ZenyPass
User Guide

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Create your ZenyPass vault

Creating a ZenyPass vault is as simple as creating a Facebook, or Amazon, account:
- You don't have to install anything
- You can easily do it from any device, even a smartphone
- All you need is an email address and a new password

> ***Note***: *Creating a vault on iPhone or iPad with iOS 11.2 (or a previous version of iOS) takes a long time... It is recommended to those users to create their account from a computer and then allow their iPhone or iPad to access their account.* ***Recent devices updated since April 2018 are not affected.***

Devices and web browsers supported

ZenyPass works from all types of devices:
- Windows, Linux, MacOS computers
- ChromeBooks
- iOS and Android tablets and smartphones

Supported web browsers include Google Chrome, Firefox, Brave, Opera, Safari, Microsoft Edge Chromium, etc.
However, ZenyPass is not compatible with Microsoft Internet Explorer.

OS and web browsers supported

ZenyPass must store data in the web browser, including the secret key to decrypt the content of your vault. Make sure that your browser configuration allows this data to be stored (see the online help for more details).

1st step: define your ZenyPass password

- To start creating your account, go to the ZenyPass vault creation page:
  - from the zenypass.com website, then by selecting "I create my vault"
  - or by clicking here: I create my vault.

Vault creation page

- Enter your email address
- Enter twice the password you want to use for ZenyPass

> *Recommendation: The security of your vault does not only depend on the robustness of your ZenyPass password. This password only works on your devices. The ZenyPass password therefore does not need to be particularly complex. Choose a password that you will be able to remember, and that is easy to type, including on your phone. It must be at least 4 characters long.*

> ***Note***: *To ensure the confidentiality of the content of your vault, the ZenyPass password is never sent to us, is not stored anywhere, and cannot be reset.* ***Don't forget it!***

- Click on "Create your Vault".

2nd step: read and accept the general terms and conditions of use of ZenyPass.

> ***Recommendation***: *We also recommend that you subscribe to our newsletter, to receive information about new features of the application.*

By validating this step, an email will be sent to you, to validate your email address. If you did not receive this email, check if it did not arrive in your "Spam" folder.

3rd step: validate your email address

This is what the email you should have received from us looks like.

Validation email

- Click on the "I validate my email address" button.

   Note: *This validation email is only valid for 15 minutes. If you have not validated your account within this time, you must restart the creation of your vault from step 1.*

Validating your email address will also validate the creation of your account. A welcome email is then sent to you, with initial instructions on how to use ZenyPass.
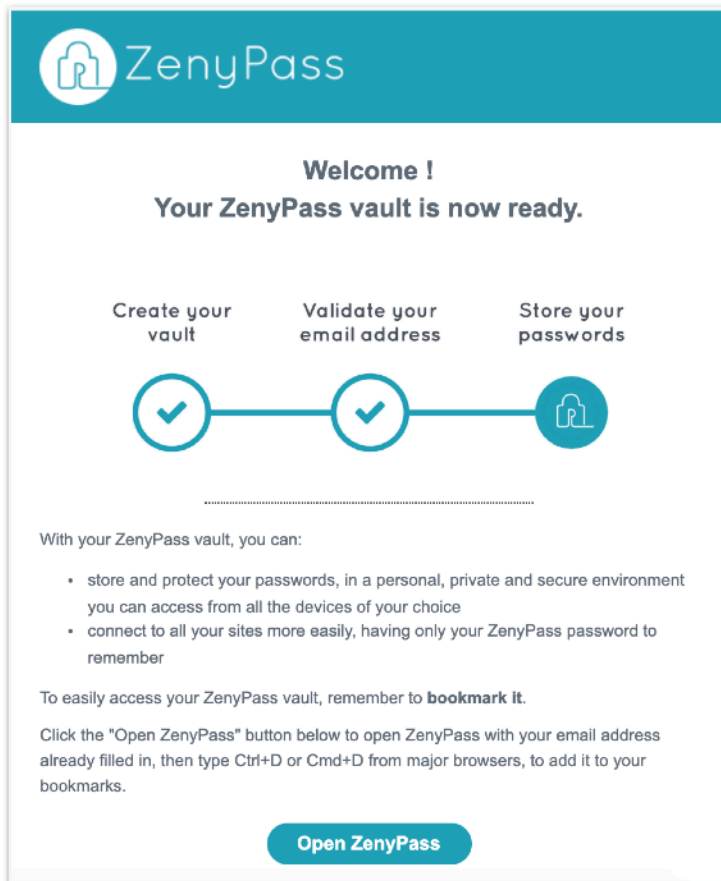
Welcome email

You can then connect, from the web browser you used for the first step.

The first login will finalize the creation of your vault. This may take a little longer than the following connections, especially on some phones.

Connect to ZenyPass

Accessing your ZenyPass vault can only be done from an already authorized web browser. By default, when you first log in, you must use the device and web browser used to create your account.

It is then possible to grant access to other devices and browsers (see next section).

