

# How To Use LastPass

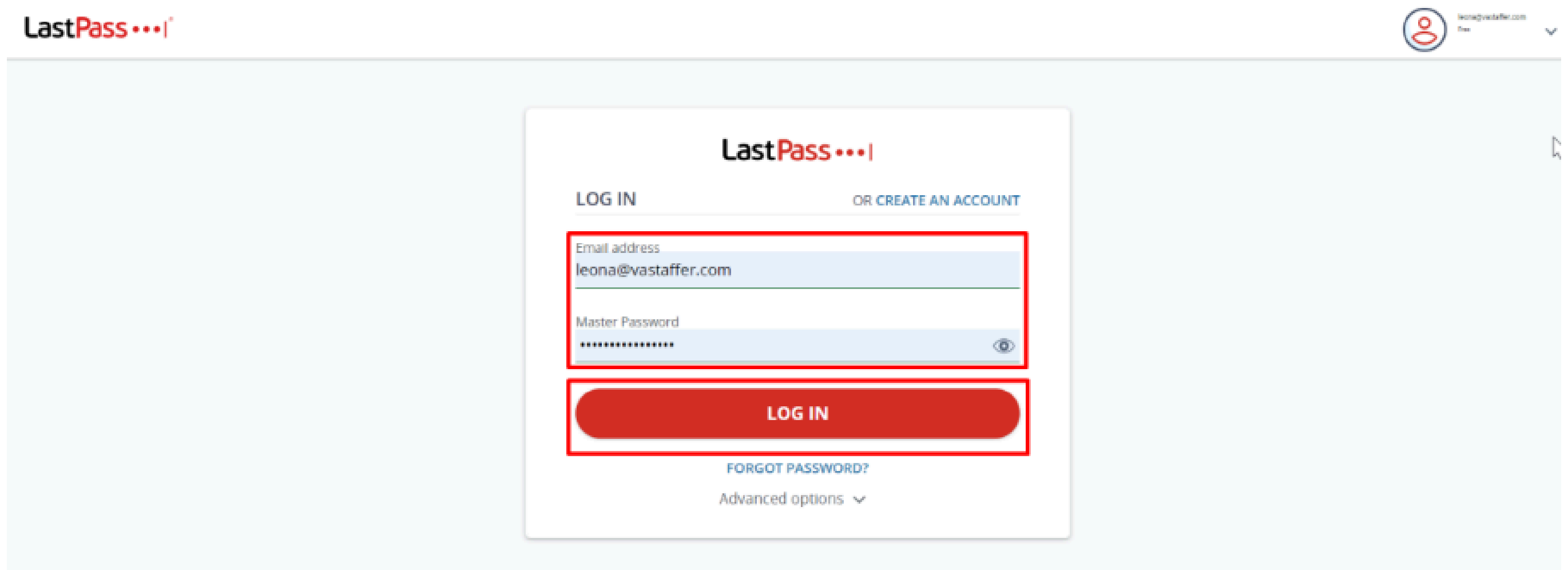


# How to use LastPass in saving passwords, payment cards, and bank accounts.

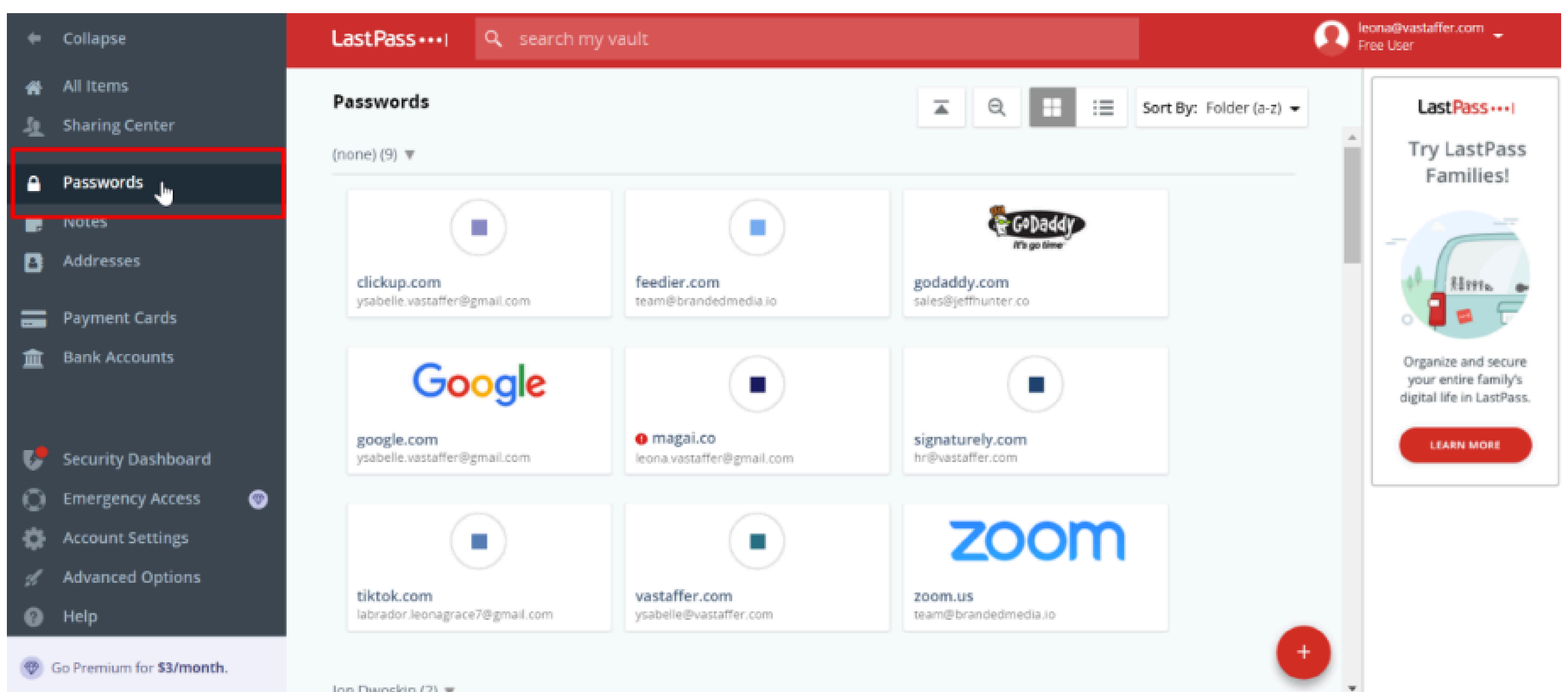
## How to share your passwords, payment cards, and bank accounts using LastPass.

