avast! EasyPass

User Guide

Welcome to avast! EasyPass

Avast! EasyPass makes it easier than ever to login to your favorite websites and applications. You just need to save your login data once using avast! EasyPass, then each time you visit your favorite websites, your login data will be entered automatically. You no longer need to remember your various usernames and password, with one click avast! Easy Pass will enter them for you.

You can also use avast! EasyPass to store and automatically pre-fill online forms that require information, such as name, address, email and credit card details, so you don't have to type them in again every time you need to complete an online form. Just click one button and all the information will be entered automatically.

After creating an online account, you will be able to enjoy secure, one-click access to all your data, as well as having all your data backed up on the avast! servers. You will also be able to synchronize all your data between multiple computers on which avast! EasyPass is installed.

You will have the option to create your own unique EasyPass account during the initial installation.

Key Features of avast! EasyPass

One-Click Logins   Save all your login details and log into your favorite websites with a single click.

Single Master Password   EasyPass securely stores all your website and Windows application passwords. From now on, you only need to remember one master password.

One-Click Form Filling   Create an EasyPass Identity and enter your address, phone, email and other details just once. Then, everytime you need to complete an online form, just click on your EasyPass Identity to automatically fill long registration and checkout forms.

Cross Browser Support   Avast! EasyPass integrates with IE, Firefox, Chrome, and more, allowing you to share information between browsers and making your web experience faster, easier and more secure.

Synchronize and Back up   avast! EasyPass allows you to automatically sync your information between multiple computers.

Strong Encryption   Your EasyPass data is secured with military-grade AES 256 encryption, with additional security options available.

Access from Anywhere   With avast! EasyPass, you can easily and securely access your Logins, Identities, and Safenotes from any computer on which avast! EasyPass is installed.

How to install avast! EasyPass

If you have already downloaded the installation file, double click it to start the installation.

On this screen you can select your preferred language and read the End User License Agreement. If you check the box "Show Advanced options" you will be able to specify where the various EasyPass data will be stored, otherwise the default location will be used.

If you agree with the terms of use, click Next to continue. The next screen will tell you in which browsers the EasyPass toolbar will be installed:
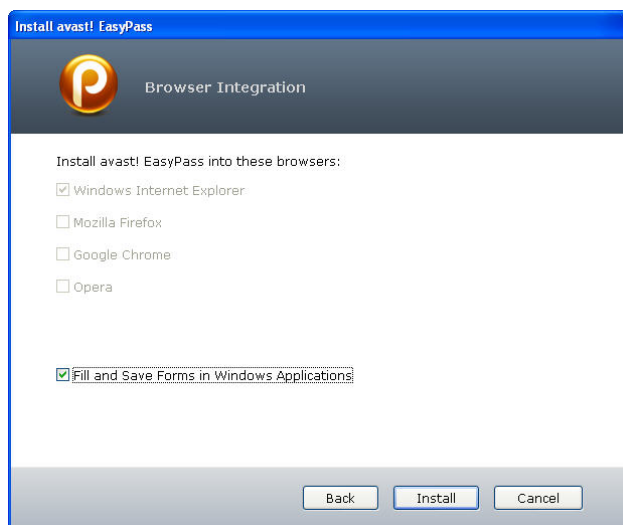
Click Install to proceed. If any browser windows are currently open, you will see a message telling you that they need to be closed. Click Install again and they will be closed automatically.

You will now be invited to set up your new EasyPass account by entering a user ID, password, your name and your email address. On this screen you should also enter your avast license key which was sent to you when you purchased the product. The license key should by copied or typed very carefully, with no spaces at the beginning or at the end and take special care to correctly enter letter "o" or number "0"

If you connect to the internet via a proxy server, you can also enter the proxy settings here, otherwise click Next to continue.

In the final step, you will be asked to create a master password. This is the single unique password which will be used to protect all the information that you choose to protect with avast! EasyPass. This is the only password that you will need to remember!

Click Next to complete the installation. Now, whenever you start your web browser, you will see the EasyPass toolbar.

Once installed, you can use the avast! EasyPass toolbar to log you in automatically to all of your favorite websites, and even to automatically enter your personal details into online forms.
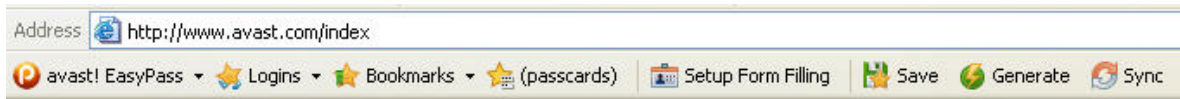
You no longer need to remember all your different login passwords and you will no longer need to keep manually entering the same information when completing forms online – all the data that you choose to save using avast! easyPass will be entered for you automatically.

