



Passwords User Guide

***for
Webroot SecureAnywhere Complete***

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Webroot SecureAnywhere Passwords User Guide

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1: Getting Started with Passwords

With your purchase of the *Complete* edition of Webroot® SecureAnywhere™, you can use the Password Manager to automatically remember your user names and passwords, automatically fill in web forms, and create a secure password for all your website transactions. You never need to remember multiple login names and passwords again.

To keep your data safe from hackers, the Password Manager encrypts all your login and password data on your local computer. Webroot uses the same encryption method employed by the US Government for Top Secret data. The encrypted data is meaningless to Webroot and to anyone else without the decryption key. This key is stored on your own computer and is created from your email address and master password. Your personal data is never sent over the Internet and is never stored on Webroot servers.

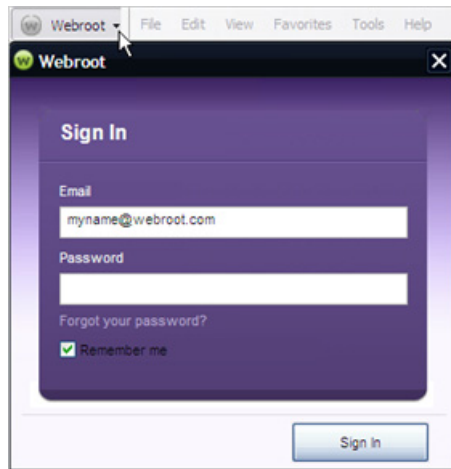
To get started with password management, see the following topics:

- ▶ [Using the Password Manager](#) page 2
- ▶ [Configuring the Password Manager](#) page 3
- ▶ [Accessing Password Manager functions](#) page 5
- ▶ [Using other browsers](#) page 9
- ▶ [Importing passwords from other applications](#) page 10

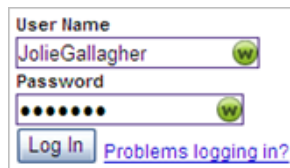
Using the Password Manager

You can use the Password Manager to do the following:

- **Store login credentials and automatically log in to websites.** After the Password Manager downloads (see [“Configuring the Password Manager”](#) on page 3), a Webroot icon appears in the toolbar of your Internet Explorer or Firefox browsers. Click on the icon to open the Sign In dialog and log in to your SecureAnywhere account.



When you are logged in, the Password Manager detects any information you enter in login fields and prompts you to save the data for future use. Later, when you open that website again, the Password Manager can populate the fields or log in automatically. The Webroot icon appears at the end of the fields to indicate that the login information is stored in the Password Manager. For further instructions, see [Chapter 2, “Storing and Using Passwords”](#) on page 11.




- **Store personal data and automatically fill fields in web forms.** The Password Manager can also populate web forms with personal information that you commonly enter in fields, including your name, address, and credit card information. For example, you may want to create a personal profile with all your contact information, and also several different profiles for each credit card you use for Internet shopping. Then you can use a personal profile to automatically fill in your name and address in the fields, and another profile to automatically fill in your credit card information. For further instructions, see [Chapter 3, “Using Form-Fill Profiles”](#) on page 25.
- **Generate secure passwords.** You can use the Password Manager to generate a strong, hack-resistant password for any website. A strong password is difficult to guess and helps protect you from identity theft. You don't need to remember these automatically generated passwords. When you access this web page again, the Password Manager automatically fills in the password field for you. For further instructions, see [“Generating a secure password”](#) on page 21.

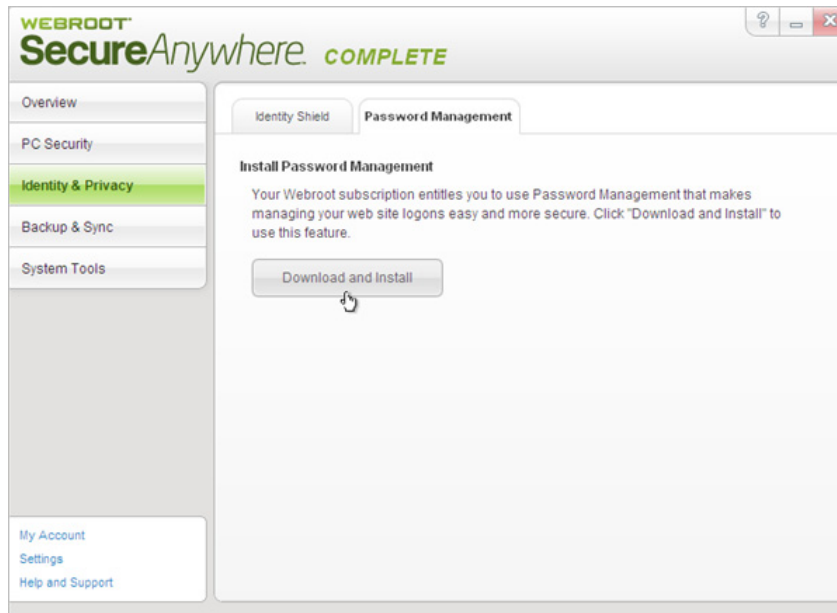
Configuring the Password Manager

You must first configure the Password Manager, as described in this section.

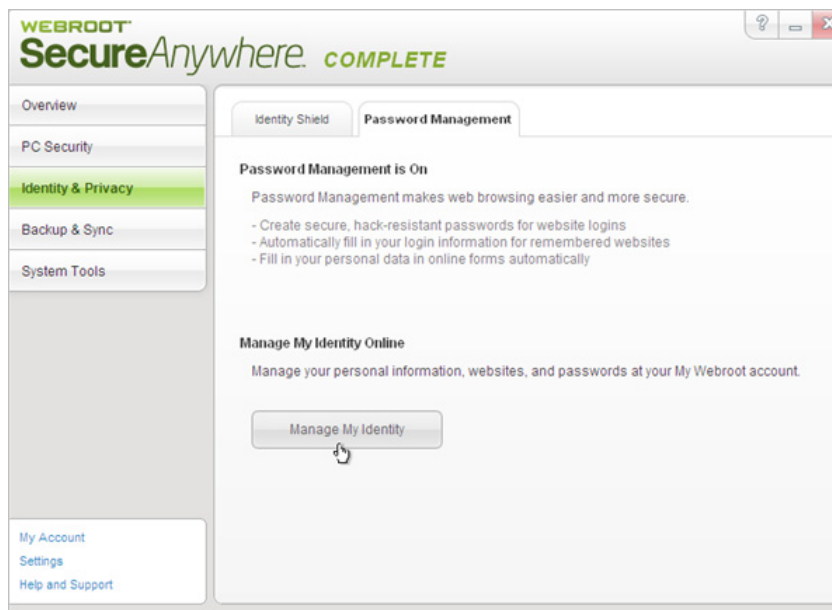
To configure Passwords:

- 1 On each computer with the SecureAnywhere *Complete* edition installed, open the SecureAnywhere main interface (double-click the Webroot icon  in the system tray), click **Identity & Privacy**, then click the **Password Management** tab. If a **Download and Install** button appears, click the button to install the components.

Note: This button may not appear if the Password Manager installed along with the SecureAnywhere installation.



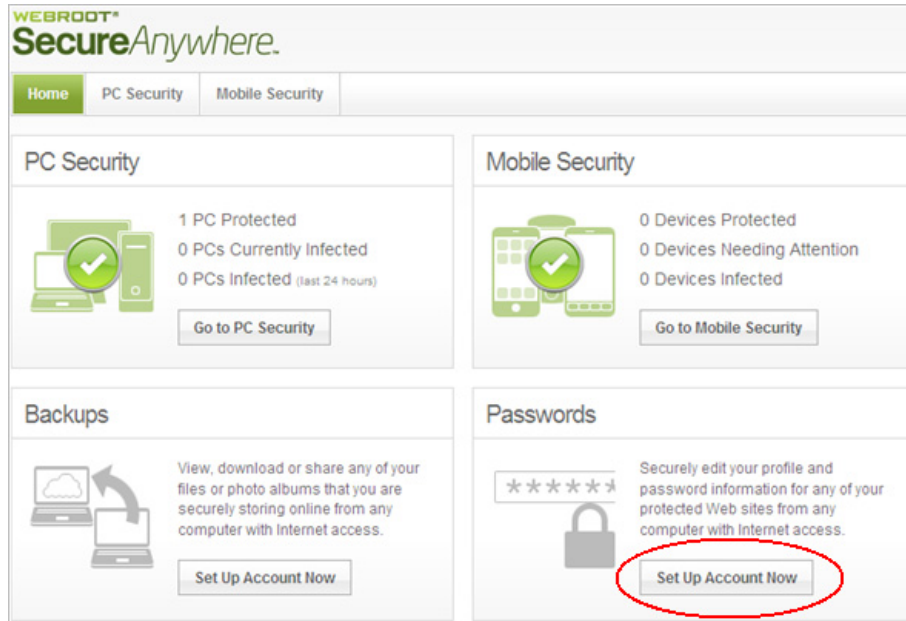
When the download completes, the Password Management panel displays the following:



- 2 Click **Manage My Identity** to open my.webrootanywhere.com.

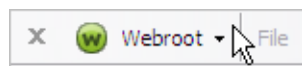
If you have not yet created a SecureAnywhere account, click **Sign up now** in the **Create an Account** panel. For detailed instructions, see the [Help for the SecureAnywhere website](#).

- 3 In my.webrootanywhere.com, click **Set Up Account Now** in the Passwords panel.



Once the Password Manager is downloaded and configured, a Webroot icon appears in the toolbar of your Internet Explorer or Firefox browsers. To access Password Management functions, click on the drop-down arrow and log in to your SecureAnywhere account (use your SecureAnywhere login credentials).

Internet Explorer:



Firefox:



Tip: The Password Manager works mainly with Internet Explorer and Firefox browsers. However, you can use some limited functions with other browsers by using Bookmarklets. See [“Using other browsers”](#) on page 9.

- 4 If desired, you can download Webroot Mobile Complete on up to three mobile devices (Android or Apple). The Mobile Complete package includes a SecureWeb app that keeps you safe online and allows you to use the Password Manager. To download Mobile Complete, follow these instructions: [Downloading SecureAnywhere Mobile Complete](#).

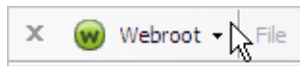
Accessing Password Manager functions

You can access all the Password Manager functions from your browser's toolbar, from your online SecureAnywhere account, and from a mobile device if you installed the SecureWeb app on it.