- Go to the ZenyPass login page:
  - from the zenypass.com website, then by selecting "My vault" from the menu bar
  - or by clicking here: I connect to my vault.
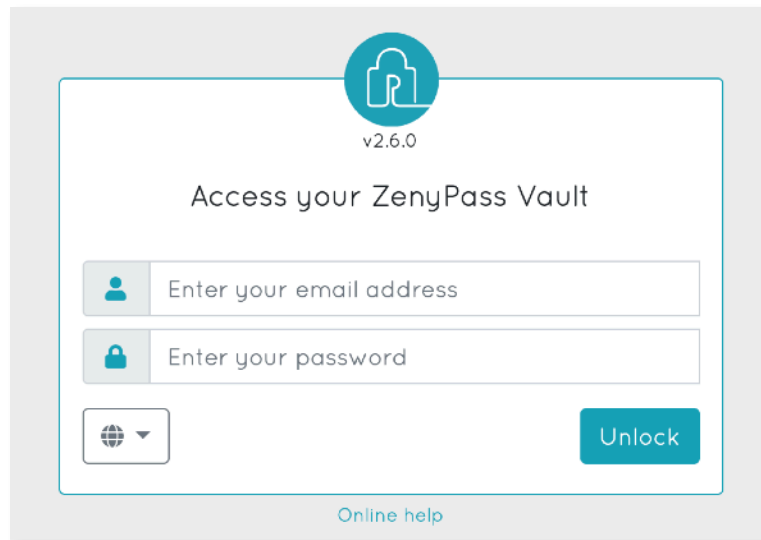
ZenyPass access page

- Enter your ZenyPass credentials (email address and password)
- Click « Unlock ».

Recommendations: you can create a link to ZenyPass, which includes your email address, so you don't have to retype it when you access your vault.
This link is automatically created by your browser, after you have entered your email address, and clicked in the password field. You can also get this link by clicking on the "Open ZenyPass" button in the welcome email. Once you have created this link, save it to your favorites. This favorite will open ZenyPass, with your email address.

*On top of **saving ZenyPass in your favorites**, you can also:*

- ***Pin the ZenyPass tab** (from the menu that opens with a right click on the ZenyPass tab), so that it always remains open in your browser*

- ***Define ZenyPass as your browser's home page**, from your browser settings, and then access all your sites with a single click*
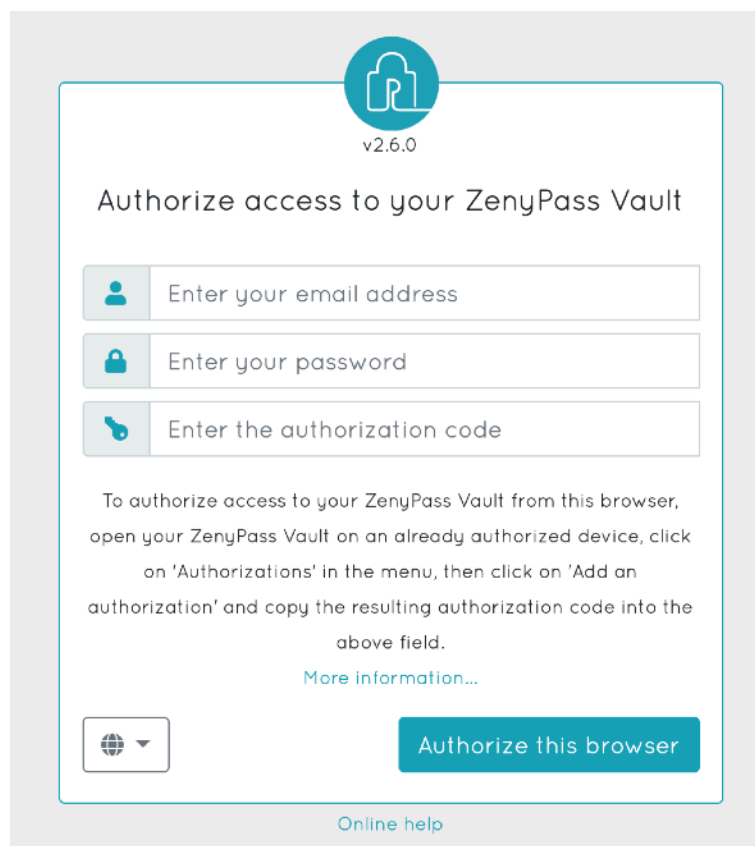
Synchronize ZenyPass with a new device or web browser

You can synchronize your ZenyPass vault with as many devices and web browsers (subject to compatibility) as you wish. But access to these devices or browsers must first be authorized, to better guarantee the security of your data. Access to your vault is therefore impossible from a device that you have not previously authorized yourself.

To allow access to your vault to a new device, or a new browser:
- go to the ZenyPass access page from that device or browser
- and click on the "Authorize this browser" button, located under the box containing the email and password fields.

A third field is added to enter an authorization code.

New browser authorization page

To obtain this authorization code:
- Log in to ZenyPass from an authorized device or browser (for example, the one from which you created your account, or any other browser you have authorized since then)
- Select "Authorizations" from the menu at the top of the screen.
- Generate a new authorization code with the "Authorize a new access" button.
- Enter your ZenyPass password.
- The authorization code, valid for a few minutes, is generated.
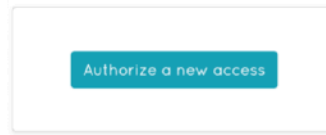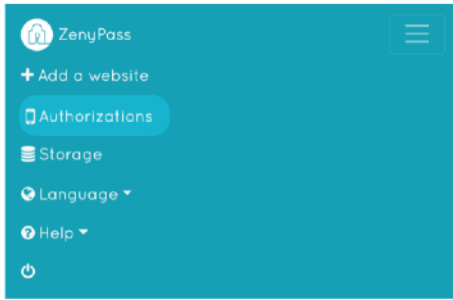
Steps to create an authorization code to synchronize a new browser

From the device or browser to be authorized:
- enter your ZenyPass email and password
- copy the authorization code into the field marked with a key
- validate the access authorization request with the « Authorize this browser » button.

On the browser allowing access, a thumbnail for the new access is then added to the list of existing permissions.