1. Logins and Passcards

Avast! EasyPass uses a feature called "Passcards" to save your login data (username, password), so that the next time you want to login to a particular site you only need to click one button and your login data will be inserted and you will be logged in automatically.

Once you have created a passcard for each of your favorite sites, you no longer need to remember your various usernames and passwords.
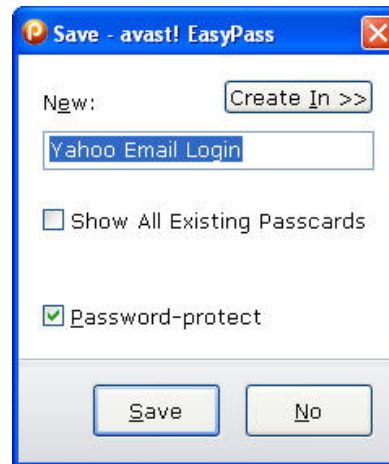
To create a new passcard for a particular website, just go to the login page and enter your login data as usual without actually signing in.

Now just press the **ALT** key on your keyboard and click the **Login/Submit** button on the webpage.

A new box will appear showing you the name of the new passcard, or you can enter a new name as required.

By default, the "password protect" box is checked, which means that you will only be able to use the passcard if you have logged into avast! EasyPass using your master password.

Click save, and your login data will be saved to your new passcard, which you will see if you click on the Logins tab in the toolbar:
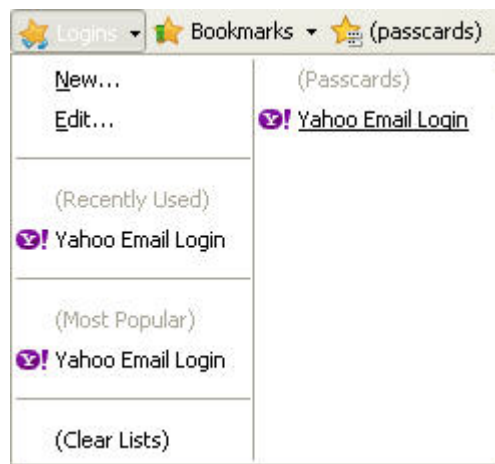
In future, to login to a website for which you have created a passcard, just select it from the list of passcards and you will be redirected and logged in to that website automatically. It's as simple as that!

Additionally, if you navigate to a website for which a passcard has previously been created, you will that the name of the passcard appears in the toolbar:
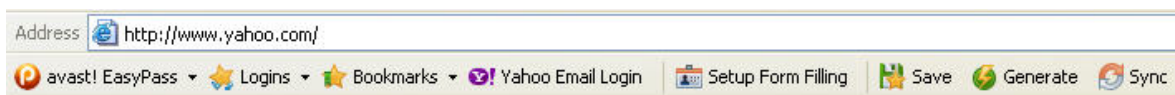
Just click on the passcard icon in the toolbar and you will be logged in automatically.

Alternatively, if you move your mouse so that the cursor is directly over the passcard icon without clicking it…
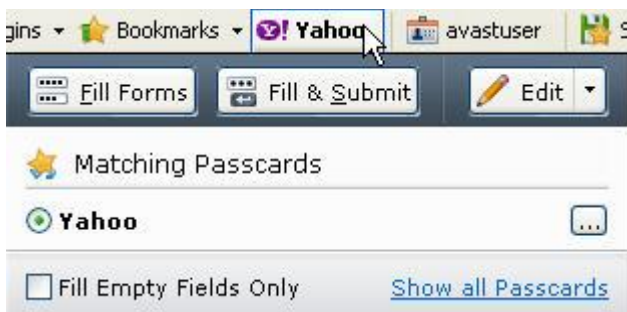
… you will see that you have the option to fill the form, which will enter the passcard data without actually submitting it, or to fill and submit. You can also select "Edit" which will open the passcard in the Passcard Editor where you can make any necessary changes. This is described further on the next page.

Managing your Passcards

To view/edit your saved passcard data, open the Passcard Editor by clicking the "Logins" button and then selecting "Edit"

The screen that opens will show you all of your current passcards on the left side and the currently saved information on the right. Click on a passcard to select it and view the data for that passcard.

