

How to Add / Create Client Vaults in C2 Password

1) Creating a Client Vault

- 1) Log-in to C2 Password (<https://ocgcreative.password.us.synologyc2.com/my-vault/category/all>)
 - 1) Now that you are logged into C2 Password you will automatically be looking at the **"Vault"** view seeing all vaults
 - 2) Before adding / creating a client vault, you will want to make sure they have not been added already
 - 1) In the top left where it says **"Vault"** and **"Management"** - *click "Management"*
 - 2) In the **"Management"** view you can see all the client vaults that are currently in C2 Password - use the search bar to search for a client your looking for or checking to make sure they have not been added / created already
 - 3) To make a new client vault, in the top right *click "Create Vault"*
 - 4) Where it says **"Vault name"** enter in the business name and *click* next
 - 5) For **"Add groups to this vault and set permissions"** - you are going to want to *select* the box next to **"Group Name"** that will select all the groups and *click* next
 - 6) For **"Add users to this vault and set permissions"** - you are going to want to *select* the box next to **"Username"** that will select all the groups and *click* next
 - 7) For **"Confirm Settings"** - review that everything is correct and then *click "Create Vault"*

2) Adding Master Emails to Client Vaults

- 1) Log-in to C2 Password (<https://ocgcreative.password.us.synologyc2.com/my-vault/category/all>)
 - 1) Now that you are logged into C2 Password you will automatically be looking at the "**Vault**" view seeing all vaults
 - 2) In the upper left hand corner select "**All Vaults**" dropdown and find the client vault you are looking for
 - 3) Once you are in the client vault, in the top right click "**Add**" and for "**Select category**" click "**Login**"
 - 1) *If you do not see the "**Add**" button in the top right when in the client vault - ask someone who has permissions to add login categories to the client vault*
 - 4) You are now viewing the "**Add login information**" window
 - 1) For "**Display name**" - enter in the following text: Business Name - Master Email
 - 2) For "**Tag**" - leave blank
 - 3) For "**Username**" - in the text field, enter the master email
 - 4) For "**Password**" - in the text field, enter the password for the master email
 - 5) For "**2-factor authentication**" - in the text field, paste the 32 character key code
 - 6) For "**URL**" - in the text field, enter google.com
 - 7) Click "**Save**"
 - 8) Then copy the 6-digit code that C2 Password generated for the Master Email you setup and go back to the Google authenticator setup and paste the 6-digit code and click "**Verify**"

3) How to Setup 2-Factor For Master Email Accounts

- 1) On Google, login to the master gmail you created and in the top right corner *click* the profile picture
- 2) Then *click* "**Manager your Google Account**" you are now viewing the "**Home**" Dashboard
- 3) In the top left under "**Google Account**" find and *click* "**Security**"
- 4) Where it says "**How you sign in to Google**" *click* "**Authenticator**"
- 5) *Click* "**Set up authenticator**" and then *click* "**Can't scan it?**"
- 6) Copy the 32 character key code and enter it in the "**2-factor authentication**" text field in C2 Password for that client
- 7) Then go back to the authenticator setup in Google and *click* "**Next**"
 - 1) Then copy the 6-digit code that C2 Password generated for the Master Email you setup and go back to the Google authenticator setup and paste the 6-digit code and lastly, *click* "**Verify**"