Accessing passwords from a browser

- 1 Open Internet Explorer or Firefox.
- 2 Log in to your SecureAnywhere account by clicking the Webroot icon in your browser's toolbar.

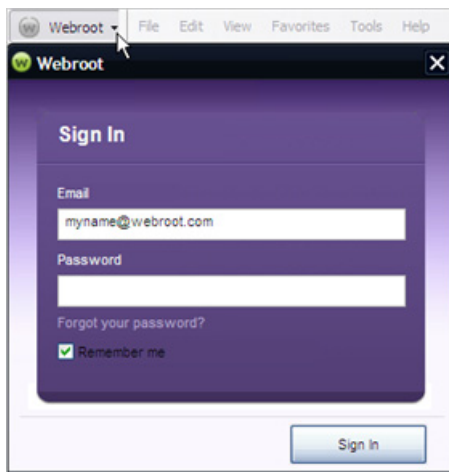
Internet Explorer:



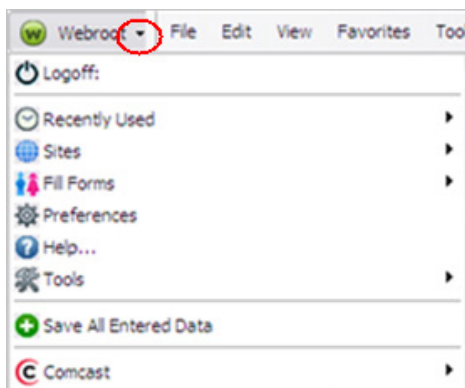
Firefox:



- 3 In the dialog, enter your SecureAnywhere user name and password.



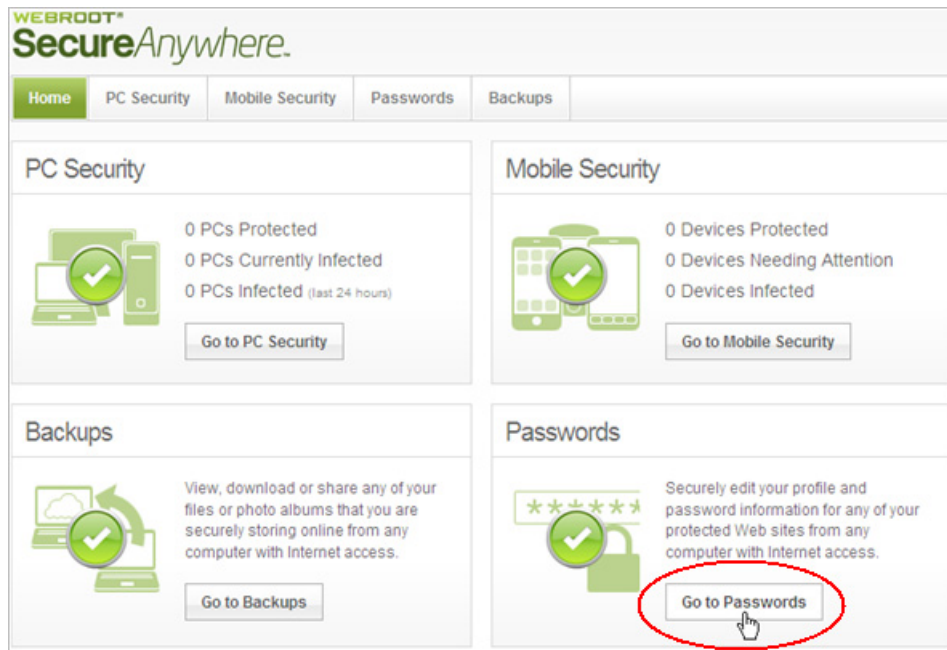
- 4 Click on the drop-down arrow to display the Passwords menu:



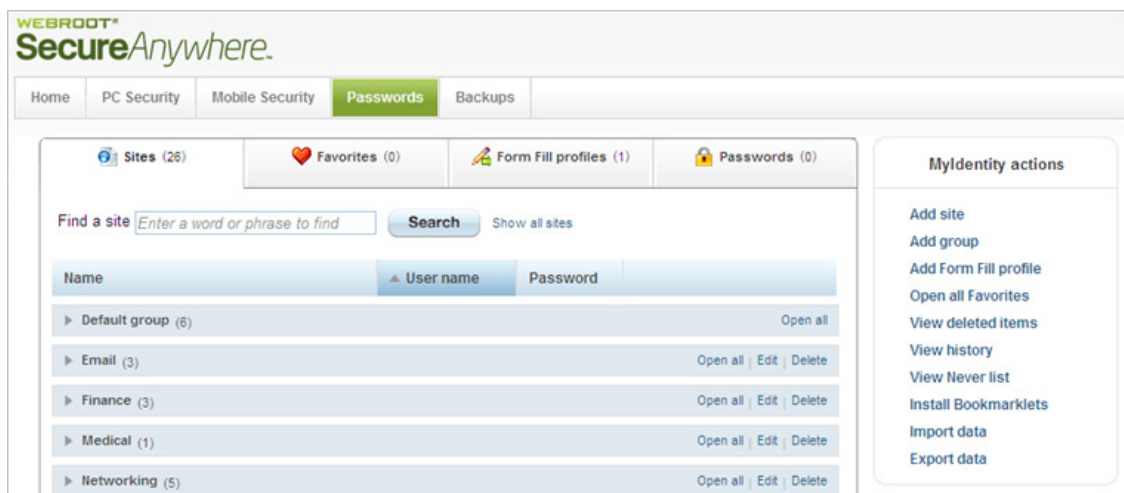
From this menu, you can log in to your sites, fill forms with personal data, save data entered into forms, and set preferences for the Password Manager. For more information, see [“Using the Password Manager toolbar”](#) on page 32.

Accessing passwords from your online account


- 1 Log in to my.webrootanywhere.com.
- 2 Click **Go to Passwords**.

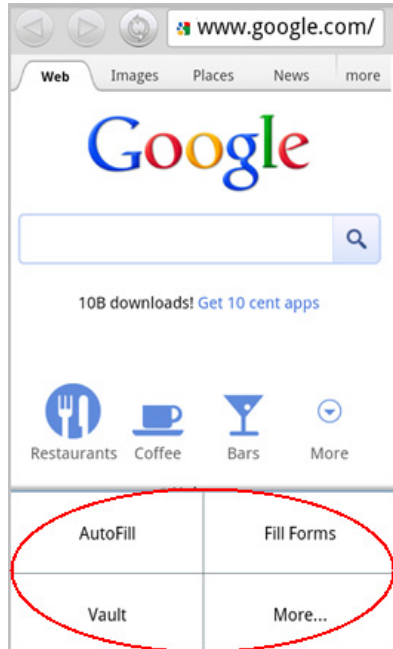


The Passwords page looks similar to the following example. When you begin saving login credentials and organizing them in groups, the definitions appear under the **Sites** tab. For more information, see “[Managing credentials in the Passwords page](#)” on page 34.




Accessing passwords from an Android mobile device

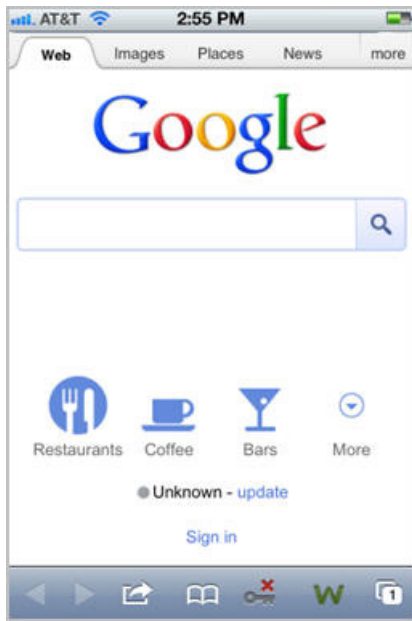
- 1 From the Home panel of your Android phone or tablet, tap the SecureWeb icon: . Webroot's SecureWeb browser opens.
- 2 Tap the **Menu** button on your Android device to display the password management buttons, as shown below.




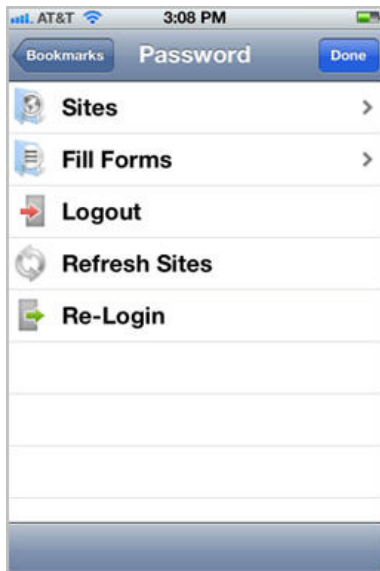
- 3 After you create password-managed sites (as described in [“Storing login credentials”](#) on page 12), you can use the SecureWeb browser to open those websites and automatically populate login fields with your saved credentials. For more information, see [“Logging in to sites from an Android mobile device”](#) on page 19.

Accessing passwords from an Apple mobile device

- 1 From the Home panel of an iPhone, iPad, or iPod, tap the SecureWeb icon: . Webroot's SecureWeb browser opens. The Webroot toolbar appears at the bottom of the screen.



- 2 Log in to password management by tapping the key icon in the SecureWeb toolbar: . Enter your SecureAnywhere user name and password.
When SecureWeb validates your Webroot credentials, a green checkmark appears above the key icon.
- 3 Tap the key icon again to open the Password sheet, which is shown in the following example.



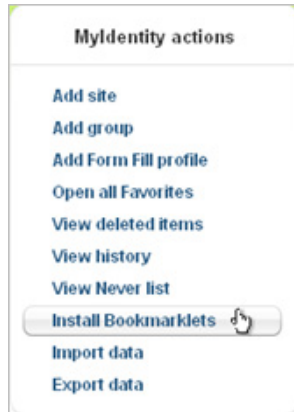
- 4 After you create password-managed sites (as described in [“Storing login credentials”](#) on page 12), you can use the SecureWeb browser to open those websites and automatically populate login fields with your saved credentials. For more information, see [“Logging in to sites from an Apple mobile device”](#) on page 20.