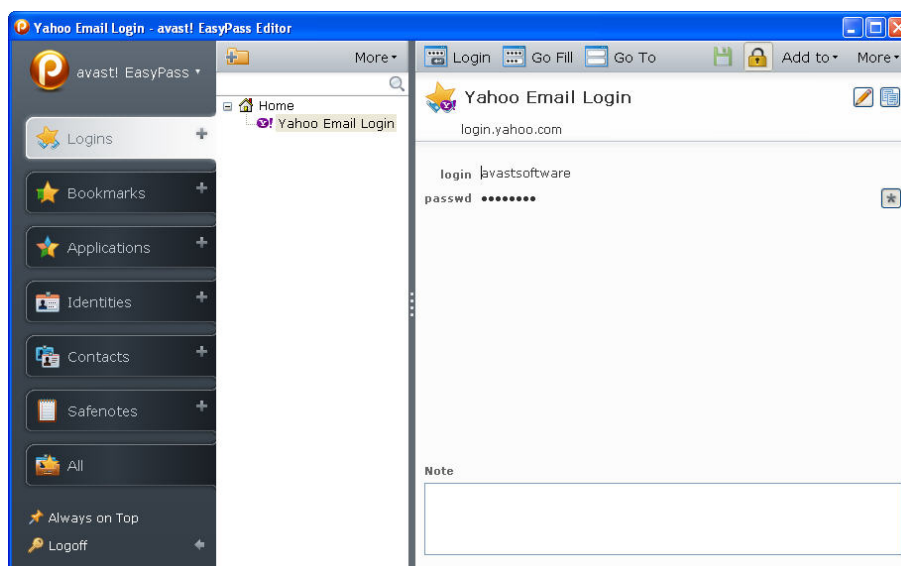To edit any of the saved data, click the pencil icon in the top right corner and then edit the relevant field as required. To save your changes without closing the editor, click on the green diskette icon next to the padlock, or to save the changes and exit, click the drop-down menu in the top-right corner and select "Save and Close".

Clicking on the padlock icon determines whether or not the master password is required to view the information. If the padlock is locked, the information is protected and the password must be provided to view it. If the padlock is open, no password is required to view and use the information.

The **Logoff** icon in the bottom-left corner indicates that the master password has been provided. Clicking this button will log you off from avast! EasyPass and it will be necessary to provide the master password again to access any information that is password protected.

Clicking the "**Go To**" button will launch your browser (if it is not already open) and take you to the web page relevant to the selected passcard. Clicking "**Go Fill**" will additionally enter the saved login data. Clicking "**Login**" will enter your login data and will also activate the Login/Submit button to log you into the website.

Logging into sites that require manual input

Some sites require you to copy some text into a field, or enter a special password, which changes every time you log in. The reason for this is to make sure that you are actually a real person rather than a robot trying to gain access to the site.

Of course, because the text that you need to enter into such fields changes every time you access the login page, it does not make sense to try to fill it automatically. Therefore, when creating a passcard for a web page which includes such a field, it is necessary to specify that this particular field should be ignored.
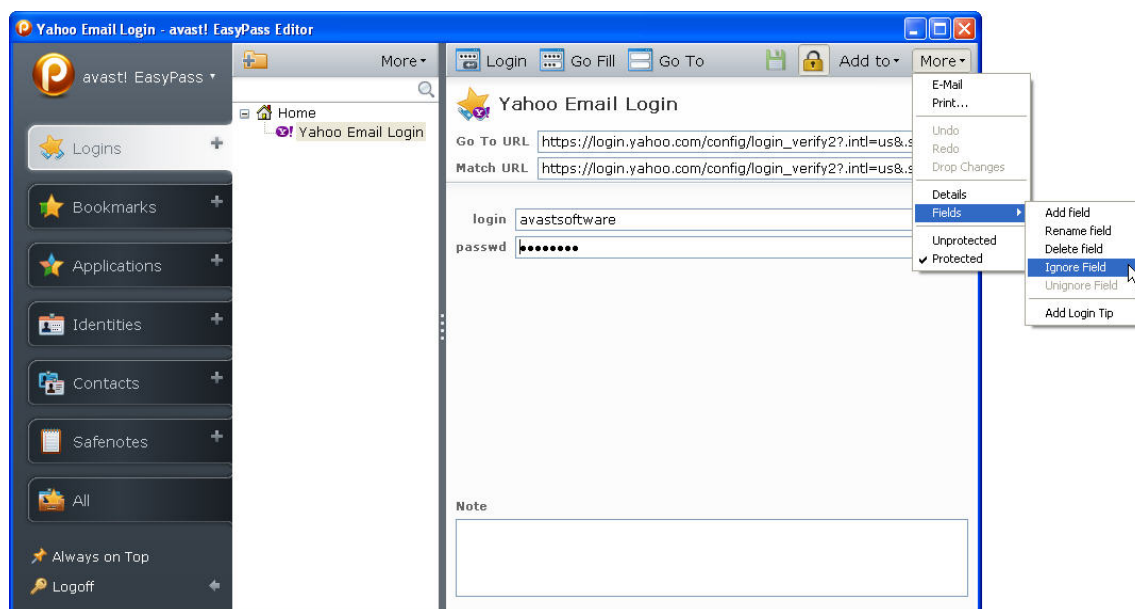
Initially, when you create the passcard, all the login data will be saved, including the variable field data. After creating the passcard, open it using the Passcard Editor described on the previous page, click the pencil (edit) icon and then click on the specific field that contains the variable data. From the "More" menu in the top right corner, select "Fields" and then "Ignore Field". The field content will be changed to $AnyValueHere$ and will be ignored.

