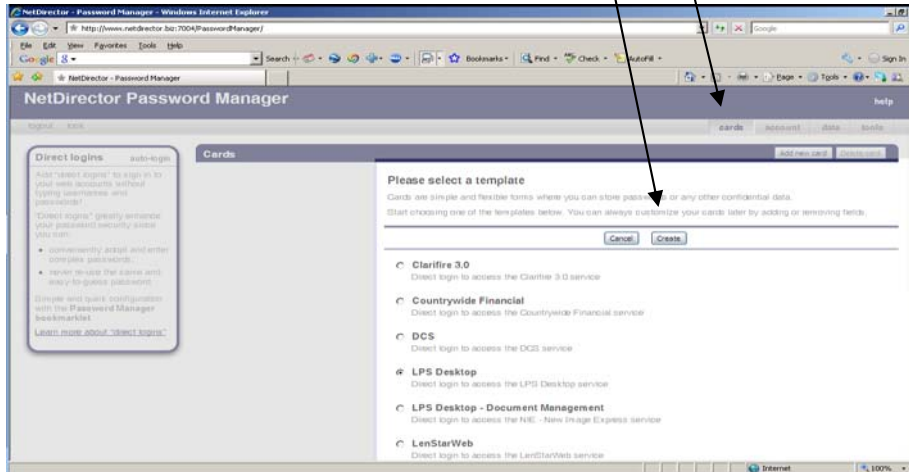


Creating Cards

To get back to the main screen click “cards” on the Password Manager Toolbar

Next click on “Add new card”

As stated earlier NetDirector has created templates for most of the Vendors so simply click the radio button of the template you want to use and select “Create”.



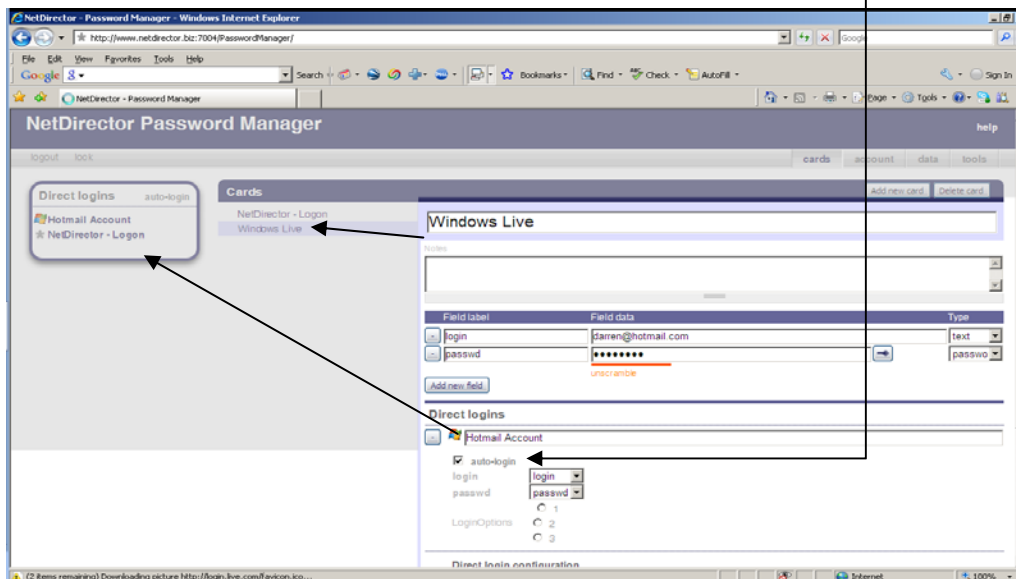
Fill in your Username, Password and Company (some credentials change per vendor).

There are 2 boxes where you can change the name of the card.

1. The top box is for the Card name which will appear under the card section.
2. The Direct Login box shows in the Direct Login box on the left.

One other box is the Auto-Login. If you check the box, this Web site will launch when you click the auto-login button. In other words, all sites with this enabled will automatically come up when you log into Password Manager and select Auto-Login.