You can then connect from the new device or browser

> ***Important: Synchronize your vault with multiple devices and browsers!*** *If you lose a device, or if the ZenyPass data stored in a browser is deleted (such as when deleting cookies or zenyway.com domain data), it is possible, from another access to your vault, to re-authorize a device or browser whose data has been deleted, to re-synchronize it again.*

Add a website to ZenyPass

To add a site to ZenyPass, click « Add a website » from the menu.
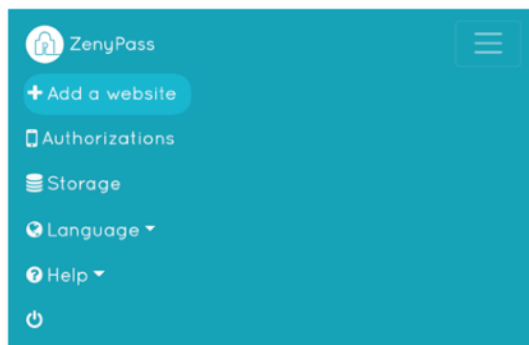
A new empty record opens up. Fill it in with information for the site:

Record name: name you wish to give to this record (only mandatory field).

Website URL: site address. It is possible to paste this address, if it has been copied from the site page.

Username: your username for this site, pre-filled by default with your ZenyPass email address.

Password: your password for this site.

Keywords: keyword(s) allowing you to find your records more quickly from the search field (e. g. home, business, finance, favorites, project1,...).

Comments: Free field. In particular, it may contain tips to connect, which will be displayed on the login screen.

Access to the data in each record can be configured in two ways:

Strict lock: you will be prompted for your ZenyPass password each time you want to modify this form, or view or copy the password.

Lock on timeout: you'll only be prompted for your ZenyPass password after a period of inactivity.

Here is below an example of a filled in record. Next to the fields which are filled in, buttons were added for specific actions.
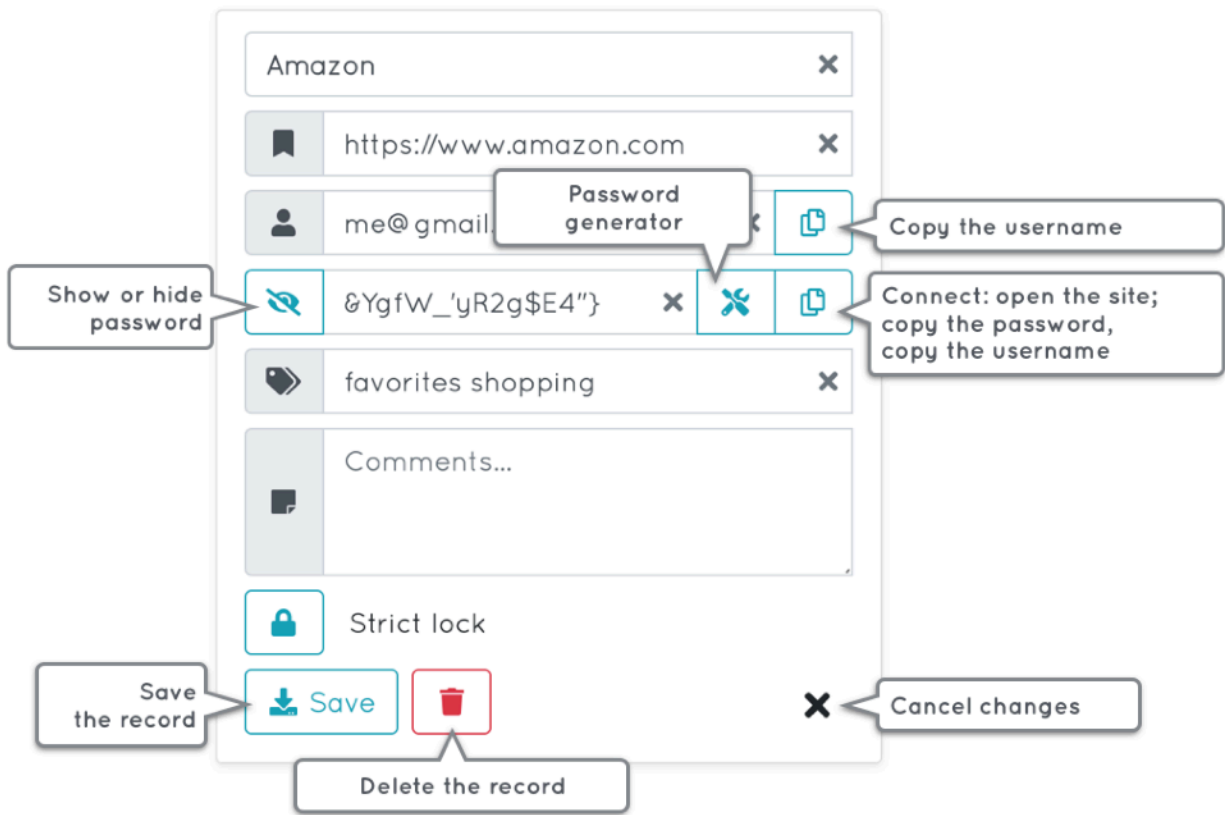
Import multiple sites and credentials into ZenyPass

If you have your passwords or identifiers stored in a digital format, ZenyPass allows you to transfer them to your vault by importing them from a CSV file.

ZenyPass accepts CSV files generated by Google Chrome, Brave, Google Sheet or LibreOffice (data separated by a comma), by Excel (data separated by a semicolon), by KeePass, as well as standard CSV files that you have created yourself.

This feature is not currently available on iOS.

Generating a CSV file with the passwords stored in Google Chrome or Brave

From your web browser:
- go to the settings (from the menu, at the top right, represented by 3 vertical dots or 3 horizontal lines),
- click on the "Password" section,
- click the 3 vertical dots at the end of the "Saved passwords" line, then on "Export passwords…"
- confirm the export by clicking again on "Export passwords…" on the window that pops up.