When you click on either "Go Fill" or "Login", this field will be left empty, for you to fill manually.

2. Bookmarks

You can create bookmarks in the same way as in your regular internet browser. To save a webpage as a bookmark, just click the "Save" button in the EasyPass toolbar, make sure "Bookmark" is selected and click "Save".
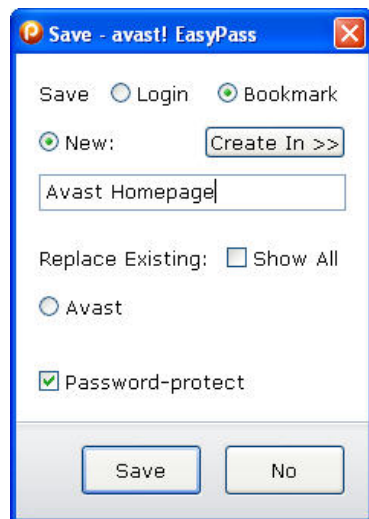
By clicking the "Bookmarks" tab in the EasyPass toolbar, you can view all of your bookmarks and use them to simply navigate to your favorite websites. You can also edit an existing bookmark.
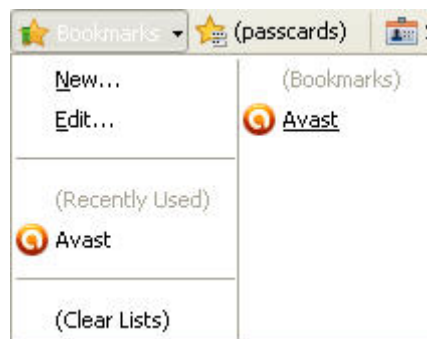
3. Identities

Avast! EasyPass can be used to store personal information which can be used later to automatically complete online forms, so you don't have to manually type in the same details every time.

From the drop-down menu on the left of the toolbar, select "Identities", then "New". A dialog box will open where you need to provide a name for the Identity you want to create, and the country of residence. The country of residence enables avast! EasyPass to fill in forms according to the conventions of the particular country, for example the format of telephone numbers, birth dates, postal codes etc.

Click on OK, and the Identity Editor will open, where you can enter any personal details that you want to save for future use. This can include not only name and address, but other regularly used information such as passport details, credit card and bank account information.

You can add additional information, e.g. details of an additional credit card, an alternative address or a different bank account simply by right-clicking the relevant item in the menu and selecting "New" or clicking on e.g. "New Credit Card" at the top of the screen – see below.
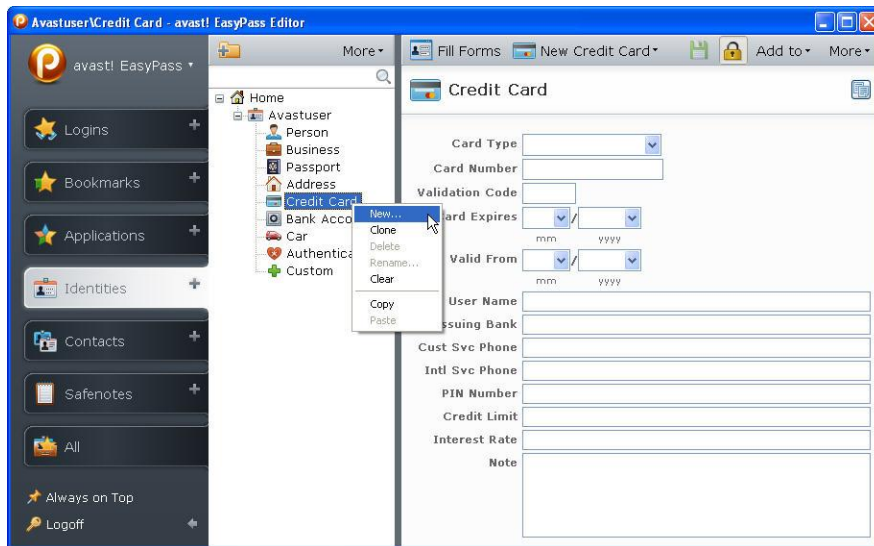
To save changes without closing the window, click on the green diskette icon in the top-right corner, next to the padlock, or to save the changes and exit, click the drop-down menu in the top-right corner and select "Save and Close".