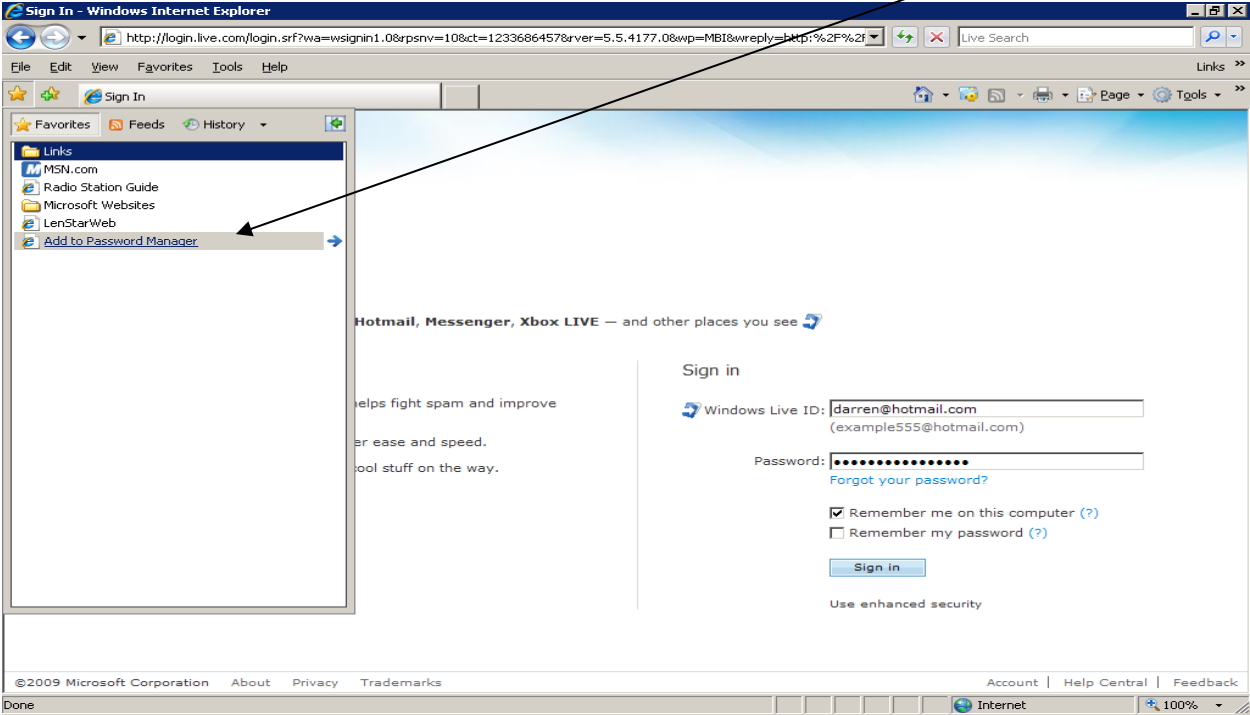
Once you have entered your information select “Save”