Generation of a CSV file from Excel, Google Sheet or LibreOffice

Create an Excel, Google Sheet or LibreOffice table containing your sites and credentials, with the following columns:

	A	B	C	D	E
1	name	username	password	url	comments

The name of each column must be identical to the above names. On the other hand, the order of the columns does not matter.

- The "name" column will match the name of the imported record,
- "username" will match the identifier,
- "password", the password,
- "url", the website address,
- "comments", comments.

Once the file has been created and filled in, save it in CSV format.

For Excel or LibreOffice:
- click on **File**,
- click on **Save As**,
- select the **CSV** format and **UTF-8** encoding,
- and **save** the file.

For Google Sheet:
- click on **File**,
- click on **Download as**,

- select the format **Comma-separated values (.csv, current sheet)**.

If you open the generated CSV file with a text editor (such as TextEdit), it should look like this:

```
"name","username","password","url","comments"
"GMail","me@gmail.com","CxFfOxmVQ7U","mail.google.com","My emails"
"Intranet","me@mycompany.com","5FVm+XG-G3e","intranet.company.com","Connect with email first"
```

Example of a CSV file generated by Google Sheet, or LibreOffice

```
"name";"username";"password";"url";"comments"
"GMail";"me@gmail.com";"CxFfOxmVQ7U";"mail.google.com";"My emails"
"Intranet";"me@mycompany.com";"5FVm+XG-G3e";"intranet.company.com";"Connect with email first"
```

Example of a CSV file generated by Excel

- the first row corresponds to the name of the columns,
- then, each line corresponds to an element that will be added to ZenyPass.

Creating a CSV file manually

You can create your own CSV file, using a text editor, and following the same format as when generating a CSV file from Google Sheet, Excel or LibreOffice, and separating the data by commas `,`, namely:
- the first line must be exactly:
  `"name","username","password","url","comments"`
  or
  `name,username,password,url,comments`
- then add one line per account, following the same format, for example:
  `"GMail","me@gmail.com","CxFfOxmVQ7U","mail.google.com","My emails"`
  or
  `GMail,me@gmail.com,CxFfOxmVQ7U,mail.google.com,My emails`

Not all fields need to be completed. If a field does not need to be filled in, leave it empty, but keep the corresponding commas.

For example, the line corresponding to the pin code of a phone, for which you have no username or URL, would be:
`"Phone pin code",,"630714",,"iPhone pin code"`

The CSV file must be recorded with UTF-8 encoding.

Generation of a CSV file from KeePass

As KeePass is available in different versions, the procedure may vary depending on your configuration.

Open KeePass, then:
- click on **File**,
- click on **Export**,

- select the **CSV** format.
- If your KeePass installation offers this, choose the fields "Title", "User Name", "Password", "URL", "Notes",
- and click **OK** to save the file.

Importing the CSV file created into ZenyPass

To import the identifiers of a CSV file into ZenyPass:
- enter your Zenypass vault,
- click on "**Storage -> Import**",
- choose the type of CSV file you want to import:
  - standard CSV for files generated by Google Chrome, Brave, Google Sheet, LibreOffice, or for those you have created by yourself following the format defined above (data separated by a comma),
  - Excel CSV for those generated by Excel (data separated by a semicolon),
 - KeePass CSV for those generated by KeePass.
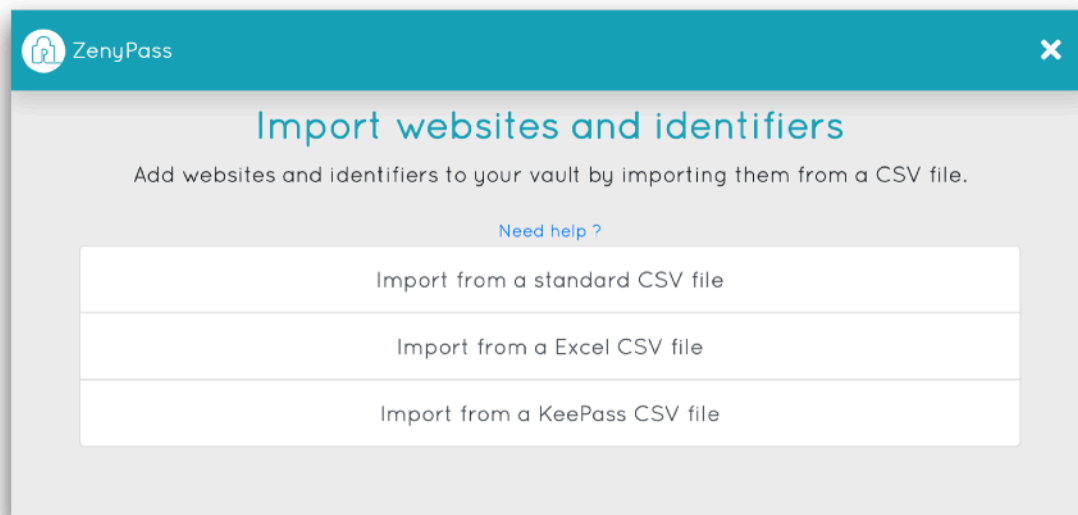
- Select the file

If your vault does not have enough free space to import all the credentials in the CSV file, you will have the option to continue to import credentials within the limit of the available space, or to first purchase additional space.

The list of credentials is displayed so that you can easily select the ones you want to import.