Clicking on the padlock icon determines whether or not the master password is required to view the information. If the padlock is locked, the information is protected and the password must be provided to view it. If the padlock is open, no password is required to view and use the information.

The **Logoff** icon in the bottom-left corner indicates that the master password has been provided. Clicking this button will log you off from avast! EasyPass and it will be necessary to provide the master password again to access any information that is password protected.

You can create multiple Identities, for example a separate Identity for your partner, by simply creating a new Identity, however, if many of the details are the same, you can "Clone" an existing Identity.
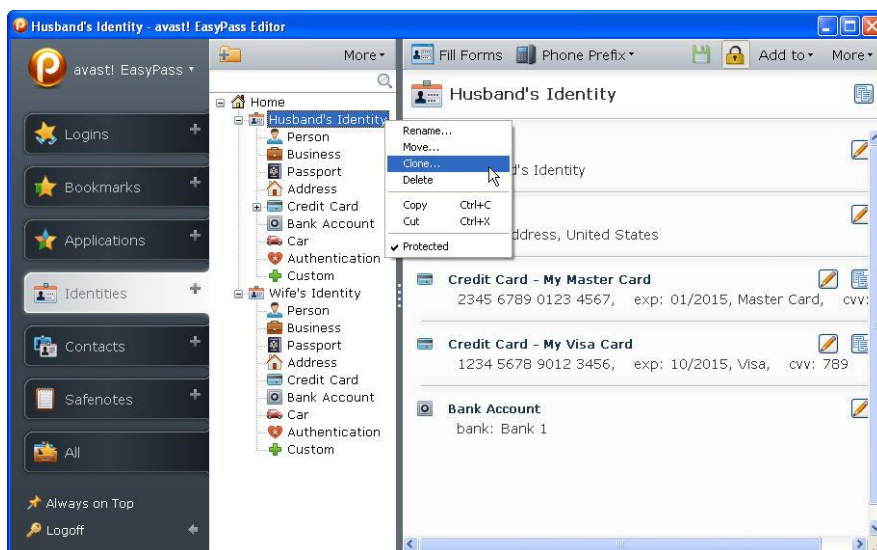
When you clone an existing Identity, a new Identity will be created containing exactly the same information as the original Identity. You can then edit any of the details and rename the new Identity as necessary.

4. Contacts

Here you can store limited identity information about other people with whom you are in contact.

Creating a new contact is very similar to creating an Identity as described in the previous section. From the drop-down menu on the left of the toolbar, select "Contacts", then "New" then in the dialog box that opens, enter the contact name and the country of residence.

For each contact, you can enter all their contact information, including name, address, telephone numbers, ICQ and other peer-to-peer (chat) IDs etc. By clicking on "Phone Prefix" at the top of the screen, you can choose whether the country code/national prefix is shown in front of all phone numbers.

5. Safenotes

Safenotes can be used to store other sensitive information that has not been saved in a Passcard or Identity. This could include such information as ATM card numbers and passwords, safe lock combinations, software activation codes/license keys etc.
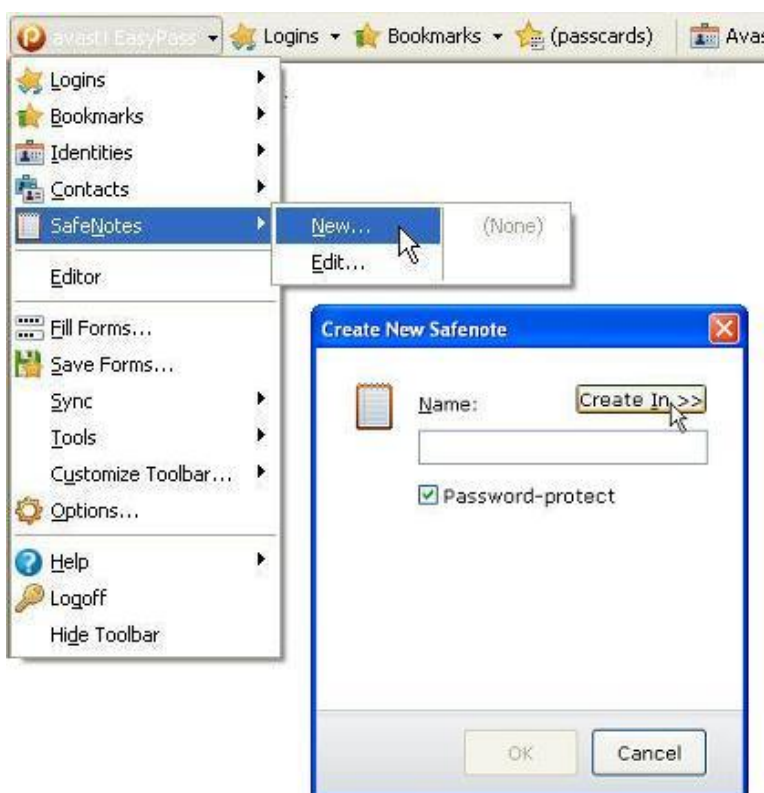
Enter a name for the Safenote and click OK. The Safenote Editor will then open where you can enter the information you want to save.