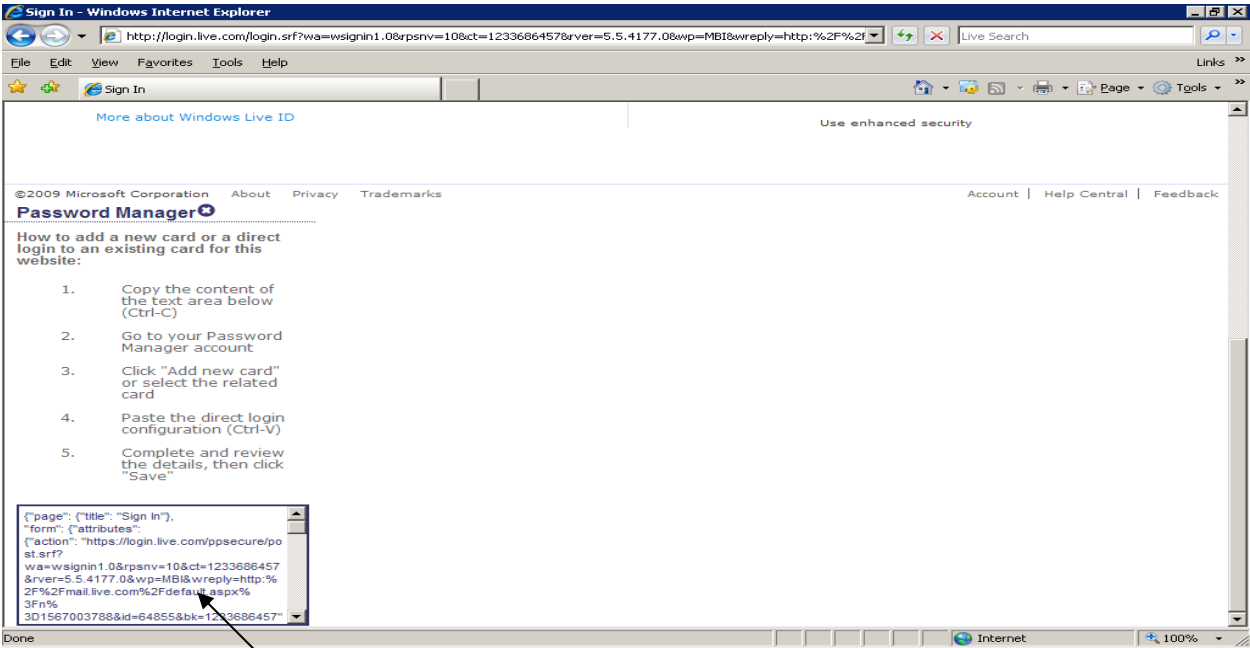
Setup Tutorial



If you are going to create a card for a website not predefined you will need to go to the website type in your credentials but **DO NOT** log in. Go to your favorites and select "Add to Password Manager"



Once you select "Add to Password Manager" a small box will appear in the lower left hand side of the screen. You will want to copy this information and paste it into the box below the Direct Login selection within Password Manager

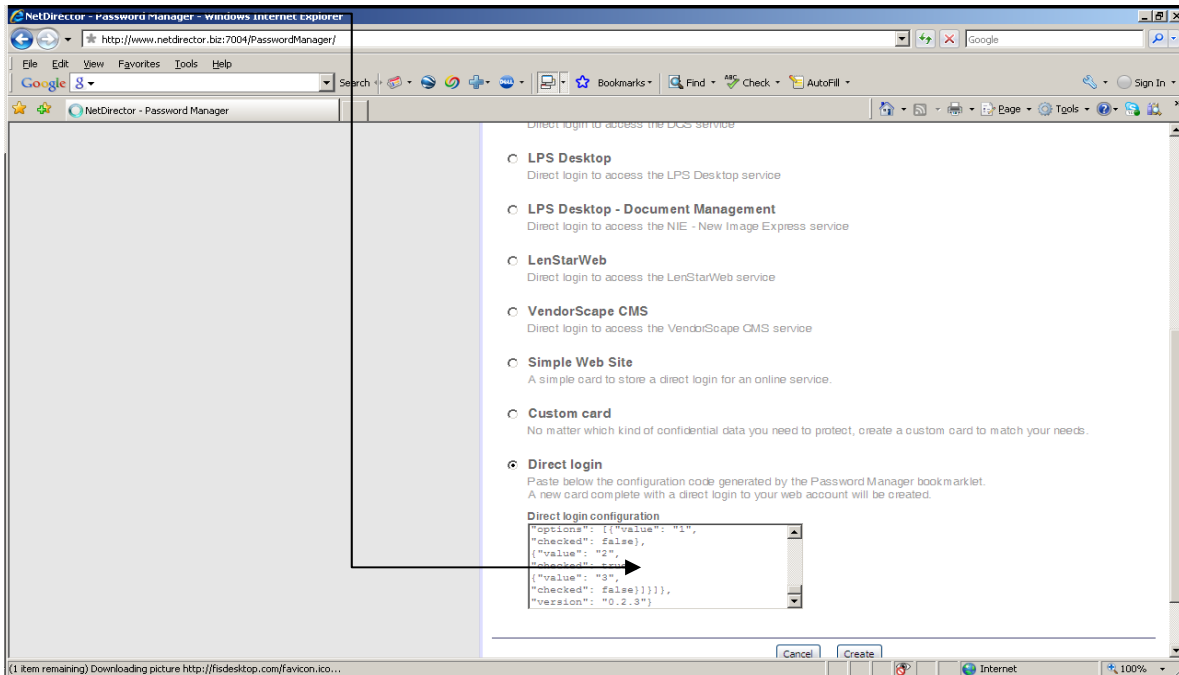


Copy from website and

Setup Tutorial



Paste into Password Manager



Don't forget to add the names you wish to appear in both the Direct Login section and Cards Section and select Auto – Login if you wish.

Once you have created all of your cards they will appear in the Direct Logins box on the upper left hand side. You can launch them individually by clicking on them or select auto-login and launch all websites.