You can open the detailed content of each element by clicking on the arrow, to check its content and the correspondence of the fields.
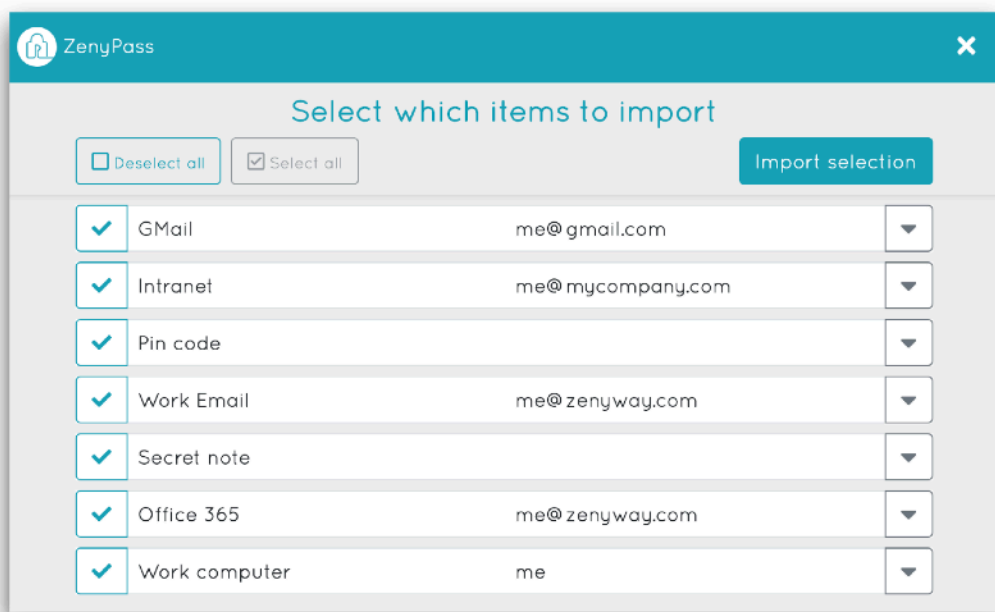
- Choose the elements you want to import,
- click on "**Import selection**".
- If you wish, enter keywords and comments that will be added to all imported elements (by default, a comment with the import date and file name is added).
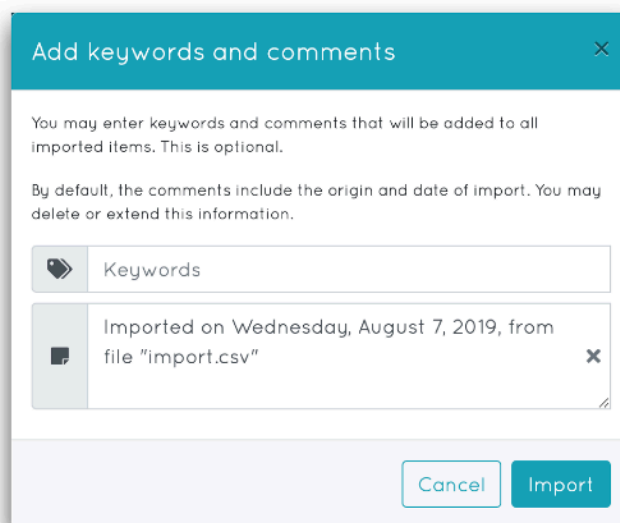

- click on "**Import**".

The selection is encrypted, and added to your ZenyPass vault.

Delete the files used for the import, so that you do not leave your passwords on your device in a readable (unencrypted) format.

Edit the content of a site's record

To edit the content of a site's record, click on the arrow at the bottom right of the site thumbnail to open the record, and click on **Edit**.
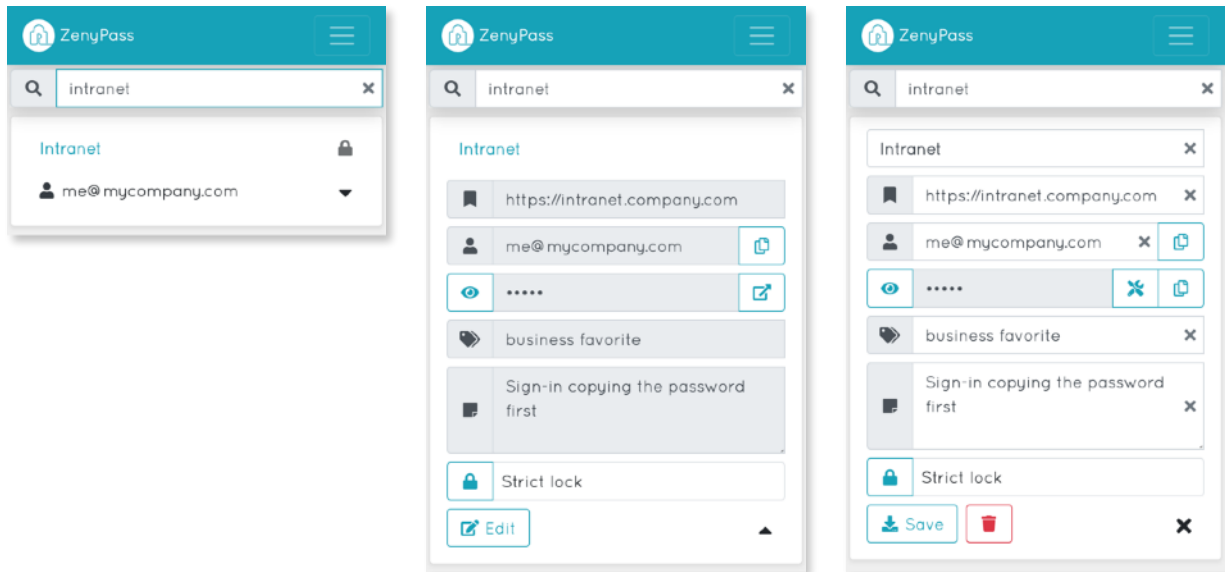
To edit or change the password of a record, you can:

- click on the tool icon ⚒ to open the password generator (see next section),
- or display the password by clicking on the eye 👁, and edit it.

The cross ✕ at the end of the fields of a record being modified allows you to delete the content of this field.