Using other browsers

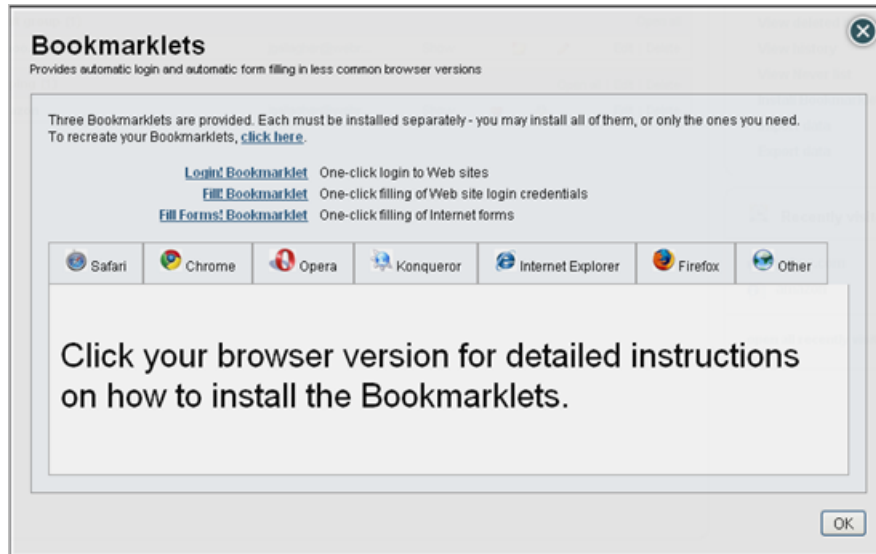
If you do not have Internet Explorer or Firefox, you can create Bookmarklets to enable password functions in other browsers. For example, to use Bookmarklets with Chrome, you would drag Bookmarklet links to Chrome's Bookmarks Bar, then click on the bookmark to use automatic login. Bookmarklets can be used with Safari, Chrome, Opera, Konqueror, and other browsers.

To create Bookmarklets:

- 1 Log into my.webrootanywhere.com and click **Go to Passwords**.
- 2 From the MyIdentity actions panel, click **Install Bookmarklets**.



The Bookmarklets dialog opens.



- 3 Click on a tab for the browser you want to use.
Instructions for that browser appear in the lower panel.
- 4 Follow the instructions to create the Bookmarklets, then click **OK**.
- 5 To use the Bookmarklet, go to your browser and click on the bookmark.

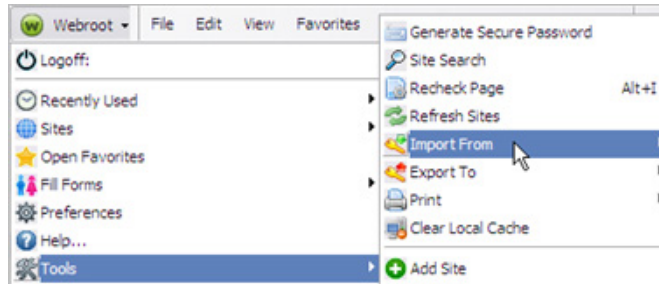
The Password Manager either performs the function immediately or opens a dialog with more information.

Importing passwords from other applications

If you are currently using another password-management application, you can import data from that application into Webroot's Password Manager.

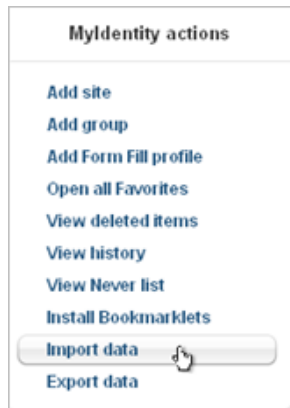
To import passwords from another application into Webroot's Password Manager:

- 1 Open a web browser.
- 2 You can either use the toolbar or the Passwords page, as follows:
 - **Toolbar.** Sign in to your SecureAnywhere account. From the Webroot drop-down menu, click **Tools**, then **Import From**.



A list of applications appears in a submenu. In the submenu, select from the list of password-management applications.

- **Passwords page in your SecureAnywhere account.** Log in to my.webrootanywhere.com and click **Go to Passwords**. Under MyIdentity actions, click **Import data**.



From the dialog, click the arrow next to the **Import data from** field and select a password-management application. Click **Continue**.

- 3 Follow the on-screen instructions for importing passwords from that application. (Since every password application is unique, the instructions for importing data from each one is also unique.)

2: Storing and Using Passwords

Webroot's Password Manager can automatically fill in the user name and password fields for websites that require a login, such as banking, shopping, and networking sites. You can use the same login or a unique login for all the sites you want to manage. The Password Manager remembers all login data for you.

In addition, you can define separate credentials if you use different logins for the same website (for example, you and your spouse both use the same online bank, but have separate accounts). Whenever you access that web page again, the Password Manager recognizes that you have defined two different logins, and will prompt you for the one you want.

To store and use login credentials, see the following topics:

- [“Storing login credentials”](#) on page 12
- [“Capturing other login fields”](#) on page 15
- [“Logging in to password-managed sites”](#) on page 17
- [“Generating a secure password”](#) on page 21
- [“Updating password-managed site information”](#) on page 22

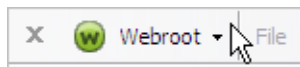
Storing login credentials

To use the Password Manager, you must first define login credentials (for example, your user name and password for each website). The easiest method of capturing login credentials is to open a website and then allow the Password Manager to capture the information as you type it. You can also manually define login credentials in the Passwords page of your online SecureAnywhere account.

Capturing login credentials while in the website

- 1 Make sure you are logged in to your SecureAnywhere account. (Click the Webroot icon in your browser's toolbar, then enter your SecureAnywhere user name and password.)

Internet Explorer:



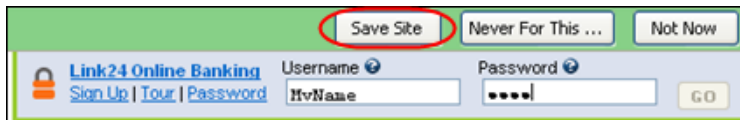
Firefox:



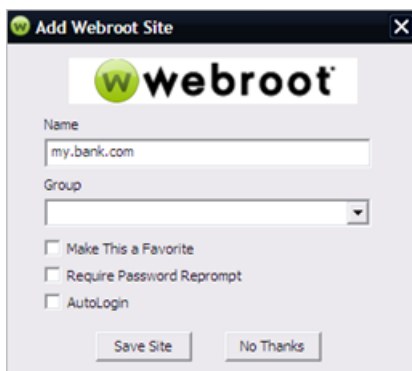
- 2 Open a website that requires you to log in, such as a banking site or social media site.
- 3 Log in to the site with your user name and password.

The Password Manager detects the user name, password, and URL, then prompts you to save the login information from a green toolbar near the top of your browser.

- 4 From the Webroot prompt, click **Save Site**.



The Add Webroot Site dialog opens with the web address already displayed in the **Name** field, such as “my.bank.com.” (The user name, password, and URL have been saved automatically and do not appear on this dialog.)



- Optionally, you can specify more information about the site and how you want to access it in the future, as described in the following table:

Add Webroot Site dialog	
Name	The web address is used for the site name, unless you want to change it to something simple, such as “My Credit Union.”
Group	You can define a name for a group or select one from the list (if you already defined groups). By defining a group, you can organize sites by categories in the Passwords page and the SecureWeb apps, such as Banking and Shopping. If you do not enter a group, the site is categorized in a default group.
Make This a Favorite	If you access this site frequently, you can select this checkbox to create a Favorites list. You can then use the Open all Favorites option from the Passwords page.
Require Password Reprompt	Click this checkbox if you don’t want your password automatically filled in the field, and instead, want to manually enter the password yourself. This setting also requires you to enter your SecureAnywhere master password before editing the site information.
AutoLogin	If you want to bypass the password prompt and log in automatically, select this checkbox.

- Click the **Save Site** button.

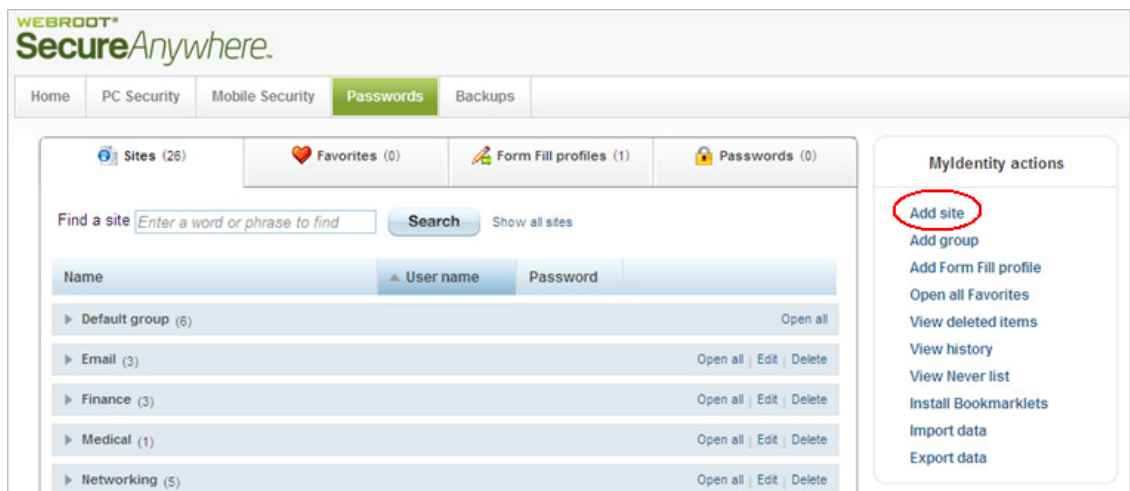
Your password-managed sites are displayed in your online SecureAnywhere account. See “[Managing credentials in the Passwords page](#)” on page 34.

The next time you access this website, make sure you are signed in to your SecureAnywhere account so the Password Manager can automatically fill in your login credentials. See “[Logging in to password-managed sites](#)” on page 17.

Defining login credentials from the Passwords page

- Log into my.webrootanywhere.com and click **Go to Passwords**.

The Passwords page looks similar to the following example:



- 2 On the far right of the panel, click **Add site** under “MyIdentity actions.”
- 3 At the prompt, click **Yes, let me manually add a site**.

The Add Site dialog opens.

- 4 Fill in the Add Site dialog, as described in the following table.