Using Identities to complete online forms

Each of your created Identities is shown as a button in the EasyPass toolbar. By default , just two Identities are displayed, but you can increase the number of Identities shown in the toolbar by right-clicking on it and selecting "Toolbar options" then changing the "Number of My identity Buttons"

When you need to complete an online form, just click the appropriate Identity button and the form will be automatically filled from the Identity information.

If an Identity contains more than one instance of a particular tab, e.g. more than one address, a number of credit cards or bank accounts etc, these will be displayed if you move your mouse so that the cursor is just over the Identity button. You can then select the particular instance of each, e.g. the particular credit card or bank account details which will be used to fill the online form.

You can then click Fill Forms, to fill the online form without submitting it, for example if you want to review it first, or Fill & Submit if you want to submit it immediately.

If you check the box "Fill Empty Fields Only", then only fields that are not already filled will be filled. This may be useful if you have already entered some details which you want to be retained. If this box is not checked, all fields will be filled based on the Identity information whether they are empty or not.

If you want to fill only part of an online form' just select (highlight) the part that you want to be filled and only the fields in the highlighted area will be filled.

Password Generator

Avast! EasyPass includes a Password Generator which can be used to generate completely random passwords of any required length.

To use a generated password, first go to the sign up page of the web site where a password has to be created. Move the cursor over the Generate button in the toolbar (or from the main drop-down menu, select "Tools" then "Generate Passwords".

The Password Generator window will open showing the automatically generated password. If you want to change the generated password, click "Generate New".
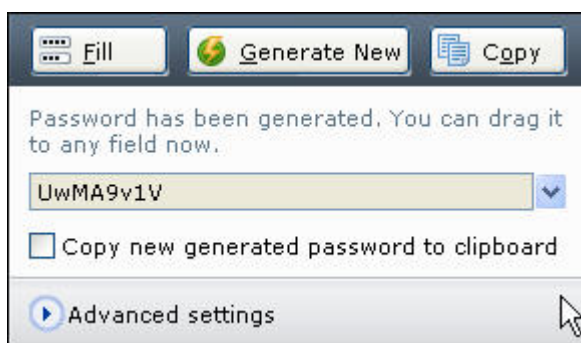
To use the generated password click "Fill" and the generated password will be automatically inserted into the password field(s). If there is more than one field and you only want to insert the generated password into specific fields, select (highlight) them first before clicking "Fill".

Now log out and return to the website's Login screen. Enter your username, then move your mouse so that the cursor is over the "Generate" button again and you will see the previously generated password. Click "Fill" to insert the password

You can now create a new Passcard, including the generated password, as described earlier in the guide, so that the generated password can be inserted automatically the next time you visit the web site.

Alternatively, the "Copy" button can be used to copy the generated password to your computer's clipboard, which then allows you to paste it into any other application.

By clicking "Advanced settings" you can adjust the complexity of the password, e.g. the combination of characters that will be used (lower case, upper case, digits) and the length of the password to make it even more difficult to guess.

Using the Password Generator to change an existing password/passcard for an online account

To change an existing password to a random password generated by avast! EasyPass, you first need to change the password in the online account, and then save the new password to the corresponding Passcard.

First log into your account using your current password and go to the Change Password section.

Move the cursor over the Generate button in the toolbar (or from the main drop-down menu, select "Tools" then "Generate Passwords".