Create strong passwords automatically

ZenyPass includes a password generator, so you can easily create strong passwords for each of your accounts or online services, and thus better protect your data.

This generator is available where you need it the most, in the "password" field of a site's record, by clicking on the tool icon ⚒.

When you create or modify a site record, the password field contains an icon representing ⚒ tools.

1. Click on this icon to open the password generator.
   This one directly creates a random password, in accordance with the security recommendations (in particular those of the CNIL, the French Data Protection Authority).
2. Click on **Choose**, to add this password in the site's record.
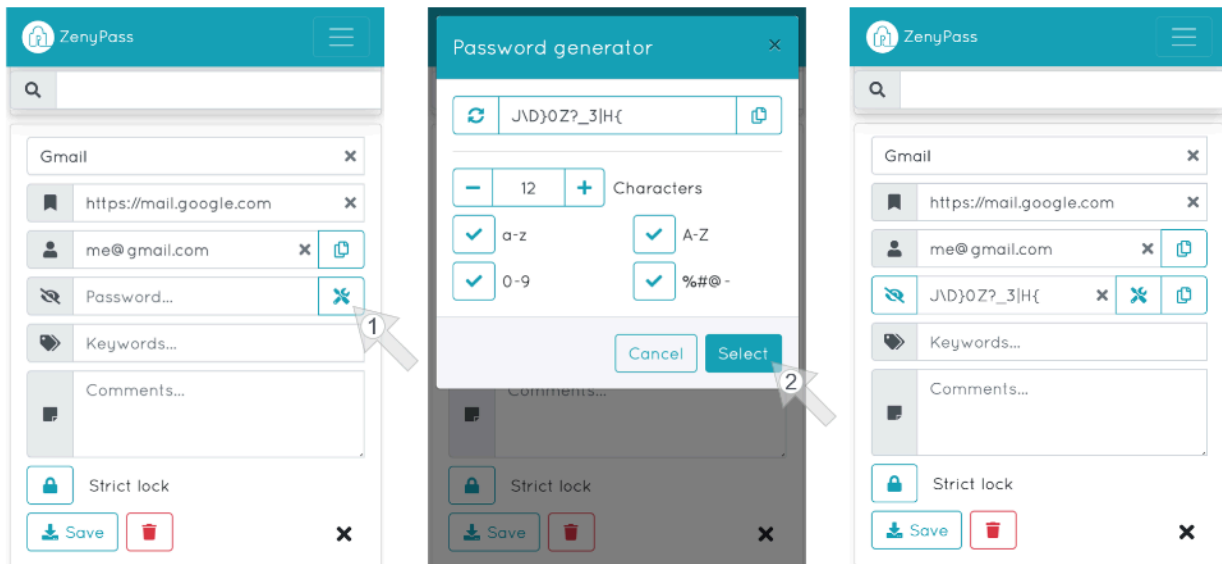
You can create another password by clicking on the icon to the left of the generated password.

You can also adjust the password settings, by changing the number of characters, or by removing certain types of characters.

For example, you can generate a 6-digit pin code by setting the generator to 6 characters, and checking only the "0–9" box.
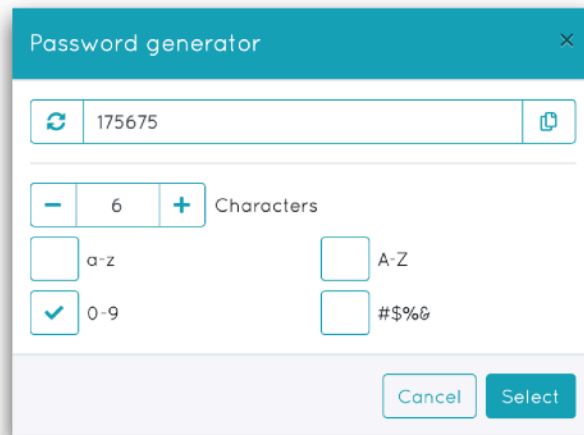
Once the password is in the site record, a new icon is added to the right of the field to copy this password.

- Copy this password, to paste it on the site for which you are creating your account, and save the record in ZenyPass to securely store this password.

The password generator can also help you **change the password of an existing account**. When you edit a record, click on the password generator icon to open it.In addition to proposing a new password, it contains a field with the current password, which you can display and copy.

To change the password of one account, you will first be prompted for your current password:
- copy it from the password generator, and paste it on the site.
- Then copy the new password from the generator, paste it on the site, and validate the password change.
- Then click on "Replace" in the generator to add this new password to ZenyPass and "Save" the record.
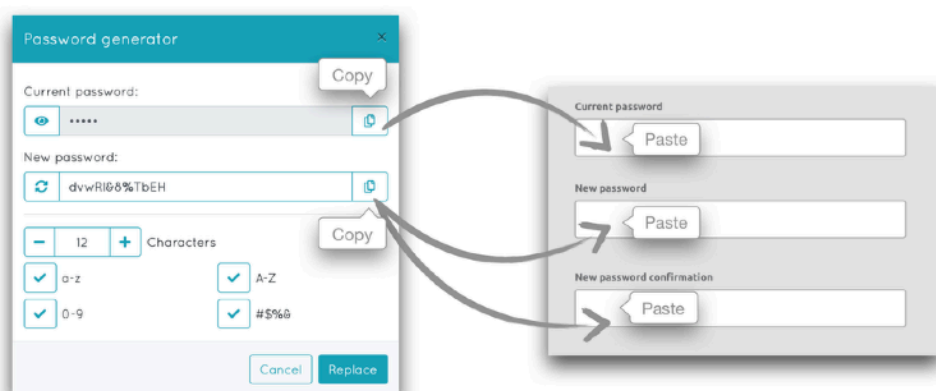
The password generator is only an optional function, which allows you to define strong passwords.