Add Site dialog	
Name	Enter a name for the website (for example: My Bank). This name is displayed in Webroot prompts.
Group	Define a name for a group or select one from the list (if you already defined groups). By defining a group, you can organize sites by categories in the Passwords page and in the SecureWeb apps, such as Banking and Shopping. If you do not enter a group, the site is categorized in a default group.
URL	Enter the URL of the website’s login page (for example: http://www.website.com/login).
User name	Enter your login name for the site.
Password	Enter your password for the site.
Notes	Optionally, enter any extra information that might be helpful, such as your PIN number for a bank account.

Add Site dialog (continued)

Options	<p>If desired, select any of the following:</p> <ul style="list-style-type: none">• Show in Favorites. If you access this site frequently, you can select this checkbox to create a Favorites list. You can then use the Open all Favorites option from the Passwords page.• Reprompt for password. Click this checkbox if you don't want your password automatically filled in the field, and instead, want to manually enter the password yourself. This setting also requires that you enter your SecureAnywhere master password before editing the site information.• Automatically fill. Keep this checkbox selected if you want your user name and password automatically filled in when you access the site. Otherwise, de-select this checkbox.• Automatically log in. If you want to bypass the password prompt and log in automatically, select this checkbox.
---------	---

- 5 Click the **Add site** button.

The next time you access this website, make sure you are signed in to your SecureAnywhere account so the Password Manager can automatically fill in your login credentials. See [“Logging in to password-managed sites”](#) on page 17.

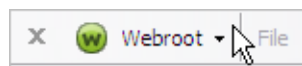
Capturing other login fields

Some websites require more than a user name and password for a login, such as a social security number or medical plan number. If you frequently access a site with additional login credentials, you can use Save All Entered Data to capture those extra fields.

To capture other types of login credentials:

- 1 Make sure you are logged in to your SecureAnywhere account. (Click the Webroot icon in your browser's toolbar, then enter your SecureAnywhere user name and password.)

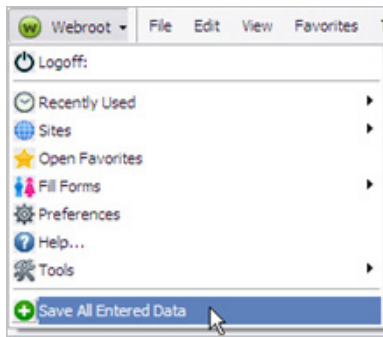
Internet Explorer:



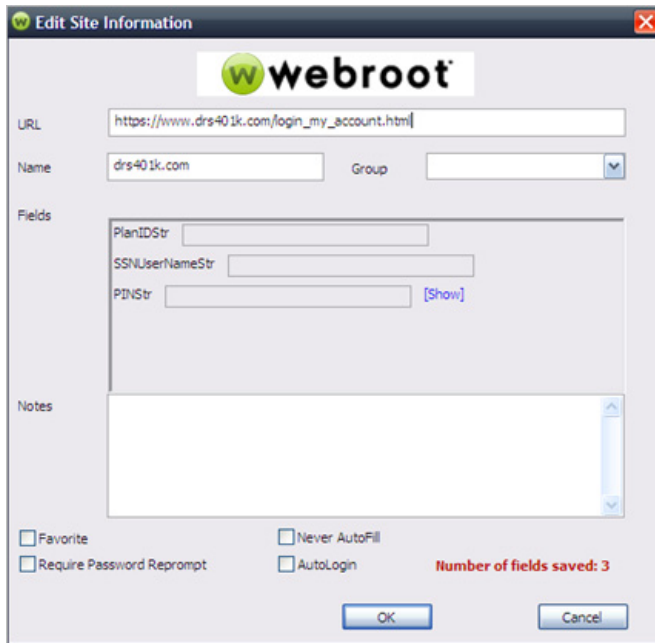
Firefox:



- 2 Open a website that requires a login and fill in all the required fields.
- 3 From the Webroot drop-down menu, click **Save All Entered Data**.



The Edit Site Information dialog opens. This dialog shows data that it captured from the site. It captures all the fields it can, even if you did not enter data in those fields.



- 4 Make any changes that you want, then click **OK**.

The next time you access this website, make sure you are signed in to your SecureAnywhere account. The Webroot icon appears at the end of the fields to indicate that the login credentials are stored in the Password Manager. (For drop-down fields, the icon is not shown.)

Logging in to password-managed sites

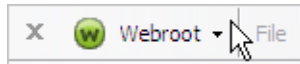
After you define login credentials for a site, the Password Manager can automatically log in to the site from a web browser on a computer or from the SecureWeb app on a mobile device.

Tip: You can add, edit, view, and delete login information as described in “[Updating password-managed site information](#)” on page 22.

Logging in to sites from a browser

- 1 Make sure you are logged in to your SecureAnywhere account. (Click the Webroot icon in your browser’s toolbar, then enter your SecureAnywhere user name and password.)

Internet Explorer:

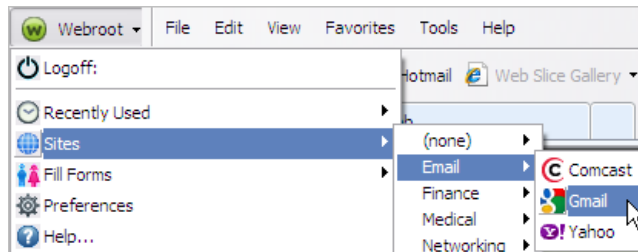


Firefox:

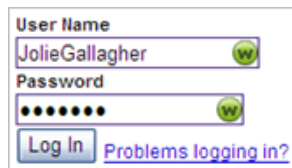


- 2 You can log in to a site from the browser toolbar or by opening the website:

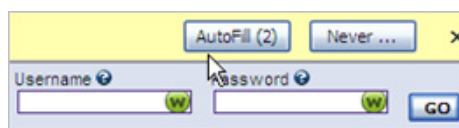
- **Toolbar.** From the Webroot toolbar, click on the drop-down arrow to open the menu, click on **Sites**, and select a password-managed site from the list.



- **Website.** In your browser, open the website. The Password Manager remembers how you defined the site. For example, if you specified auto-fill, it automatically enters the login credentials for you. The Webroot icon appears at the end of the fields to indicate that the login information is stored in the Password Manager. The user name and password fields are automatically filled in, unless you selected **Require Password Reprompt** in the Add Webroot Site dialog.

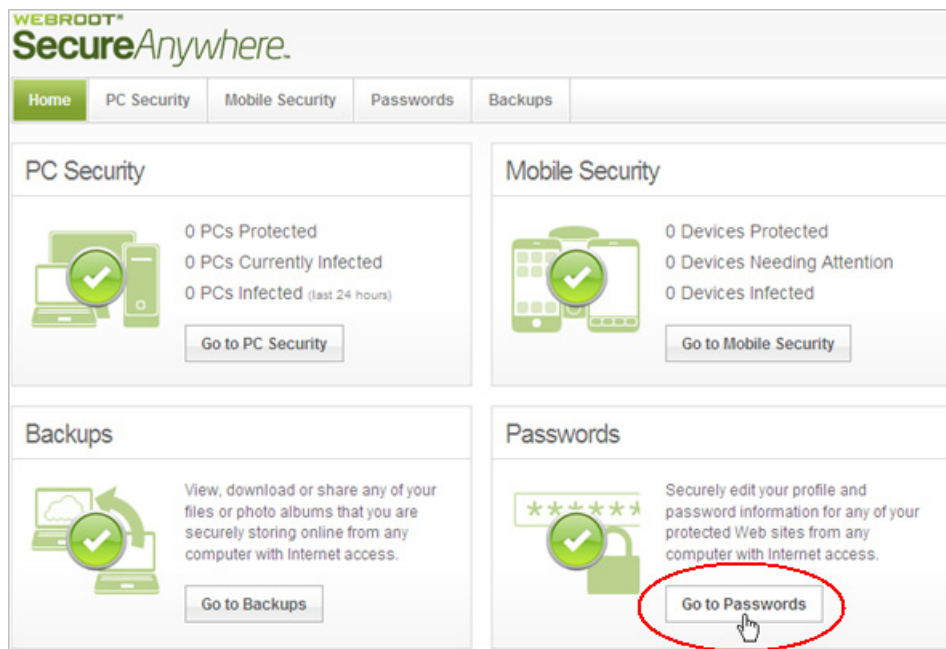


If you defined more than one login for a single website, the Password Manager prompts you to select the desired login credentials. Click the **AutoFill** button to display the different site names and select from one of them to fill in the fields.

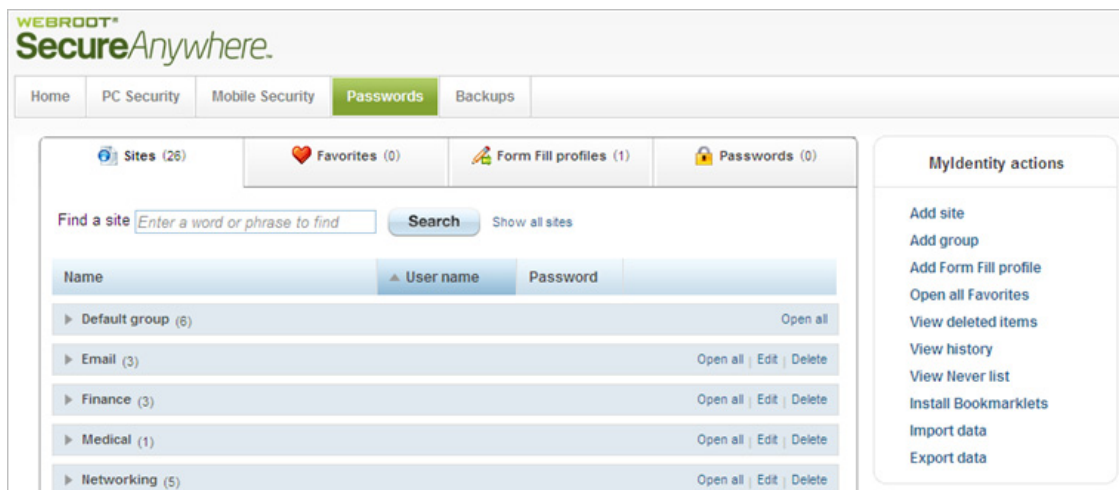


Logging in to sites from the Passwords page

- 1 Log in to my.webrootanywhere.com.
- 2 Click **Go to Passwords**.