1 Go to <https://www.lastpass.com/>

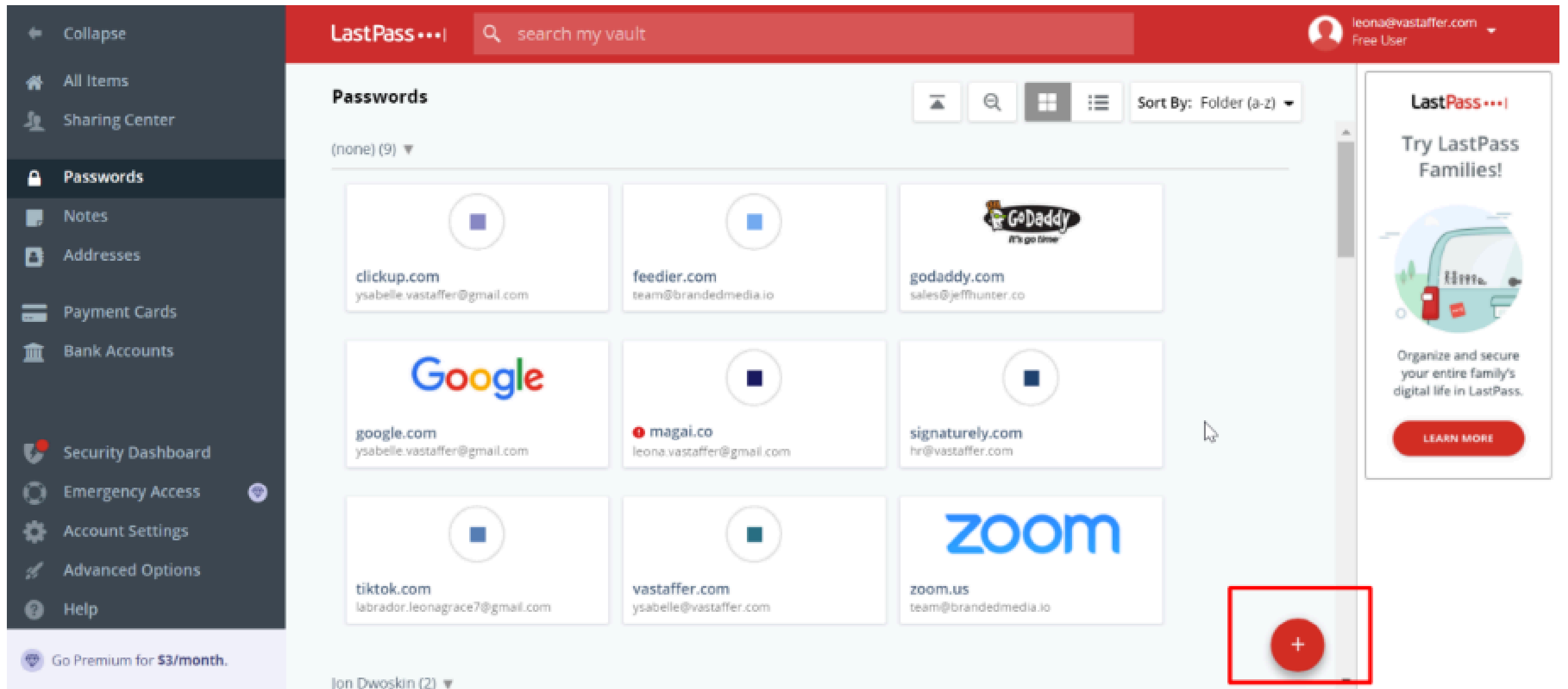
2 Log in your account



3 To add passwords, click Password



4 Click the “+” sign at the bottom right

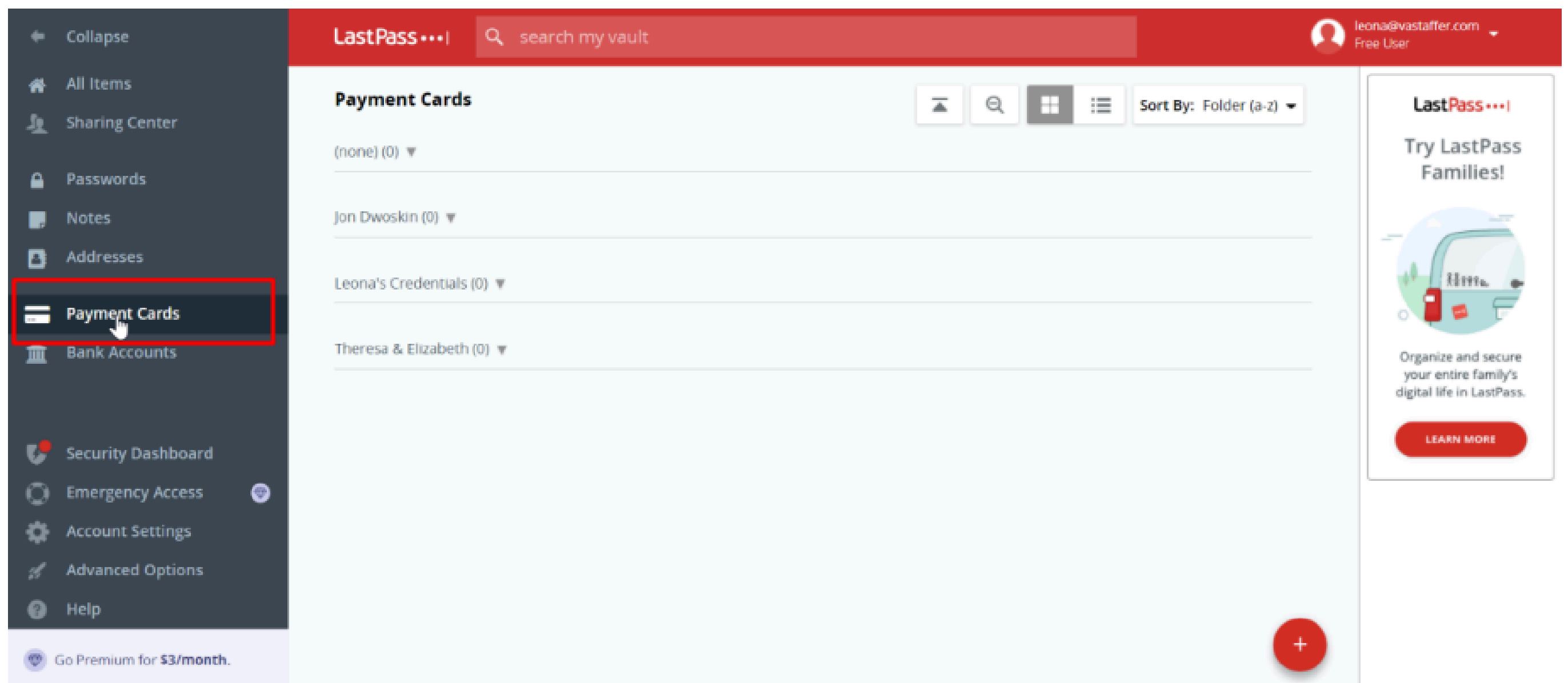


5 Fill out the URL, Username, and Password. You can also add it to a folder to compile all your passwords.

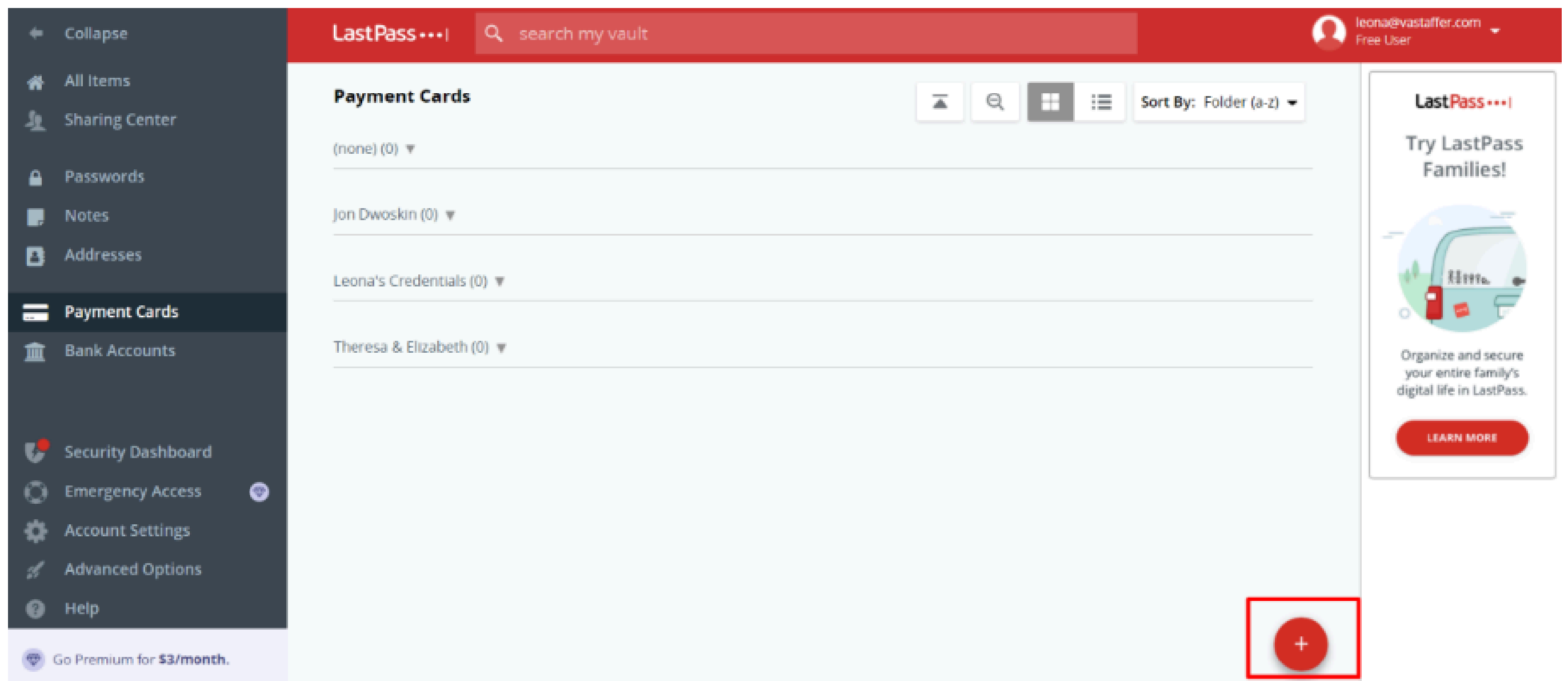
A screenshot of the 'Add password' form in the LastPass interface. The form is titled 'Add password' and has a red header bar with 'ALL ITEMS' on the left and a close button on the right. The form contains several input fields: 'URL:' with a dropdown menu, 'Name:' with a text input, 'Folder:' with a dropdown menu, 'Username:' with a text input containing 'leona@vastaffer.com', and 'Site password:' with a masked password input and an eye icon. Below these fields is a 'Notes:' section with a large text area. At the bottom of the form, there is an 'Advanced Settings' section with a right-pointing arrow. At the very bottom, there is a star icon on the left and two buttons: 'Cancel' and 'Save'.