If you have a password for an account that you do not want to change, you can always enter it yourself without going through the generator.

You can also change a password automatically generated by ZenyPass, if necessary, directly in the password field of the record.

Connect to a site from ZenyPass

To access a site registered in ZenyPass, simply click on the corresponding thumbnail. ZenyPass's behavior then automatically adapts to the content of the site's record:

- **have you recorded the website address, username and password?** A login interface opens, from which you can open the site in one click while copying your password (or username). After pasting it on the site, return to the ZenyPass tab to copy the second connection field, and automatically return to the open site tab. You can also only open the site, by clicking on its name, above the login and password fields.
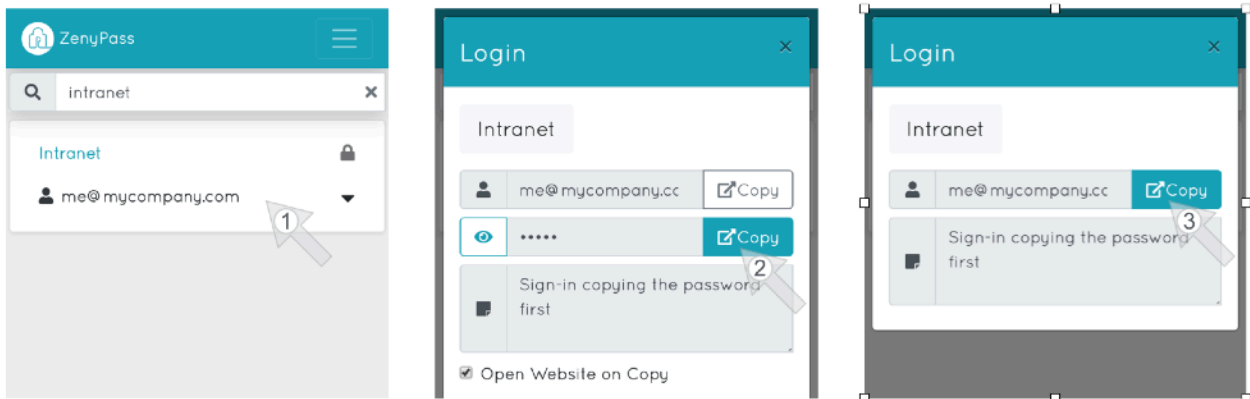

Connection starting by copying the password

- **have you only recorded the website address?** The site opens in a new tab, without going through the login interface. ZenyPass allows you to store all your favorite websites, easily recognizable by a bookmark icon. You can find them on all your devices, regardless of the web browser you are using.

- **have you registered the website address and a username, but no passwords?** It is relevant for sites that offer a connection without a password, and instead sends you a unique login code by email. For these, clicking on the site thumbnail opens the site in a new tab and copies your username so that you can paste it into the corresponding field.

Some sites do not allow to copy the password, and require you to enter a code on a virtual keyboard (especially many banking sites). For these sites, you can:
- copy your username while opening the site, to paste your username,
- then click on the eye, at the left of the password field, to display it, and type it in on the site.
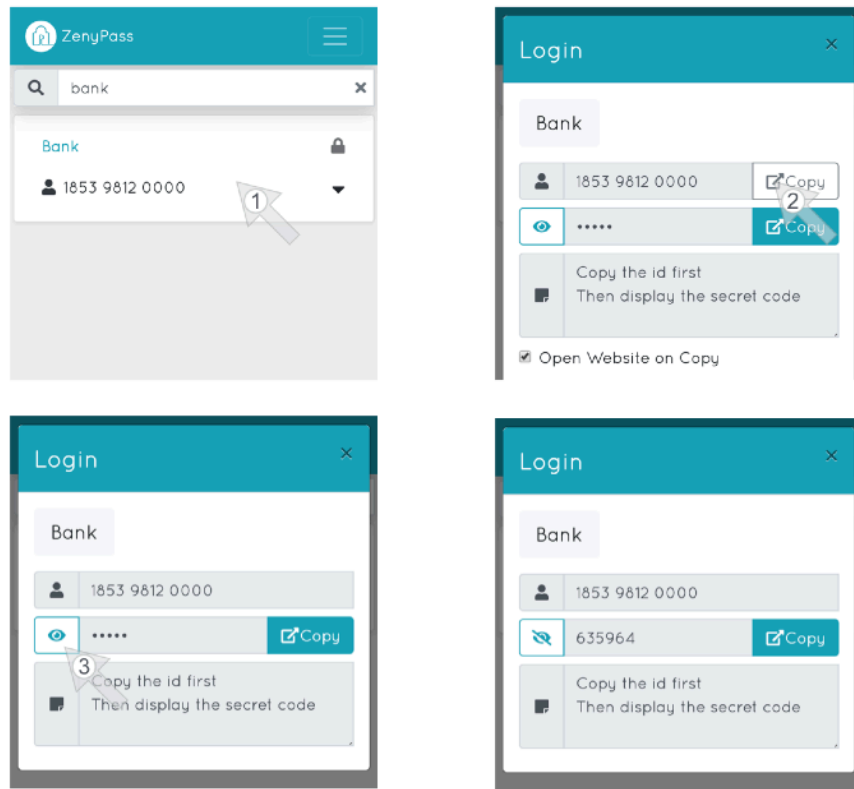
*Banking site: copy - past the ID, then display the secret code*

We recommend you to delete your password from the clipboard (which keeps track of what you have copied) so that you do not paste it by mistake later. ZenyPass deletes your password from this clipboard:
- by replacing it with your username, if you start by copying your password (recommended when the site you want to connect to allows it)
- by closing the ZenyPass login interface, if you have copied your password after your login.