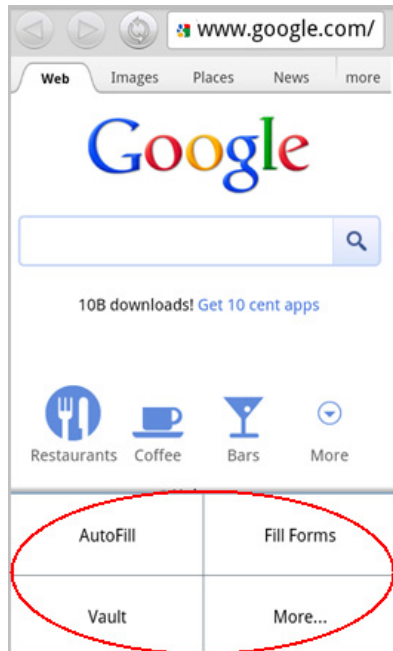
The Passwords page looks similar to the following example. Your password-managed sites appear in the **Sites** and **Favorites** tabs.



- 3 To open a site, double-click on the site name from the **Sites** tab or **Favorites** tab. You can also select **Open all Favorites** from MyIdentity actions.

Logging in to sites from an Android mobile device

- 1 From the Home panel of your Android phone or tablet, tap the SecureWeb icon: . Webroot's SecureWeb browser opens.
- 2 Tap the **Menu** button on your Android device to display the password-management buttons, as shown below.




- 3 After you create password-managed sites (as described in “[Storing login credentials](#)” on page 12), you can use the SecureWeb browser to open those websites and automatically populate login fields with your saved credentials.

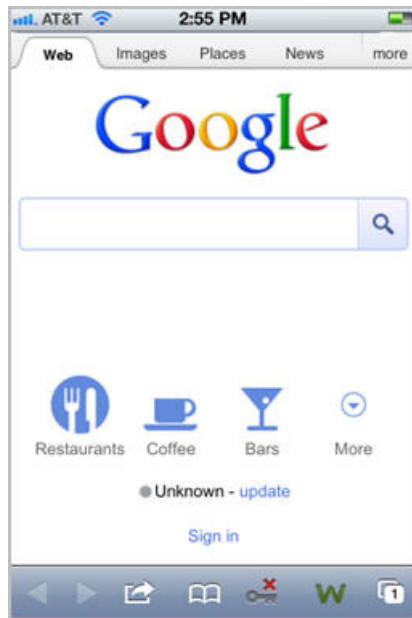
Access password-managed sites in one of the following ways:


- **Open the website in the SecureWeb browser.** If you specified auto-fill or auto-login for the site, SecureWeb automatically fills in your login credentials. If you specified a password reprompt or have several different credentials for the same site, tap **AutoFill** from the menu to display a list of sites, then tap the desired site definition to populate the fields.
- **Open the website from the SecureWeb Vault.** Tap **Vault** from the menu to display all your password-managed sites, then tap the site name from the Vault.
Tip: You can view your login credentials for that site by pressing and holding the site name until **View Site Details** appears. Tap **View Site Details** to see a panel that shows your login credentials and other information about the site definition.

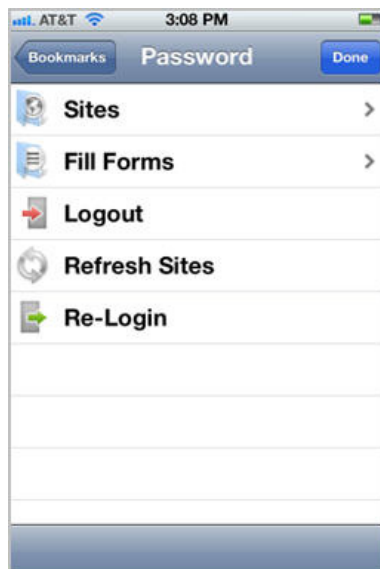
Logging in to sites from an Apple mobile device

- 1 From the Home panel of an iPhone, iPad, or iPod, tap the SecureWeb icon: .

Webroot's SecureWeb browser opens. The Webroot toolbar appears at the bottom of the screen.



- 2 Log in to password management by tapping the key icon in the SecureWeb toolbar: . Enter the user name and password for your SecureAnywhere account. (If you are already logged in, the icon displays a green checkmark instead of a red X.)
- 3 Tap the key icon again to open the Password sheet, shown in the following example.



- 4 After you create password-managed sites (as described in “Storing login credentials” on page 12), you can use the SecureWeb browser to open those websites and automatically populate login fields with your saved credentials.

Access password-managed sites in one of the following ways:

- **Open the website from the Password sheet.** Tap **Sites**. This list shows all your password-managed sites, organized by groups (if you created groups). To load one of the sites, tap the site name from the list. If you specified “auto-login” or “auto-fill” for that site, SecureWeb fills in the fields.
- **Open the website in the SecureWeb browser.** If you specified auto-fill or auto-login for the site, SecureWeb automatically fills in your login credentials.

Generating a secure password

You can use the Password Manager to generate a strong, hack-resistant password for any website. A strong password is difficult to guess and helps protect you from identity theft. You don’t need to remember these automatically generated passwords. When you access this web page again, the Password Manager automatically fills in the password field for you.

To use the password generator:

- 1 Make sure you are logged in to your SecureAnywhere account. (Click the Webroot icon in your browser’s toolbar, then enter your SecureAnywhere user name and password.)

Internet Explorer:



Firefox:



- 2 Access a password-protected web page and click inside the password field.
The yellow Password Manager toolbar opens.
- 3 Click **Generate** from the toolbar. (If this toolbar doesn’t appear, click the drop-down arrow next to the Webroot icon, then select **Tools > Generate Secure Password**.)

The Generate Secure Password dialog opens.



- 4 Click the **Accept** button to use the randomly generated password shown in the field. (If you are not logged in or you are not accessing a web page with a password field, a **Copy** button appears instead of the **Accept** button. Click **Copy** to copy the password to your clipboard. You can then paste the password into a password field.)

Once you click **Accept**, the new password is filled into the Password and Confirm Password fields in your web page.

If you want a different password than the one shown, you have several options:

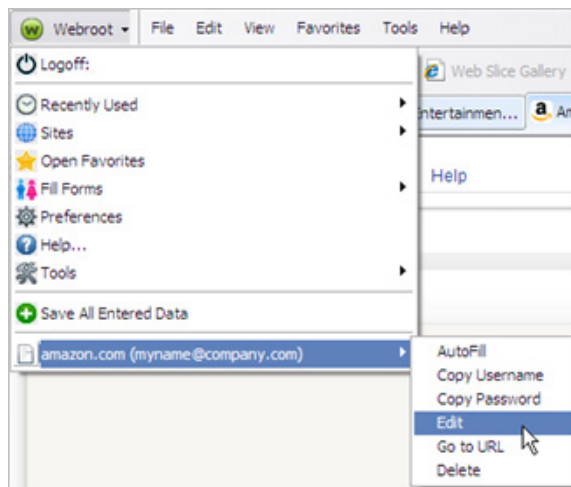
- Click **Generate** to create another password, then click **Accept**. You can keep clicking **Generate** until you are satisfied with the password displayed in the field.
- Click in the **Show Advanced Options** checkbox to display more options for password generation, select the items you want, then click **Generate**. You can keep clicking **Generate** until you are satisfied with the password displayed in the field, then click the **Accept** button.

Updating password-managed site information

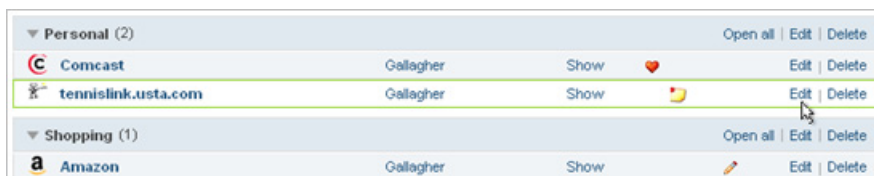
You can modify site information from a web browser or from the Passwords page of your SecureAnywhere account.

To edit password-managed sites:

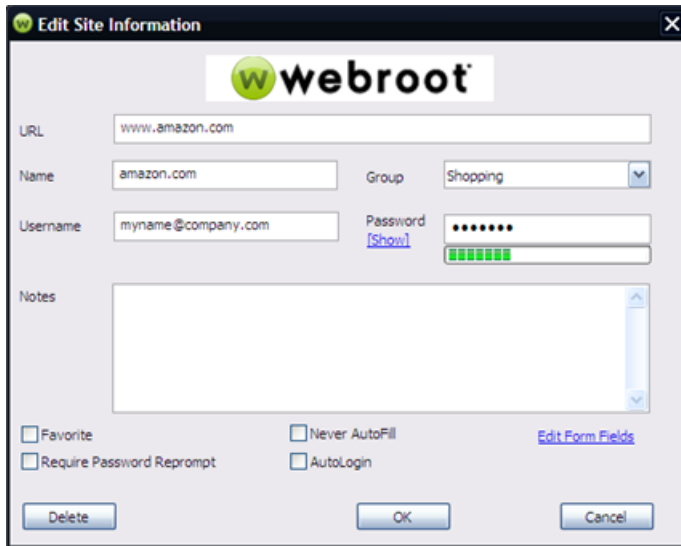
- 1 Open a web browser.
- 2 You can either use the toolbar or the Passwords page:
 - **Toolbar.** Sign in to your SecureAnywhere account. Access the site you want to edit. From the Webroot drop-down menu, select the site name at the bottom, then click **Edit**.



- **Passwords page in your SecureAnywhere account.** Log in to my.webrootanywhere.com and click **Go to Passwords**. Locate the row for the site you want to change, then click **Edit**.



The Edit Site Information dialog opens, as shown below. (This dialog looks slightly different if you loaded it from the Passwords page.) Depending on what information you originally defined for the site, this dialog may display different fields.



3 Make any desired changes, as described in the following table.

Edit Site Information dialog	
URL	The URL of the website's login page, which should not be modified unless the URL has changed.
Name	The site name.
Group	A group you defined and assigned to this site (if any).
User name	Your login name for the site.
Password	Your password for the site. Click Show if you want to see the actual password characters.
Notes	Any extra information about this site, such as a PIN number for your ATM machine at the bank.
Options	<p>If desired, select any of the following:</p> <ul style="list-style-type: none"> • Favorite. Select this checkbox if you access this site frequently and want to add it to your favorites list. You can then use the Open All Favorites feature from the Passwords page. • Require Password Reprompt. Click this checkbox if you don't want your password automatically filled in the field, and instead, want to manually enter the password yourself. This setting also requires that you enter your SecureAnywhere master password before editing the site information. • Never AutoFill. Select this checkbox if you do not want the fields in the website automatically filled when you access the site. • AutoLogin. Select this checkbox if you want to bypass a password prompt and go directly to the web page.
Fields/Edit Form Fields	If this site includes fields that were captured with Save All Entered Data , the fields appear in this form. (There may also be a link to Edit Form Fields .)