The Password Generator window will open showing the automatically generated password. To change the generated password, click "Generate New".
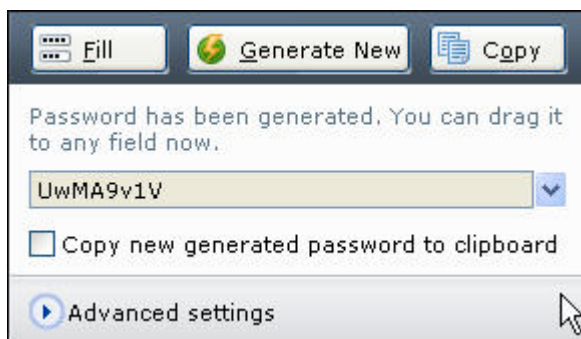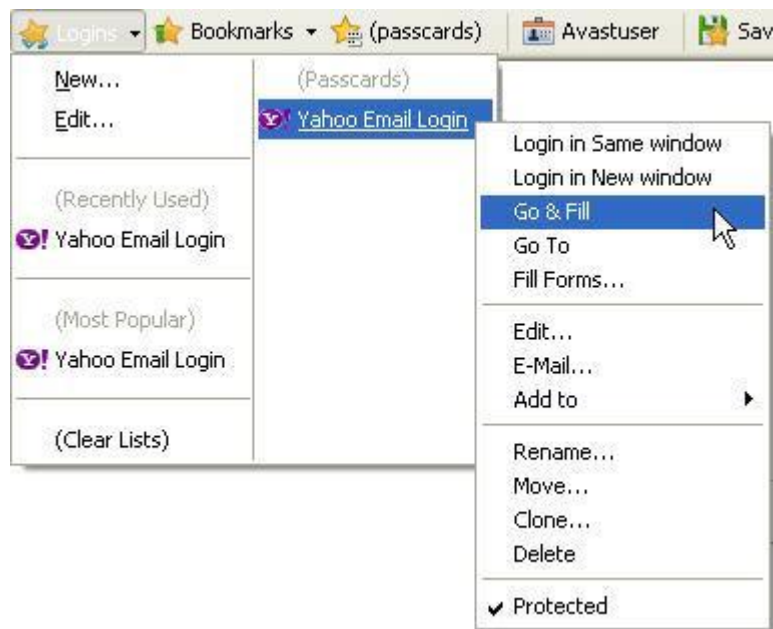

To use the generated password click "Fill" and the generated password will be automatically inserted into the password field(s). If there is more than one field and you only want to insert the generated password into specific fields, select (highlight) them first before clicking "Fill".

For example, if you are asked to enter both your old and new passwords, you will need to enter your old password as usual, then select (highlight) the new password field(s) so that the generated password is inserted only in the new password field(s).

Click on the Login/Submit button to make the change in your online account, then log out.

Now go back to the Login page by right-clicking on the old passcard and selecting "Go & Fill".

Again, move the cursor over the Generate button in the toolbar (or from the main drop-down menu, select "Tools" then "Generate Passwords" and you will see the previously generated password.

Click "Fill" to insert the new password and then click the "Save" button in the toolbar to save it. In the new dialog box that opens, select the existing passcard that you want to replace.

General Security

If other people have access to your computer, but you do not want them to be able to access your Passcards, Identities or SafeNotes data, they should all be protected with the EasyPass master password.

Your personal data will then be stored in securely encrypted files using military grade AES encryption and using a key which is derived from your master password. The only way to unlock and access your data is by providing the master password. Without the master password to unlock your files, nobody else, not even avast! will be able to access your data.

Even if your computer is stolen, or if your computer is hacked and your files are stolen, without knowing the master password the hacker would have to crack the AES encryption to be able to access your actual data, which is virtually impossible.

Avast! EasyPass additionally uses Secure Sockets Layer (SSL), a cryptographic protocol which provides secure communications on the Internet, when transferring your encrypted data files directly between your computer and the online servers. Using SSL, which is implemented on both your computer and our server, your Internet communications are protected and transmitted in encrypted form. Information you send can be trusted to arrive privately and unaltered to the server you specify and no other.

A master password is normally created during the installation process and whenever you create a new EasyPass file, e.g. a new Passcard, Identity etc, it is by default password-protected. This means the information cannot be accessed unless the master password has been provided. Once you have entered the master password, though, it remains in the EasyPass memory until you Logoff, so you do not need to keep entering it again and again.

The master password can be changed at any time by selecting "Options" from the main EasyPass menu and then selecting "Security".

Here you can change the password and any of the other default settings.