In addition, if you display the password in a site's record, or in the login interface (by clicking on the eye at the left of the password field), it will automatically be hidden again after one minute.

Organize the content of your ZenyPass vault

To quickly find the information stored in your vault, you can use the search field at the top of the page, just under the menu bar.
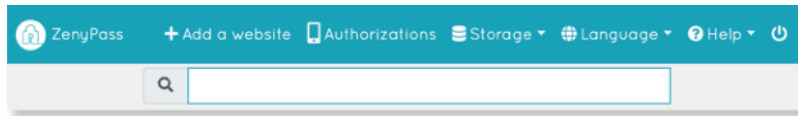

This search field filters the thumbnails of the sites, to display only those that contain the searched word(s). These can be words contained in the name of the record, in the website url, in the username, in the keywords, or in the comments.

Keywords are used to organize the content of a vault by groups of sites corresponding to the same theme, category, project, etc.

To **add a keyword to a record**:

- open the site's record by clicking on the arrow at the bottom right of its thumbnail
- click on "Edit"
- enter words in the "Keywords" field
- click on "Save".

For example, you can define keywords such as: *business*, *home*, *hobbies*, *shopping*, *project1*, *project2*, etc... or as a *favorite*, to display only the sites you use the most.
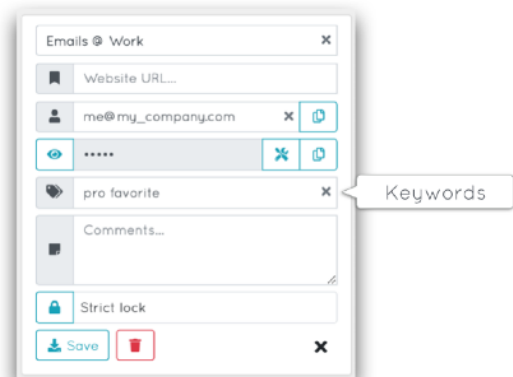
Keywords can thus be used as folders, but with the advantage that several keywords can be associated with the same record, or the same search.
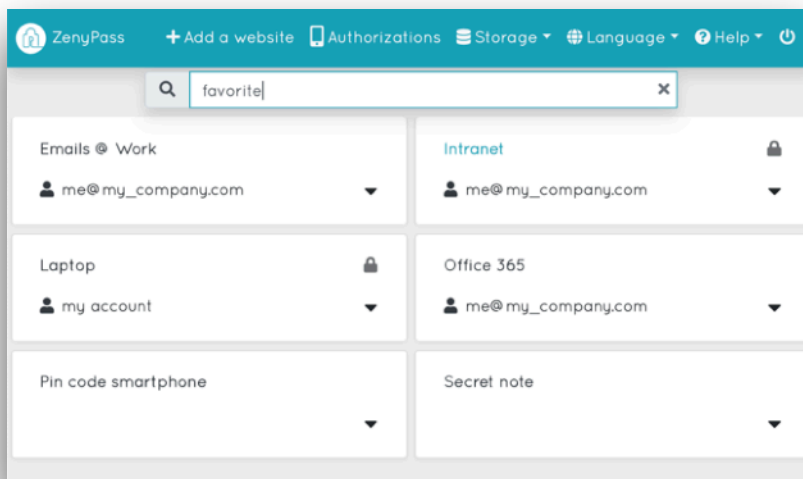
Tip: do you want to search only for defined keywords, and exclude other fields (url, name of the record, ...) from the search? Use a # (or any other symbol) in your keywords to make them unique.
- For example, searching for *GMail* will give you many results if you have a GMail address.
- On the other hand, searching for *#GMail* will only display sites where one of the keywords is *#GMail*.

# How lock settings for sites recorded in ZenyPass work

When a password is saved in a record's file, you may be prompted for your ZenyPass password to access it.

For each site, ZenyPass offers two options:
- **strict lock** is the default setting. It provides the highest level of security. In this mode, accessing a password (to display it, or to connect to a site), or editing information stored for a site, requires the user's ZenyPass master password.
- **lock on time out** allows access to a stored site without having to re-enter the ZenyPass password within 15 minutes since last use. Beyond these 15 minutes, ZenyPass switches to strict lock for all stored sites.

The lock mode can be independently set for each site. To change it:
- open the site record by clicking on the arrow at the bottom right of the site thumbnail,
- click **Edit**,
- click the lock icon,
- and **save** the card.
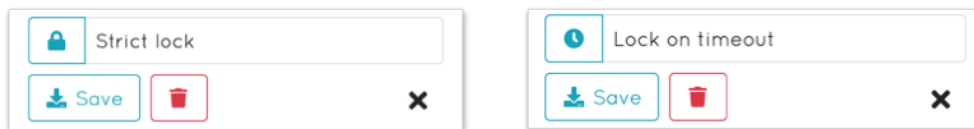
Time-delayed lock after accessing a vault

As an exception, since you usually access your vault to connect to a site or change a record, the record lock is disabled for 45 seconds after unlocking your vault, including for strict lock records.

It is therefore possible to connect to different sites for 45 seconds, without having to re-type your ZenyPass password.

It is also possible to re-enable, before the end of these 45 seconds, the strict lock for all the sites concerned, by clicking on the lock that appears at the bottom of the ZenyPass page.

Useful links

ZenyPass URL:
my.zenypass.com
my.zenypass.com/#/?email=<my_email_address>

Online help and video tutorials:
https://medium.com/zenypass-en/tagged/zenypass-help

FAQ:
https://zenyway.com/password-manager/faq/en/index.html

Facebook page:
https://www.facebook.com/zenypass

Twitter page:
https://www.twitter.com/zenyway

LinkedIn page:
https://www.linkedin.com/company/zenyway

Contact us:
contact@zenyway.com