6 Click Save.

7 To add your payment card credentials, Click Payment Cards.



8 Click the “+” sign at the bottom right.



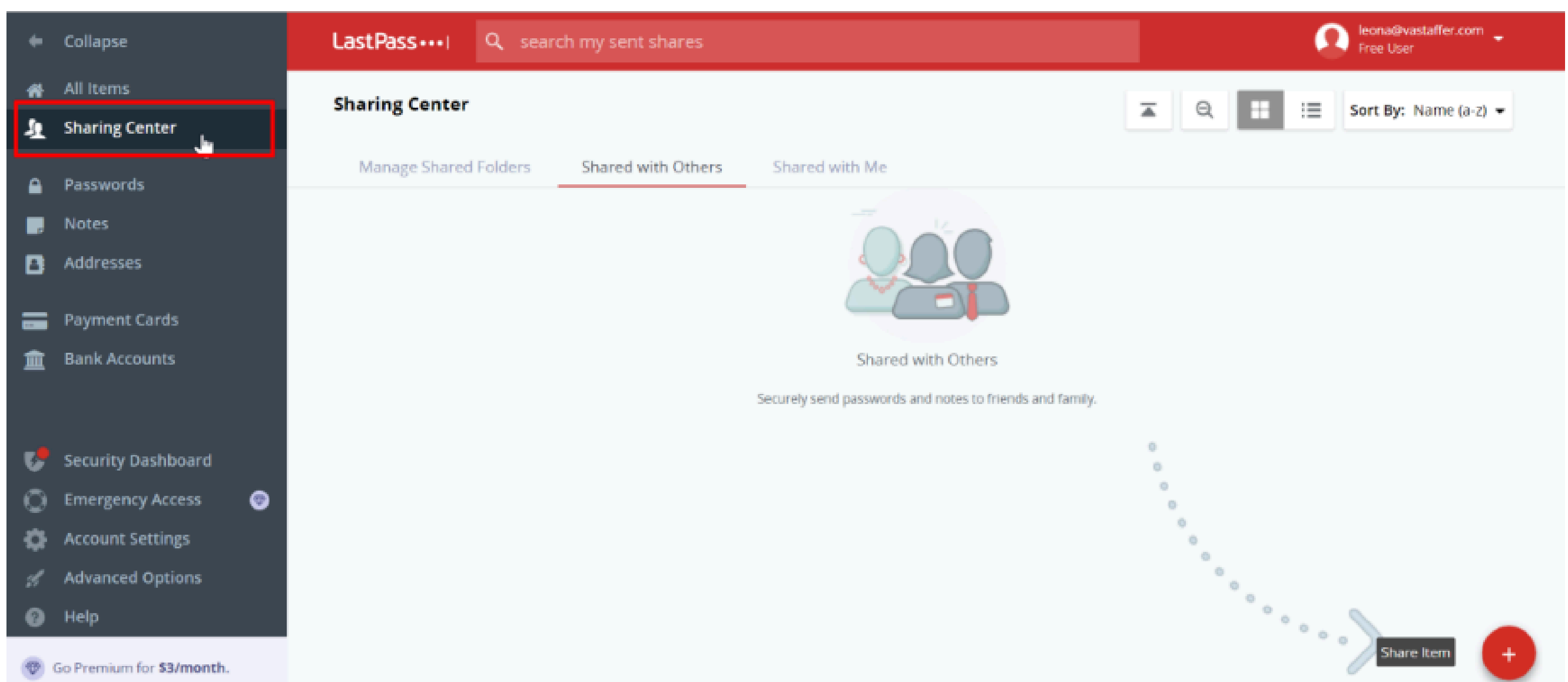
9 Fill out the following information about your card.