In the File Editor window, you can see whether your various files are protected by the master password, indicated by the padlock icon at the top of the screen.
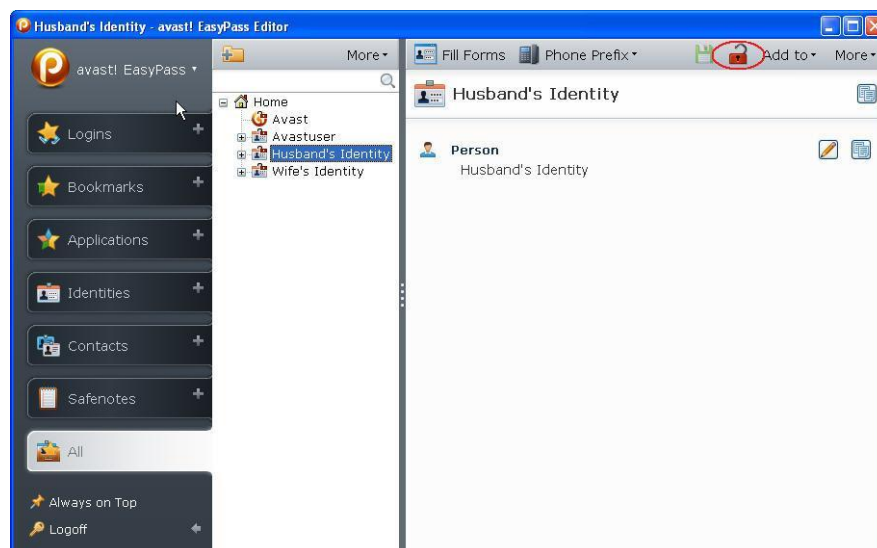
You can change the protection status by clicking on the padlock icon which will alternately change from yellow locked (protected) to red unlocked (not protected).
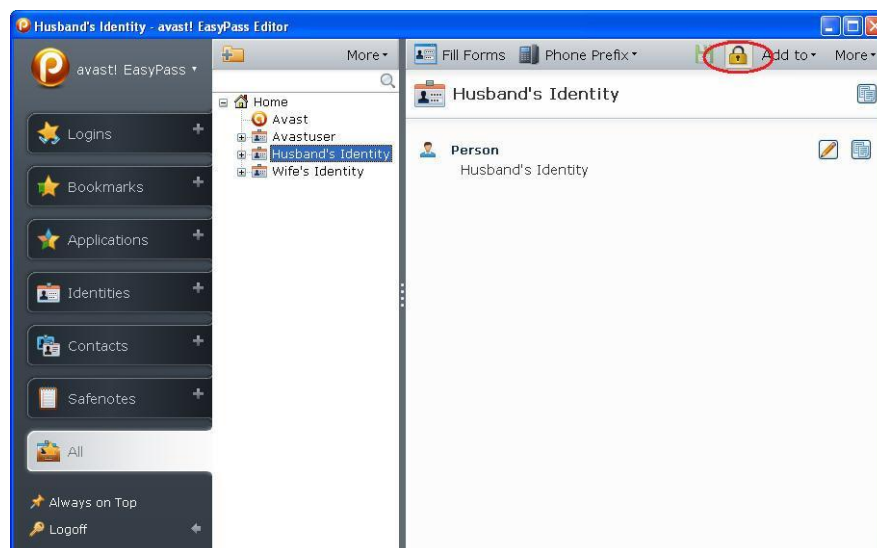
To make sure all your sensitive files are password-protected, select all your files in the File Editor, then right click on them and select "Protect All"
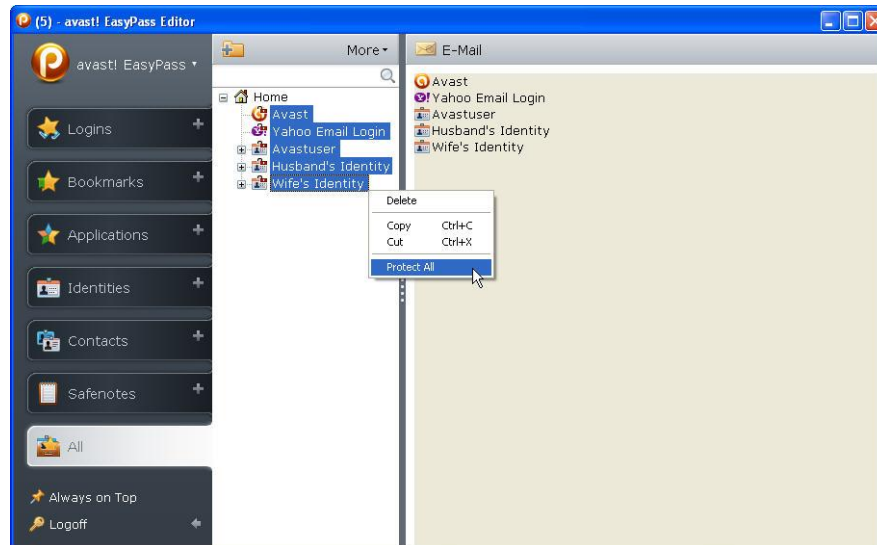
When you have finished working with your EasyPass files, make sure to Logoff from the main menu, as this will delete the master password from the EasyPass memory. This will ensure that nobody else will be able to access your password-protected files.

Thank you for choosing avast!