3: Using Form-Fill Profiles

You can use Webroot's Password Manager to automatically populate web forms with personal information that you commonly enter in fields, including your name, address, and credit card information. For example, you may want to create a personal profile with all your contact information, and also several different profiles for each credit card you use for Internet shopping. Then you can use a personal profile to automatically fill in your name and address in the fields, and another profile to automatically fill in your credit card information.

To use form-fill profiles, see the following topics:

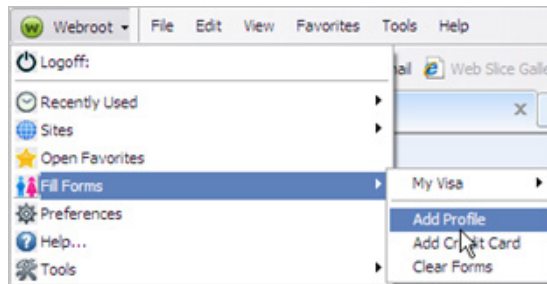
- [“Creating form-fill profiles”](#) on page 26
- [“Editing form-fill profiles”](#) on page 28
- [“Populating fields with form-fill profiles”](#) on page 29

Creating form-fill profiles

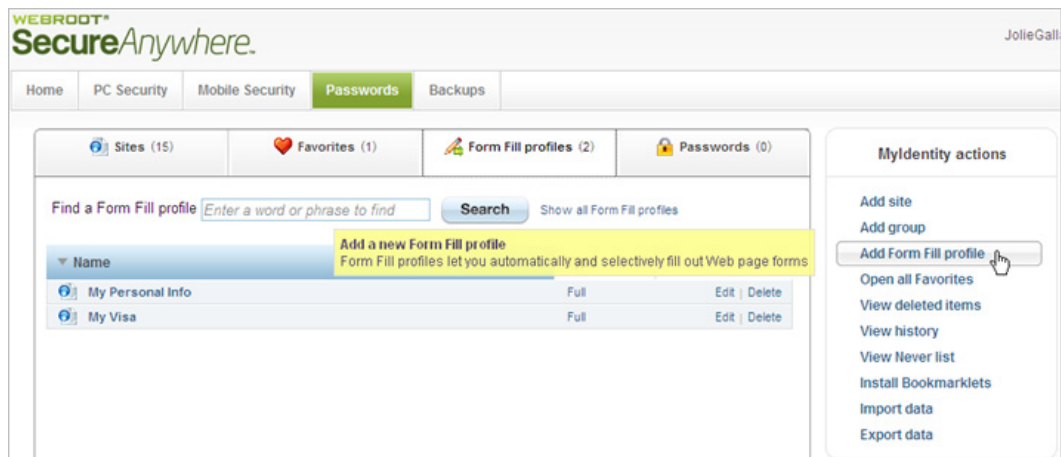
Before you can populate web fields with personal information, you must first create a form-fill profile. You can create a profile from the website browser or from the Passwords page of your SecureAnywhere account.

To create a form-fill profile:

- 1 Open a web browser.
- 2 You can either use the toolbar or the Passwords page:
 - **Toolbar.** Sign in to your SecureAnywhere account. Access the site you want to edit. From the Webroot drop-down menu, select **Fill Forms**, then **Add Profile** or **Add Credit Card**.



- **Passwords page in your SecureAnywhere account.** Log in to my.webrootanywhere.com and click **Go to Passwords**. Click the **Form Fill profiles** tab. Under MyIdentity actions, click **Add Form Fill profile**. Then select either **Add Full profile** or **Add Credit Card profile**.



The Edit Form Fill Profile dialog opens. (This dialog looks slightly different if you loaded it from the Passwords page.) If you selected **Add Credit Card**, only the Credit Card Information and Notes tabs appear in this dialog.

The screenshot shows the 'Edit Form Fill Profile' dialog box. The title bar includes the Webroot logo and a close button. The main area is divided into tabs: 'Personal Information', 'Contact Information', 'Credit Card Information', 'Bank Account Information', 'Custom Fields', and 'Notes'. The 'Personal Information' tab is active, displaying various input fields: Title (dropdown), Company, First Name, Middle Name, Last Name, Username, Gender (dropdown), Birthday (date picker), Social Security Number, Address 1, Address 2, Address 3, City / Town, County, State / Province (dropdown), ZIP / Postal Code, Country (dropdown), and Time Zone (dropdown). At the bottom, there is a checkbox for 'Require Password Reprompt' and three buttons: 'OK', 'Cancel', and 'Help'.

- 3 In the **Profile Name** field, enter a name that defines this profile, such as Personal Info or My Visa.
- 4 Enter as much information as you want in each field. (Click on the tabs for **Personal Information**, **Contact Information**, **Credit Card Information**, **Bank Account Information**, **Custom Fields**, and **Notes** to move between panels.)

The Custom Fields tab can be used to create fields that aren't listed in this Form Fill dialog. In **Text**, enter the text from a field on a web page. In **Value**, enter the information you want automatically filled into that field. (Multiple lines are allowed, but keep in mind that multiple lines can only be filled into a multi-line text box, not a single-line text box.)

If you want to require a SecureAnywhere master password before editing the form-fill information, click the checkbox for **Require Password Reprompt**.

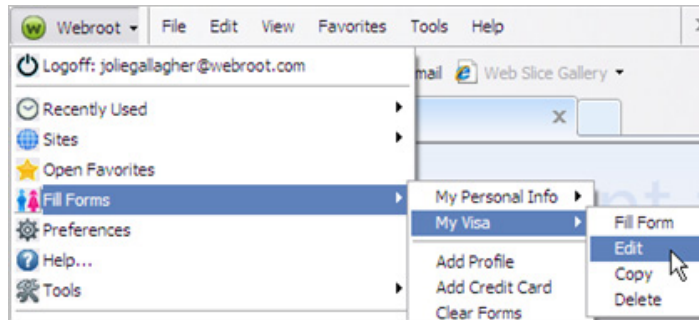
- 5 When you're done, click **OK**.

Editing form-fill profiles

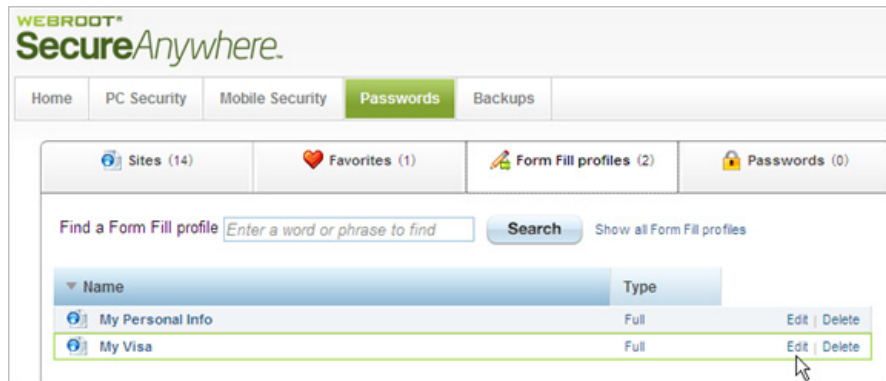
You can manage and access all your form-fill profiles from a browser or from the Passwords page of your online SecureAnywhere account.

To edit form-fill profiles:

- 1 Open a web browser.
- 2 You can either use the toolbar or the Passwords page:
 - **Toolbar.** Sign in to your SecureAnywhere account. Access the site you want to edit. From the Webroot drop-down menu, select **Fill Forms**, the name of the profile you want to edit, then **Edit**.



- **Passwords page in your SecureAnywhere account.** Log in to my.webrootanywhere.com and click **Go to Passwords**. Click the **Form Fill profiles** tab, then click **Edit** next to the profile you want to edit.



- 3 Edit the desired information, then save your changes.

Populating fields with form-fill profiles

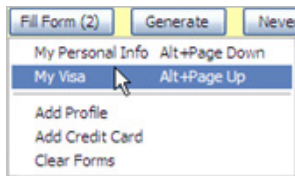
Once you define form-fill profiles, you can use them to populate your personal information into web fields from a browser or from the SecureWeb app on a mobile device.

Using form-fills in a browser

- 1 Access a website that requires you to enter personal information into fields (name, address, credit card, and so on).


The yellow Password Manager toolbar opens.

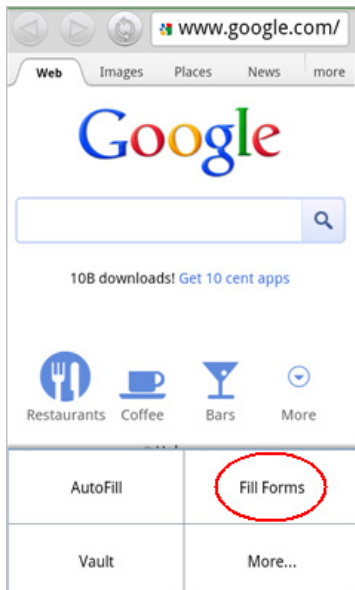
- 2 Click **Fill Form** and select the profile from the pop-up menu. (If you want to fill only specific fields, use your mouse to highlight the fields before you select the form-fill profile.) If this toolbar does not display, click the drop-down arrow next to the Webroot icon in your browser's toolbar, then select **Fill Forms** > *profile name* > **Fill Form**.



The Password Manager transfers any information that applies to the fields.


Using form-fills in an Android mobile device

- 1 From the Home panel of your Android phone or tablet, tap the SecureWeb icon: .
- 2 Use the browser to open a website.
- 3 Tap the **Menu** button on your Android device to display the Password buttons.
- 4 Tap **Fill Forms**.

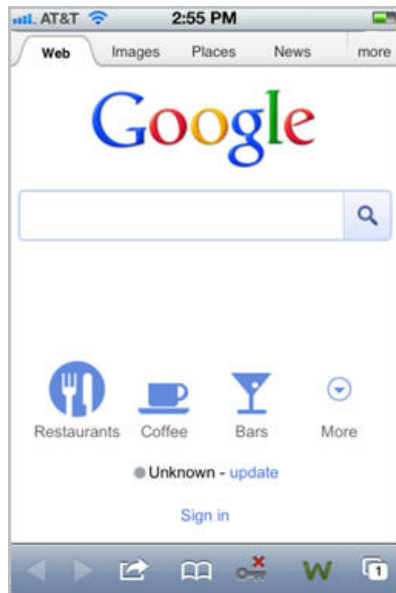



- 5 Select a form-fill profile to populate your personal data into the website fields.

