



Shared Passwords for a Church or Club

nonprofits — so the keys never leave with a volunteer An Extended Guide · No.
2079

————— An Extended Guide · No. 2079 —————

Tech Made Simple. Service Made Personal.

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THE 60-SECOND VERSION

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1. The Whole Idea on One Page If you read only one page, read this. Here is the whole plan as a short checklist. Every church and club runs on a handful of shared logins: the bank, the giving platform, the email, the website, the Facebook Page. When those passwords live on a sticky note or in one volunteer's head, they get lost, leaked, or locked away when that person leaves. A shared password manager — a locked vault the right people can open — fixes all of that.

- 1 List every account the group depends on, and who needs to reach each.
- 2 Pick a password manager that lets a small team share a vault.
- 3 Put each login into the vault, one at a time.
- 4 Share the vault only with the people who genuinely need it.
- 5 Turn on the extra login code (two-factor) on the important accounts.
- 6 Plan the handoff, so the keys pass cleanly when officers change. **GOOD TO KNOW** The goal is not more security theater — it is that the group never loses access to its own accounts, and no password ever sits where a visitor or a departed volunteer could grab it. The rest of this guide walks through each piece gently: why sticky notes and shared email passwords are dangerous, how a vault works, how to share it safely, and how to hand it over when volunteers change. Take it a page at a time. **THE PROBLEM** 2. How Groups Lose Their Own Accounts It is a quiet disaster that befalls groups again and

again. The one person who knew the website password moves away. The treasurer who set up the bank login passes, and no one else can get in. A sticky note with the email password falls off the monitor, or a volunteer who left on bad terms still knows every login. None of these need happen, and all of them come from the same root: no safe, shared place for the keys. A login known to only one person vanishes when that person does. A sticky note or shared document can be seen by anyone who walks by. A departed volunteer may still know passwords no one thought to change. A reused password on one account puts every account at risk if it leaks.

WATCH OUT

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The most common group-account disaster is simple: the volunteer who held the keys is suddenly gone, and no one else can get in. A shared vault means the keys never belong to just one person. Every one of these stories ends the same way — a group locked out of its own bank, email, or website, scrambling to recover it. A little order now prevents a painful scramble later.

WHY NOT A NOTE 3. Why the Sticky Note Has to Go The sticky note, the shared notebook, the password taped under the keyboard — these feel convenient, and that is exactly why they are dangerous. Anything written in plain sight can be read by anyone who passes: a visitor, a contractor, a child, a thief. And a note is easily lost, which locks the group out just as surely as it lets a stranger in. A note in plain sight can be read by anyone who passes the desk. A notebook of passwords is a disaster if it is lost or stolen. Plain-text passwords in a shared document are nearly as exposed. None of these can be revoked — once seen, a password is compromised.

GOOD TO KNOW A password manager keeps the logins locked and scrambled, so even if the file were stolen, the passwords inside stay unreadable without the one master key. That is the whole difference from a note. The sticky note is not wrong because it is old-fashioned; it is wrong because it offers no protection and no way to take a password back. A vault gives you both, and is barely more trouble to use.

WHY NOT SHARED EMAIL 4. Why Not Just Share One Email Password A tempting shortcut is to make one group email account and let everyone share its password. It seems tidy, but it quietly causes trouble: when one person leaves, you must change the password and tell everyone the new one, and you can never tell who did what. A shared vault keeps individual accounts while still sharing access, which is both safer and tidier.

TIP

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Sharing one password means changing it for everyone whenever one person leaves.

You cannot tell who made a change or sent a message from a shared login. If that one password leaks, every shared account behind it is exposed. A vault lets each person keep their own login while sharing access to the group's accounts. There is a place for one group email account — as the owner of the group's calendar or Facebook Page. But its password still belongs in the vault, not in a dozen people's text messages. The group email account itself is often a good idea; passing its password around by text is not. Keep the account, and keep its key in the vault where it can be shared safely and taken back cleanly. WHAT IS A VAULT 5. What a Password Manager Actually Is A password manager is simply a locked vault for logins. You put all your accounts and passwords inside, and the whole vault is protected by one strong master password that only you know. The manager remembers all the rest, fills them in for you, and keeps them scrambled so no one can read them without the master key. It stores all your logins in one encrypted — scrambled and locked — vault. One master password opens the vault; you only have to remember that one. It fills in logins for you, so you never type or forget a password. For a group, it can share a set of logins with a chosen few, safely. GOOD TO KNOW The one thing you must remember is the master password. Everything else, the manager remembers for you. That trade — one strong password instead of twenty weak ones — is the whole magic of it. If you have used the password-saving feature built into a phone or browser, you have used a simple version of this. A dedicated manager does the same job better, and crucially, it can share a group's logins with a small team.

