

Migrating your small business from LastPass to 1Password

Welcome to 1Password! We know that switching password managers can be a daunting prospect, but it doesn't need to be. Here we'll explain how to use our migration tools to quickly and conveniently move all of your data into 1Password.

Need a hand? We're here to help. With dedicated onboarding and customer success teams, we can guide you through **every step** in your migration journey, making sure your team has a seamless transition to better online security.

Haven't switched yet? [Get started with 1Password Business today!](#)

Essential terms

1Password and LastPass use slightly different terminology. Here's a quick 'cheat sheet' to help you understand what some common terms mean:

1Password	LastPass
Vaults	Folders
Account Password	Master Password
Watchtower	Dark Web Monitoring

Considering a switch?

[Discover what makes 1Password different from other enterprise password managers.](#)

Before you begin

1

Choose an admin or team of admins to export data contained within shared LastPass folders.

The admin(s) should download the 1Password desktop app, and have Admin Group permissions in 1Password.

2

Create vaults in 1Password that mirror your folders in LastPass.

The admin(s) should create vaults on behalf of the team that match how your folders were set up in LastPass. This will simplify the migration and help everyone find what they need in 1Password.

3

Turn off backup software on the main admin's devices.

Turning off this software will ensure that an unencrypted copy of your LastPass data isn't accidentally backed up.

4

Make all items in your LastPass shared folders read-only.

You don't want anyone editing or removing items while you're partway through moving your team's data to 1Password.

5

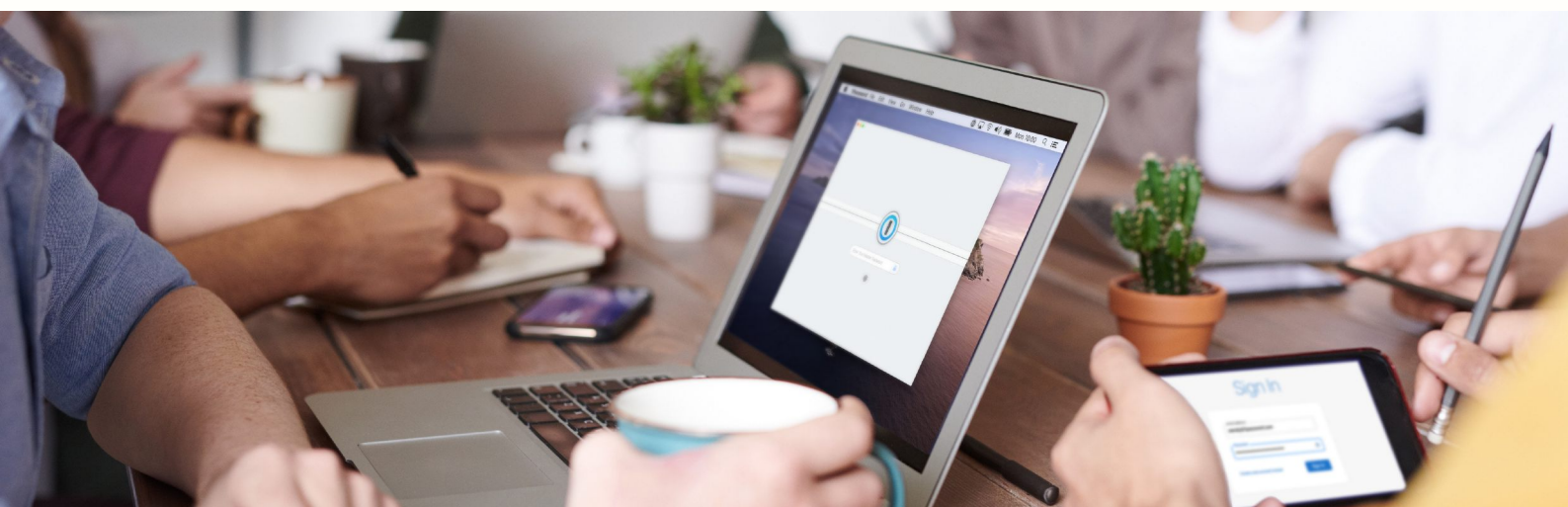
Tell your team about the migration.

Let your team know that you're switching from LastPass to 1Password, if you haven't done so already. Being transparent will help everyone understand the change and ensure the transition goes as smoothly as possible.

6

Explain how the Secret Key works.

The Secret Key is a unique part of 1Password's security model that helps protect team members' accounts. Explain what the Secret Key is and how it works to your co-workers, who won't be familiar if they've only used LastPass before.



How to migrate your data

- ☐ Sign in to lastpass.com, and select Advanced Options, followed by Export. Then select LastPass CSV File.
- ☐ You'll be prompted to enter your LastPass master password to download the data stored in your team's shared folders as a CSV file.
- ☐ Sign in to 1password.com, select your name, and choose Import, followed by LastPass.
- ☐ Follow the instructions to select your CSV file and, if necessary, make changes to the import.
- ☐ Delete the CSV file from your device.



Note: You may be prompted by your web browser or LastPass to save your 1Password account password. Dismiss this prompt as you shouldn't save or store your 1Password account password in another password manager. Follow these tips to keep your account password and Emergency Kit secure.

How the migration works

- Sites will be converted into 1Password login items.
- Login items will be automatically imported into your private vault.
- Nested Folders in LastPass won't be converted into vaults in 1Password. Instead, folder titles in LastPass will be converted into tags in 1Password.
- Form Fills, One-Time Passwords, and Attachments won't be imported. You can manually add back [documents](#) and [credit cards](#) to your 1Password vaults.

Work for an enterprise organization?

Learn how to simplify your migration with [1Password's Advanced Migration script!](#)

Give your teams access

- ☐ Invite your team to start using 1Password, if you haven't done so already. You can invite people individually by email address or send a sign-up link to everyone.
- ☐ Sign in to [1Password.com](https://1password.com) and select vaults in the sidebar.
- ☐ Select Share Vault, then choose the groups or team members who should have access.
- ☐ Select the settings icon next to a person or group to change their permissions.

Ask your team to migrate their private data

- The next step is to ask your team members to migrate the data stored in their private LastPass folders.
- First, ensure that everyone on your team has been invited to 1Password.
- Ask them to follow the same instructions that you did to migrate your team's shared folder data. The difference is that they'll only be exporting their private folder data.

For detailed steps, check out our guide [Team members: Migrate your private LastPass data to 1Password](#) and share it with your team.

Uninstall LastPass

The migration is now complete! The last step is to remove the LastPass desktop app and browser extension from your devices. This will stop LastPass from trying to autofill or save your credentials moving forward. To remove LastPass:

- Open your LastPass dashboard and select Account Settings, followed by My Account.
- Select the Delete or Reset Account option.
- Another window will appear. Select Delete Account and enter your master password.

To remove the LastPass app from your mobile devices, you can follow the [Apple](#) or [Google](#) support articles.



Ready to get started?

Our team will work hand-in-hand with you to understand your unique business needs and help you switch to 1Password Business.

[Get in touch with us today!](#)