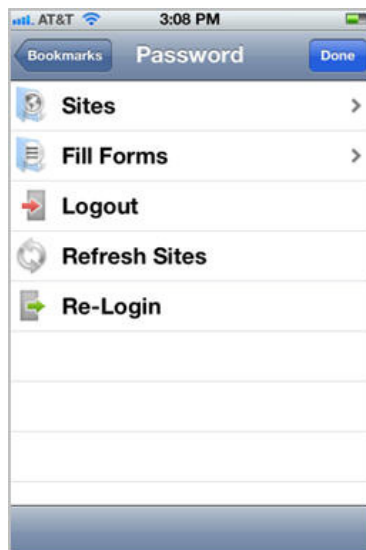
Using form-fills in an Apple mobile device

- 1 From the Home panel of an iPhone, iPad, or iPod, tap the SecureWeb icon: .

Webroot's SecureWeb browser opens. The Webroot toolbar appears at the bottom of the screen.



- 2 Log in to password management by tapping the key icon in the SecureWeb toolbar: . Enter your user name and password for your SecureAnywhere account. (If you are already logged in, the icon displays a green checkmark instead of a red X.)
- 3 Tap the key icon again to open the Password sheet, shown in the following example.



- 4 Tap **Fill Forms**.
- 5 Select a form-fill profile to populate your personal data into the website fields.

4: Managing Passwords

You can manage and access all your login credentials from Webroot's Password Manager toolbar, which is installed on your Firefox and Internet Explorer browsers, and from the Passwords page, which is part of your online SecureAnywhere account.

To manage your login credentials and modify Password Manager functions, see the following topics:

- [“Using the Password Manager toolbar”](#) on page 32
- [“Managing credentials in the Passwords page”](#) on page 34
- [“Setting Password Manager preferences”](#) on page 36
- [“Exporting user names and passwords”](#) on page 38

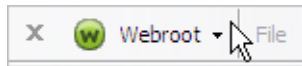
Using the Password Manager toolbar

From the Password Manager toolbar, you can access sites, edit site information, and use tools for password management.

To access the toolbar:

- 1 Open Internet Explorer or Firefox.
- 2 Log in to your SecureAnywhere account by clicking the Webroot icon in your browser's toolbar.

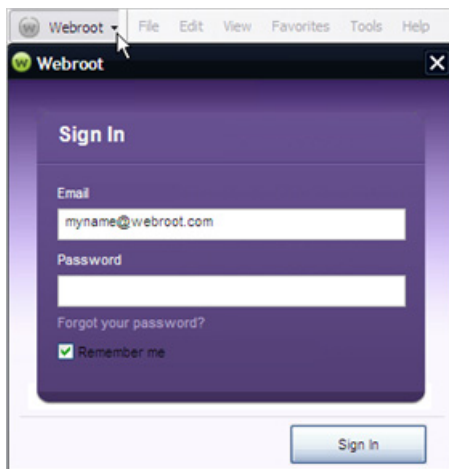
Internet Explorer:



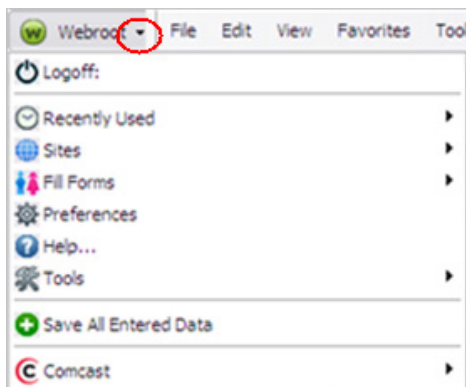
Firefox:



- 3 In the dialog, enter your SecureAnywhere user name and password.



- 4 Click on the drop-down arrow to display the Passwords menu:



See the following table for a description of each command.

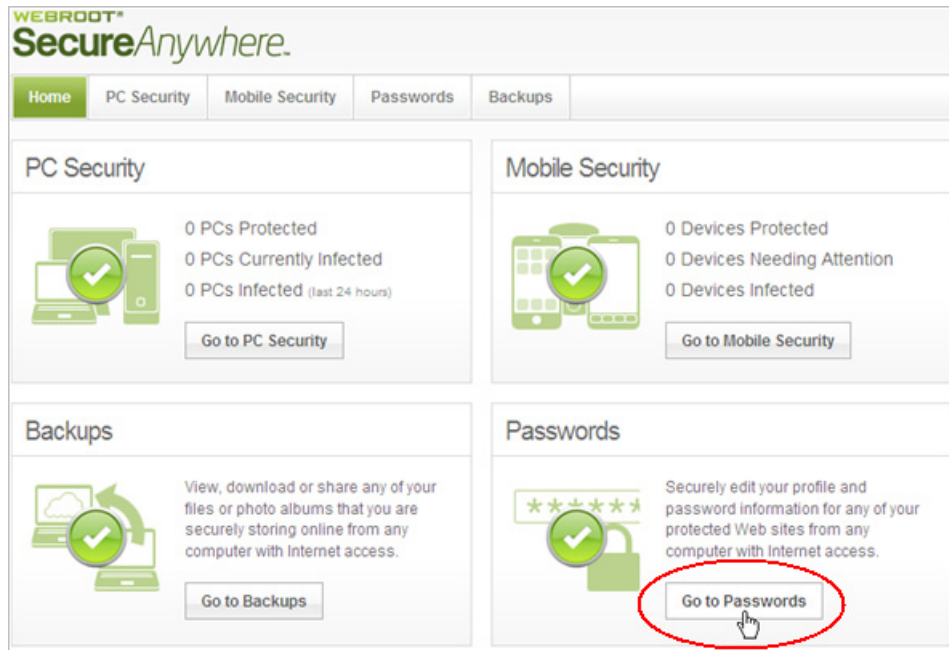
Password Manager tools	
Logoff	Logs out of your Webroot SecureAnywhere account.
Recently Used	Click the arrow to access a list of password-managed sites that you recently visited.
Sites	Click the arrow to access a list of all password-managed sites that you defined, organized by group. If you did not specify a group for a site, that group is listed under “(none).” Sites allows you to save credentials while the website is loaded (the Password Manager will save as much data as it can from the website fields currently displayed).
Fill Forms	Click the arrow to access form-fill commands. You can use a form-fill profile to populate fields in the currently displayed website, edit or delete a form-fill profile, add a form-fill profile, and clear fields in a form.
Preferences	Opens the Preferences dialog for modifying the behavior of the Password Manager. For more information, see “ Setting Password Manager preferences ” on page 36.
Help	Opens the Webroot SecureAnywhere Help website.
Tools	<p>Click on Tools to access:</p> <ul style="list-style-type: none"> • Generate Secure Password. See “Generating a secure password” on page 21. • Site Search. If you defined numerous password-managed sites, use this search feature to find the site you need. • Recheck Page. Some sites use Javascript or Ajax to dynamically show the login form. If this is the case, you can click Recheck Page to properly fill in the saved login fields. • Refresh Sites. If you edited site information and the changes don’t appear immediately, click Refresh Sites to force the changes. • Import From. See “Importing passwords from other applications” on page 10. • Export To. See “Exporting user names and passwords” on page 38. • Print. Allows you to print your password-managed site information. • Clear Local Cache. If you use the Password Manager from a public computer, the encrypted data is stored on that computer. Select Clear Local Cache to remove any files stored during your session. • Add Site. See “Storing login credentials” on page 12.
Save All Entered Data	Saves all the information entered in fields. See “ Capturing other login fields ” on page 15.
(Current Site Name)	Click the arrow to access Password Manager functions for the current website (only appears if a password-managed site is currently displayed). Functions include auto-filling fields in the website, copying your user name and password to paste in another site, editing the site information, and deleting the site information.

Managing credentials in the Passwords page

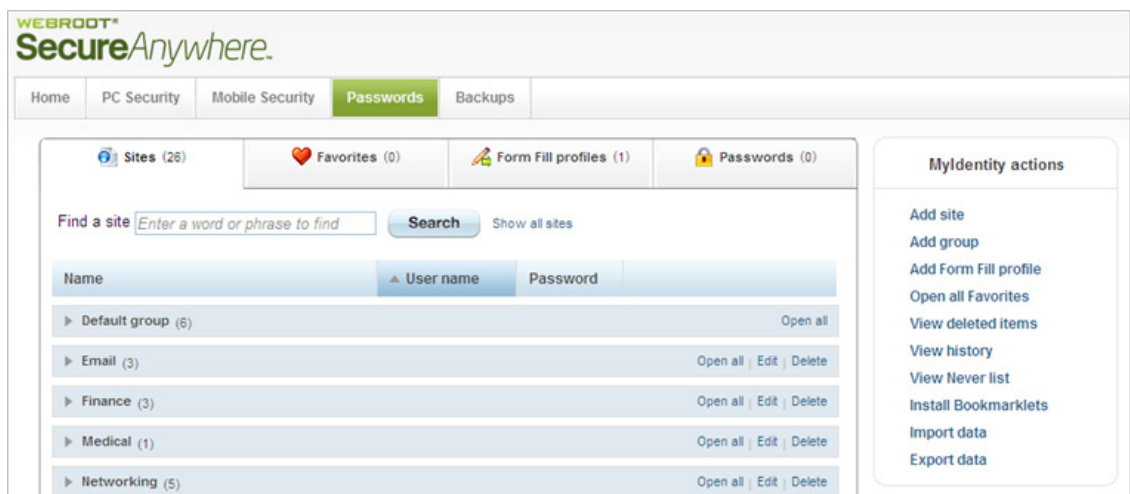
The Passwords page allows you to view and organize all sites, edit site information, and delete old sites you no longer use.

To manage credentials in the Passwords page:

- 1 Log in to my.webrootanywhere.com.
- 2 Click **Go to Passwords**.



The Passwords page looks similar to the following example.

