

GUIDE

# The 1Password guide to keeping your work and personal items separate



# Introduction

1Password doesn't just keep your personal and work-related data safe. It helps you keep them separate – because your company's 1Password Business account includes a complimentary 1Password Families account for you.

Use your 1Password Business account for work logins, corporate cards, and other company secrets. Use your free 1Password Families membership to protect personal logins, medical records, and more for up to five family members (or just for you).

1Password Business	1Password Families
Managed by your employer	Managed by you and/or a family organizer
Paid for by your employer	Free when linked to a Business account. Paid for by you if you leave your place of employment
Your employer may choose to view high-level risks within individual vaults	Your private vault is only visible to you
Can be deleted by your employer at any time	Can only be deleted by a family organizer in your family account

# Why can't I store personal items in my business account?

Mixing personal information with work information is a risk for you and for the company – especially when either one contains vulnerabilities like weak or reused passwords.

It's also a nuisance. If you and the company part ways, you may lose access to personal information that's stored in your 1Password Business account.

Your company may choose to enable policies that give them high-level visibility into all 1Password Business vaults. When those policies are in effect, the administrator(s) may contact you to resolve minor issues flagged by 1Password, like a weak password or potentially personal item stored in a work vault.

This is precisely why every 1Password Business team member has access to a [free 1Password Families account](#) for personal use.

## **Employers never have visibility or access to anything stored in personal accounts.**

Separating your business and personal information and logins helps foster the ideal security culture: work information in 1Password Business accounts; personal information in 1Password Families accounts.

# Redeem your free 1Password Families account

## Redeeming your free 1Password Families account is easy.

Follow these steps if you don't yet have a Families membership:

1. Sign in to your 1Password Business account.
2. Click your name in the top right and choose My Profile.
3. In the “Claim your free family account” section, select Redeem Now.
4. Select Sign up (and remember to use your personal email address, not your work email).



[Redeeming and setting up your free 1Password Families account](#)

## Already have a 1Password Families membership?

You can use it for free by linking it to your 1Password Business account:

1. Sign in to your 1Password Business account.
2. Click your name in the top right and choose My Profile.
3. In the “Claim your free family account” section, select Redeem Now.
4. Select “Apply to existing account”.
5. Sign in to your Families account, then select Apply.

# How to move items from your 1Password Business account to your Families account

In addition to alerting you to potential security issues like weak passwords, 1Password Watchtower will let you know if items may be saved in the wrong account.

If you do have any personal items stored in any 1Password Business vault (individual or shared), you can move them to your 1Password Families account.



## Desktop

If you're using 1Password for Mac, Windows, or Linux, make sure you're signed in to both your Business and Families accounts. Then, just drag and drop items between vaults.



For complete instructions for all platforms, visit [support.1password.com/move-copy-items](https://support.1password.com/move-copy-items).



## Mobile

If you're using 1Password on iOS or Android, select (or multi-select) the items you want to move. Next, tap the item menu and select "Move," then choose the vault to move the item(s) to.

# How 1Password Families protects you and your family at home

1Password protects you and your family in the same way it protects you at work.

You can use 1Password to create, autofill and share strong passwords, generate two-factor authentication codes, and store all kinds of other personal information like credit cards and medical records.

Your free 1Password Families account belongs to you, not your company. That means that if you and your company ever part ways, you can keep using your family account by simply updating your payment method. Access won't be interrupted, and your personal data in your account will remain yours, completely unaffected by your departure from your company.

When you redeem your free 1Password Families account, you'll get:

- A free Families account for up to five family members, with the option to add more members for \$1 per user per month.
- Each family member will get a private vault for personal items. You can also share one or more items securely by creating shared vaults.
- Secure individual item sharing. This is ideal for items you want to share on a short-term basis (for example, sharing the Wi-Fi password with your visiting in-laws). Note: You can share items this way with anyone, even if they don't use 1Password.
- The ability to designate one or more family organizers. 1Password also gives you an easy-to-use dashboard to manage your family account and what everyone has access to.

**1Password has always made it easy to organize the information you want to protect with vaults, tags, and collections.**

But having access to separate accounts for work and personal information may be the most valuable.

Because whether you're juggling multiple Slack accounts, or just trying to keep the home Wi-Fi and office Wi-Fi straight, everything has its place.

To learn more about protecting yourself and your family with 1Password Families, visit:

[1Password.com/families](https://1password.com/families)