The screenshot shows the 'Add payment card' form in LastPass. The form is divided into two main sections. On the left, there are fields for 'Name:' and 'Folder:', followed by an 'Advanced Settings' section with an 'Add Attachment' button. On the right, there is a table-like structure with the following fields: 'Name on Card', 'Type', 'Number', 'Security Code', 'Start Date' (with a dropdown arrow), 'Expiration Date' (with a dropdown arrow and a blue button labeled 'leona@v...', likely for calendar integration), and 'Notes' (a large text area). At the bottom of the form, there are 'Cancel' and 'Save' buttons.

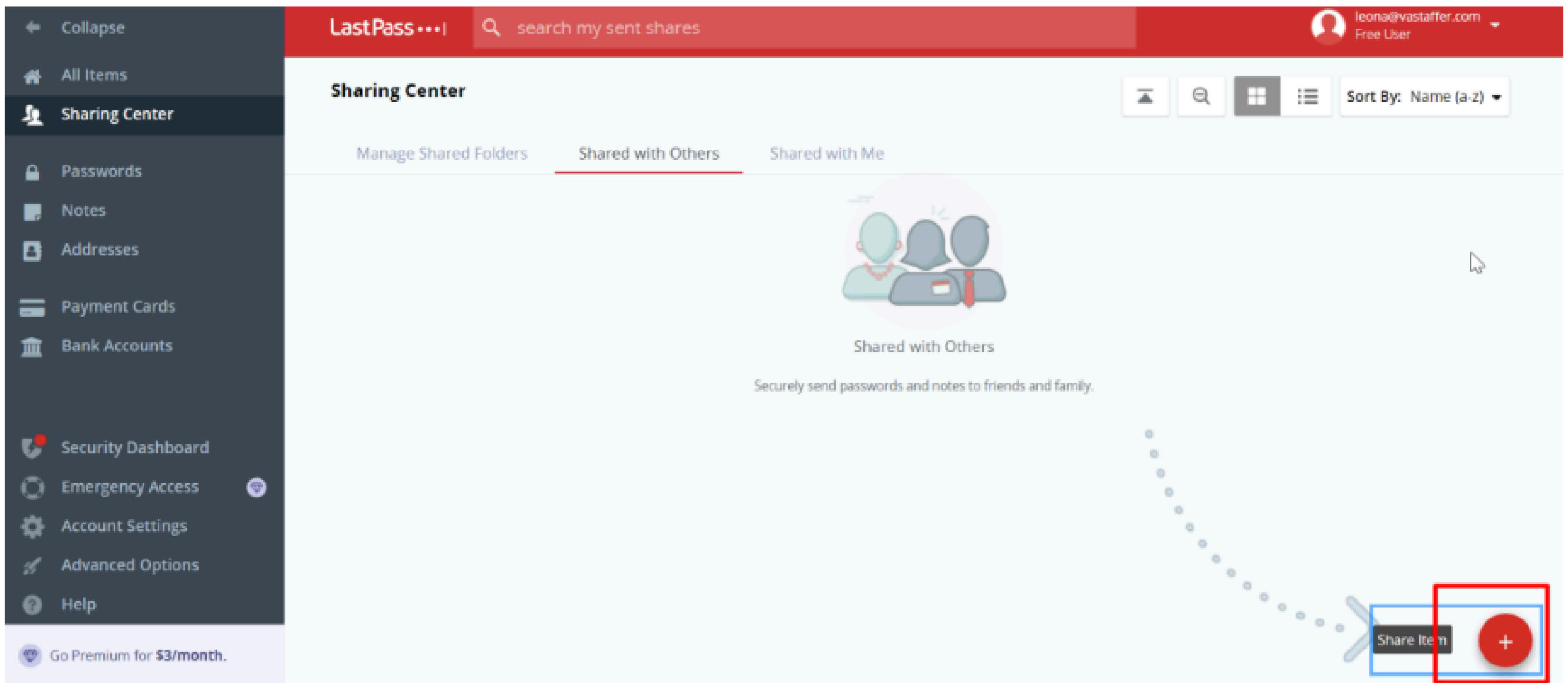
10. Click Save.