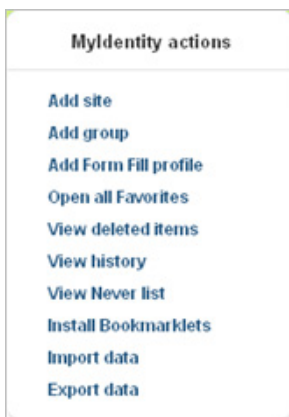


The Passwords page includes the following tabs:

- **Sites.** Edit, open, or delete previously defined password-managed sites and the groups you created for them. (See “[Storing login credentials](#)” on page 12.)
- **Favorites.** View, edit, and delete sites in your Favorites list. You can select Favorites when you create password-managed sites.
- **Form Fill profiles.** View, edit, and delete form-fill profiles. (See “[Creating form-fill profiles](#)” on page 26.)
- **Passwords.** View, edit, and delete generated passwords. (See “[Generating a secure password](#)” on page 21.)

The icons in these panels indicate if the site has an associated note (📝), is a Favorite (❤️), requires a password reprompt (🔒), or will auto-login (🔑). Click **Edit** next to a site name to add a note and to designate a Favorite, password reprompt, or auto-login.

On the right side of the Passwords page, the MyIdentity Actions panel includes several options for adding sites, groups, form-fill profiles, and other management tasks:



See the following table for a description of each command.

MyIdentity actions panel	
Add site	Define login information for a password-managed site. For instructions, see “ Storing login credentials ” on page 12.
Add group	Define a group for password-managed sites. Groups help you organize all sites into categories for easier viewing. Tip: To assign an existing site to this new group, select Edit in the row for the site and select the group from the drop-down field.
Add a Form Fill profile	Define a profile for automatic form-fill. A profile includes such personal information as your name, address, and credit card numbers for populating fields in website forms. This feature saves you from manually typing your personal data into web forms every time you make an online purchase, complete a survey, and so on. For instructions, see “ Creating form-fill profiles ” on page 26.
Open all Favorites	Open sites that you specified as Favorites. All the sites open at once in separate tabs of your web browser, which can be convenient if you use the Passwords page as your browser’s home page.
View deleted items	View and recover any groups or sites you previously deleted.

MyIdentity actions panel (continued)	
View history	View a list of tasks you performed with the Password Manager.
View Never list	Suppress the toolbar prompts for specific websites. In the dialog, select the type of prompts to suppress and enter the websites where you do not want to see those prompts.
Install Bookmarklets	Create Bookmarklets, which help you access data if you are traveling, have a mobile browser, or are not using Internet Explorer or Firefox. For instructions, see “Using other browsers” on page 9.
Import data	Import data from another password-management application. For instructions, see “Importing passwords from other applications” on page 10.
Export data	Copy your user names and passwords into an Excel spreadsheet. For instructions, see “Exporting user names and passwords” on page 38.

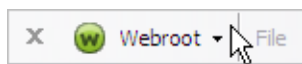
Setting Password Manager preferences

You can set several preferences for the Password Manager, such as how notifications appear and what hotkeys you can use for shortcuts to tasks.

To set Password Manager preferences:

- 1 Make sure you are logged in to your SecureAnywhere account. (Click the Webroot icon in your browser’s toolbar, then enter your SecureAnywhere user name and password.)

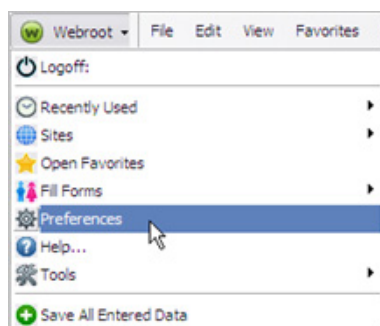
Internet Explorer:



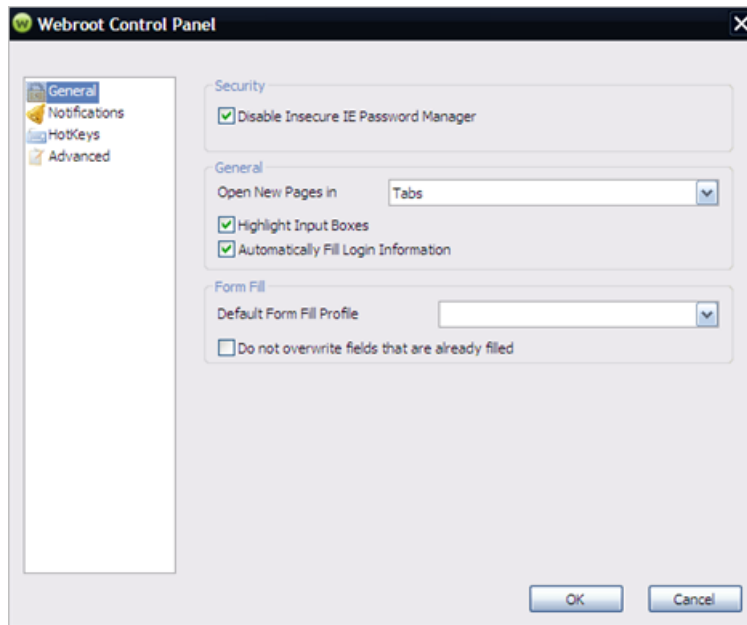
Firefox:



- 2 From the Webroot drop-down menu, click **Preferences**.



The following dialog opens.



3 Change the preferences as described in the following table. When you're done, click **OK**.

Password Manager preferences	
General	<p>Select whether you want to:</p> <ul style="list-style-type: none"> • Disable Insecure (IE or Firefox) Password Manager. When selected, the Password Manager does not prompt you to save passwords. • Open New Pages in... Select the current tab, Tabs, or new Windows. • Highlight Input boxes. When selected, the Password Manager displays fields in a different color. • Automatically Fill Login Information. When selected, the Password Manager fills in login fields with your user name and password. • Default Form Fill Profile. Select the form-fill profile you want to use automatically and select the checkbox if you do not want to overwrite fields that are already filled.
Notifications	Select Notifications in the left panel, then click in the checkboxes for each type of notification you want the Password Manager to open.
Hotkeys	Select Hotkeys in the left panel, then enter key combinations you want to use for common Password Manager tasks.
Advanced	<p>Select Advanced in the left panel, then select any of these advanced functions:</p> <ul style="list-style-type: none"> • Enter the number of seconds to automatically log in to sites. • Display a warning before filling insecure forms. • Allow websites to disable AutoFill (keep the rule for AutoComplete=off). • Select the number of minutes until the Clipboard is cleared after use. • Open a login dialog when you start the browser. • Create new form-fill profiles automatically. • Change the language displayed in all dialog boxes, menus, and prompts. (You must restart the browser.)

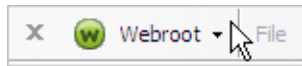
Exporting user names and passwords

You can use the Export feature to transfer all your Password Manager data into an HTML file, XML file, or a CSV file that can be imported into Microsoft Excel. The Export function is available from the Passwords page or from the Webroot drop-down menu in a browser.

Exporting data from a browser

- 1 Make sure you are logged in to your SecureAnywhere account. (Click the Webroot icon in your browser's toolbar, then enter your SecureAnywhere user name and password.)

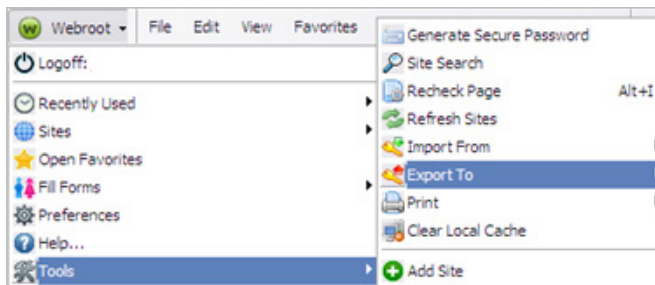
Internet Explorer:



Firefox:



- 2 From the Webroot drop-down menu, click **Tools**, then **Export To**.



- 3 Select one of the export options.

A dialog opens that asks for your SecureAnywhere master password.

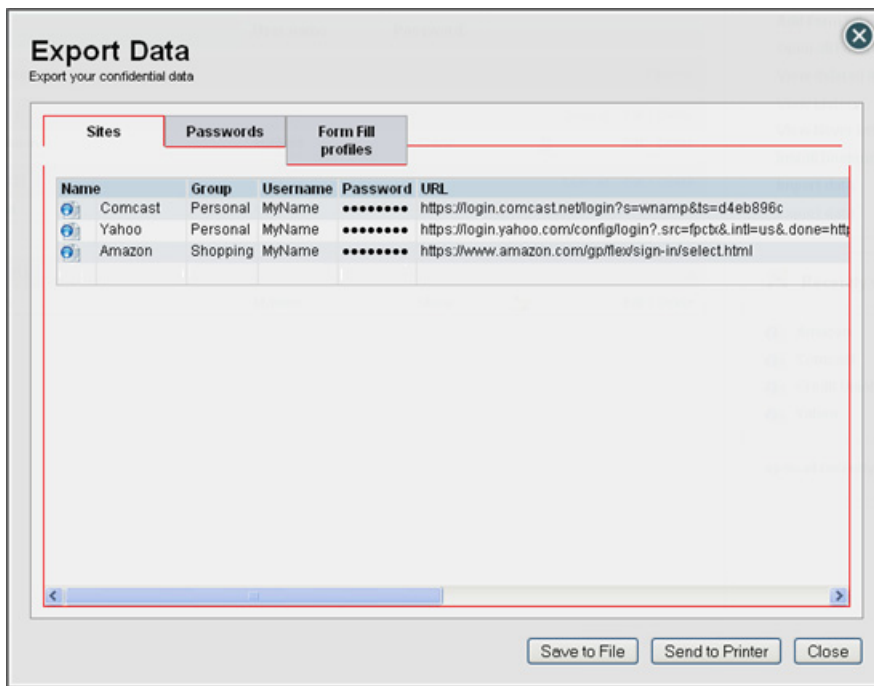
- 4 Enter your SecureAnywhere account password and click **Sign In**.

If you selected Webroot CSV File or Webroot Encrypted File, you are prompted for a file name and a directory to store that file. If you selected a browser, our password data will be exported into the browser's built-in password manager.

Exporting data from the Passwords page

- 1 Log in to my.webrootanywhere.com and click **Go to Passwords**.
- 2 Under MyIdentity actions, click **Export data**.
- 3 From the dialog, enter your SecureAnywhere master password and click **OK**.

The Export Data dialog opens, similar to the following example. In this dialog, you can see all the information for your sites, passwords, and form-fill profiles.



4 Click **Save to File** or **Send to Printer**.

- If you are saving a file, another dialog opens that allows you to select a file format, then click **Export Data**.
- If you are printing the data, your data is saved to an HTML page and another dialog opens where you can select a printer and click **OK**.

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