Note: The same process in saving your bank account credentials.

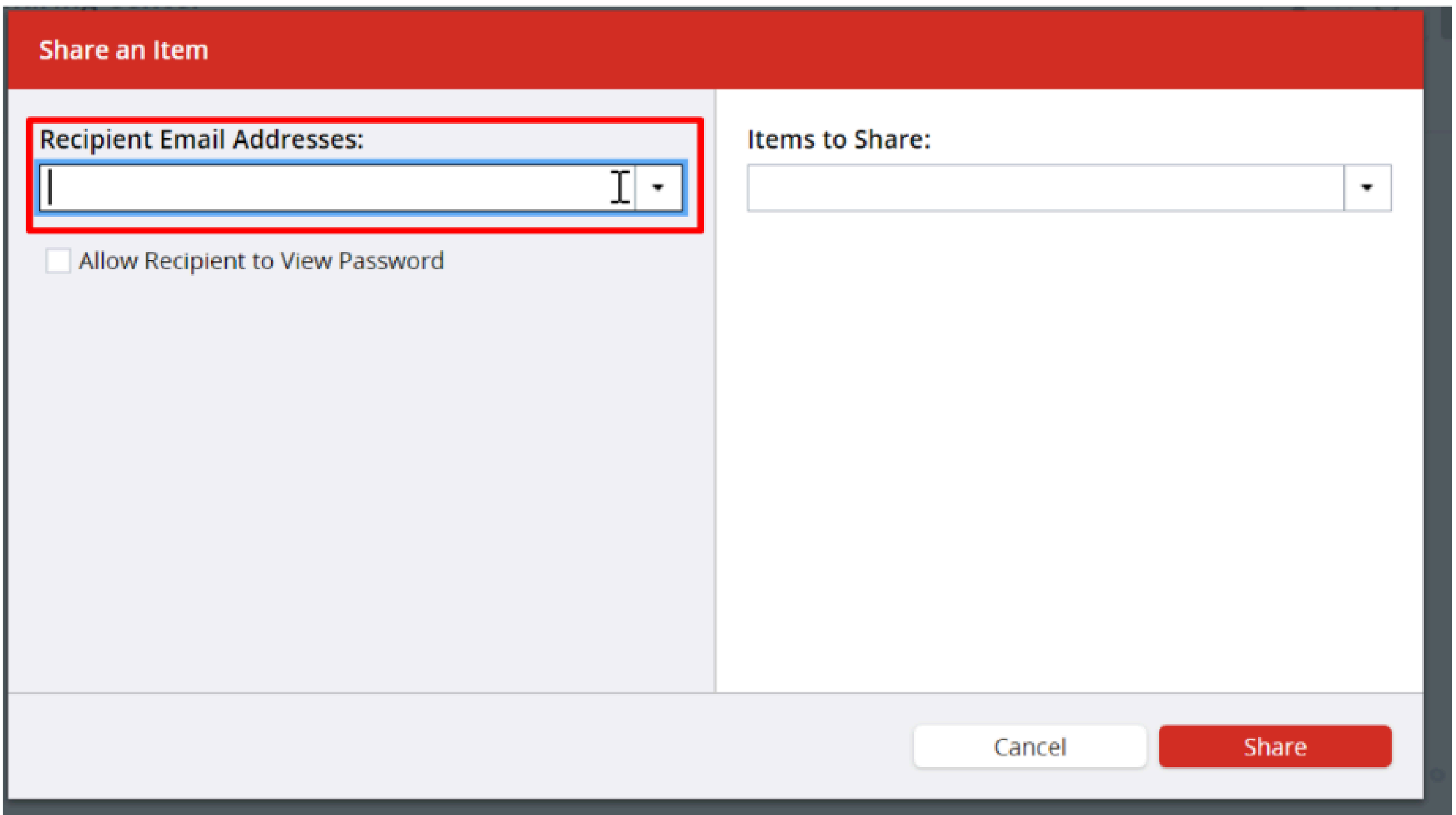
11 To share your passwords, payment cards, and bank accounts, click Sharing Center.



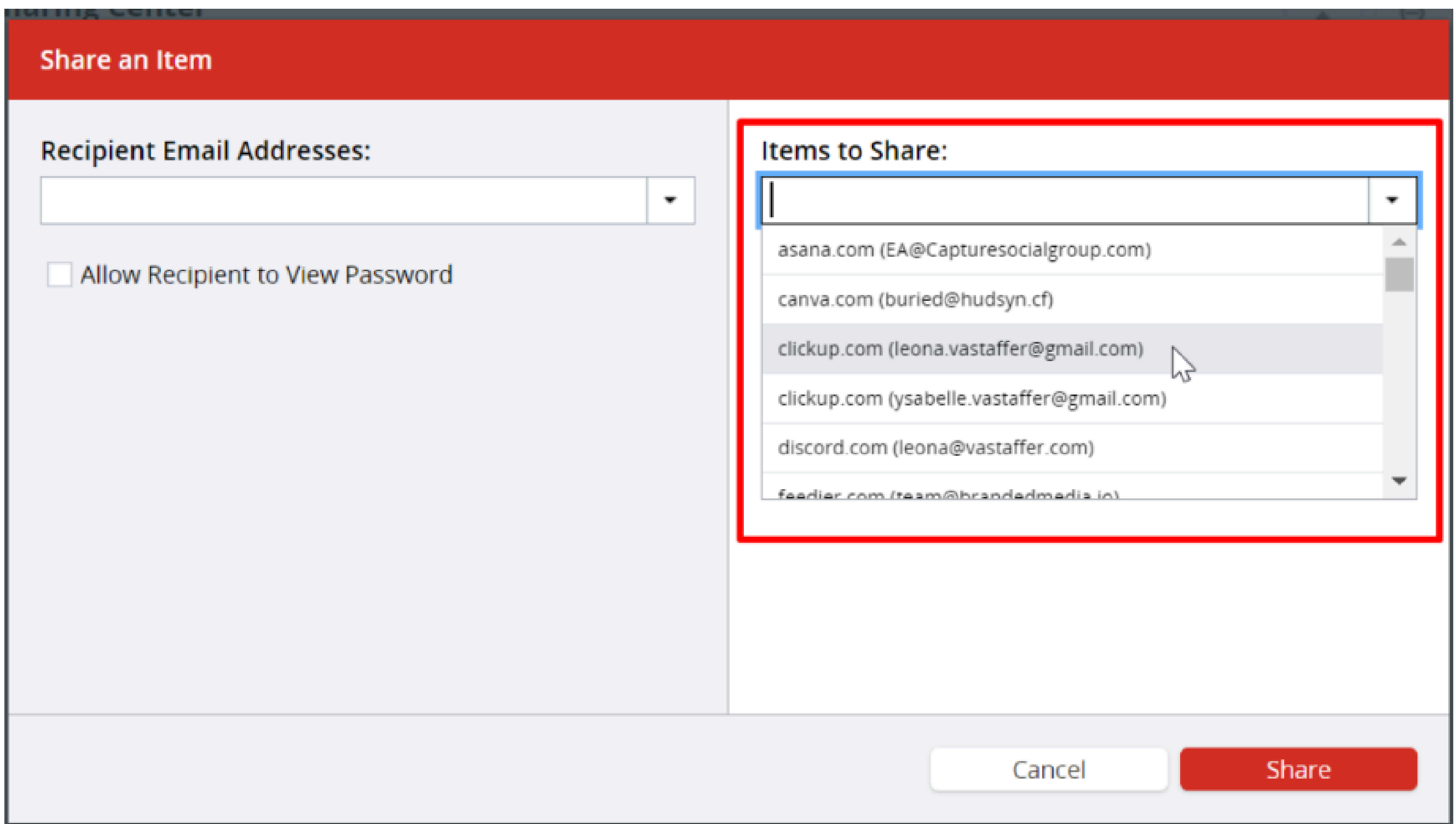
12. Click the “+” icon on the bottom right.



13. Add the LastPass email address of the person you want to share your passwords and cards with.



**14** Choose what credentials you want to share.



**14** 15. Click Share.



# How To Use LastPass

**SCAN CALENDAR**



**BOOK A STRATEGY CALL**

**Jeff J Hunter**

*Founder VA Staffer  
Pre-Trained, Pre-Vetted Executive  
Assistants*