WHICH ONE

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6. Choosing a Password Manager There are several good password managers, and a few offer free or low-cost ways for a small group to share a vault. The right choice balances cost, ease of use, and how many people need access. For a small church or club, a free or inexpensive option that supports a shared 'organization' vault is usually plenty. Bitwarden is popular for groups — a free tier, with low-cost plans for sharing among a team. Other well-known managers offer family or team plans that can suit a small group. Look for one that clearly supports sharing a set of logins with several people. Favor one your volunteers find easy, since an awkward tool goes unused. GOOD TO KNOW Pricing and free-tier limits change, so check the manager's own site before deciding. As of late 2026, Bitwarden offers a free tier and modestly priced team plans; its exact sharing limits are worth confirming there. Do not overthink the brand. Any reputable manager that lets a small team share logins will serve you well. Pick one your people can live with, and spend your energy on getting the logins in and shared cleanly. FREE OR PAID

7. Free Tiers and When to Pay Many password managers have a free tier that is genuinely useful, and a paid tier that adds easier team sharing. For a very small group, a free plan may cover everything. For a larger board or one that shares many logins among several people, a modest paid team plan is often worth the few dollars a month for the smoother sharing. A free tier can be plenty for one or two people sharing a few logins. A low-cost team or organization plan makes sharing among several people easier. Paid plans often add better control over who sees which logins. Weigh a few dollars a month against the cost of losing access to your accounts. GOOD TO KNOW Start free if you can, and upgrade only if the sharing feels cramped. A few dollars a month for a smooth team vault is cheap insurance for a group's whole digital life.

LIST THE ACCOUNTS**7. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech**

The decision is not urgent. Begin with the free tier, see how the sharing feels for your group's size, and step up to a paid team plan only if and when you genuinely need the extra room.

8. Listing Every Account the Group Depends On Before you put anything in a vault, it helps to know what you have. Most groups are surprised by how many accounts they quietly depend on once they write them all down. This list is also valuable on its own, because it reveals which accounts rest dangerously on a single person's memory. The bank and any giving or payment platform. The group email account and the website login. The Facebook Page and any other social accounts. The calendar account, newsletter tool, and any membership software. Utility or vendor logins the group pays bills through. TIP As you list each account, note who knows its password today. The ones where the answer is 'only one person' or 'nobody's sure' are exactly the ones a vault will rescue. Making this list is often an eye-opener, and it is the foundation of everything that follows. Once you can see all the group's keys in one place on paper, putting them safely into a vault is straightforward.

THE MASTER KEY 9. Choosing a Strong Master Password The whole vault is protected by one master password, so that one must be strong and memorable. The best master passwords are long but easy to recall — a short phrase of a few unrelated words is far better than a short jumble of symbols. And it must never be reused anywhere else. Use a passphrase — several unrelated words — rather than a short, hard-to-recall jumble. Make it long; length matters more than odd symbols.

WATCH OUT

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Never reuse the master password on any other account.

Make sure the right people know it, kept safely — see the handoff chapter. If the master password is lost and no one else knows it, the vault may be unrecoverable — that is the point of it being secure. So the master key must be both strong and safely shared with the right people. A good passphrase — four plain words you will remember, strung together — is both strong and easy on the memory. Choose it with care, because it is the one key that opens everything else. FILLING THE VAULT 10. Putting the Logins In, One by One With the manager chosen and the master password set, you fill the vault by adding each account's login. This is a patient, one-time job: for each account, you record the website, the username, and the password. Many managers will offer to save a login automatically the next time you sign in to each account, which makes the job even easier.

- 1** Open the vault and choose to add a new login.
- 2** Enter the account's web address, username, and password.
- 3** Add a note if it helps — which account it is, who it is for.
- 4** Repeat for each account on your list.
- 5** Let the manager offer to save logins automatically as you sign in to accounts. **WATCH OUT** Do this over a quiet hour, with your list of accounts in front of you. It is tedious once, and then never again — from then on the vault remembers everything for you. Once the vault is full, a quiet relief sets in: every key the group depends on is in one safe, organized place, no longer scattered across notes, memories, and text messages.

STRONGER PASSWORDS**9. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech**

11. Upgrading Weak and Reused Passwords As you fill the vault, you will likely find the same weak password used on several accounts — a common and risky habit. Now is the perfect moment to fix it. The manager can generate a strong, unique password for each account and remember it for you, so there is no reason to reuse one ever again. Let the manager create a strong, unique password for each important account. Replace reused passwords, especially on the bank, email, and giving accounts. You never have to memorize these — the vault fills them in for you. Do the most important accounts first; you need not fix everything in one sitting. **GOOD TO KNOW** Reusing one password everywhere means that if it leaks from any single site, every account is at risk. Unique passwords, held by the manager, slam that door shut without you memorizing a thing. You do not have to upgrade everything at once. Start with the accounts that matter most — the bank, the email that resets everything else — and work through the rest at a comfortable pace. **SHARING SAFELY** 12. Sharing the Vault With the Right People Here is where a group password manager shines. Rather than telling people passwords, you share access to the logins they need through the manager itself. Each person signs in with their own account, and the shared logins appear for them — without them ever seeing the actual password if you prefer. When someone leaves, you simply remove their access. Share a set of logins with a person through the manager, not by telling them the password. Each person uses their own account to reach the shared logins. Give each person only the logins they actually need for their role. Remove a person's access in a moment when they step down.

GOOD TO KNOW

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Because access is granted through the manager, you can take it back instantly when someone leaves — no changing passwords and re-telling everyone. That clean revoke is the heart of why a vault beats a note. This is the feature that makes a shared vault worth the small effort: logins shared with exactly the right people, and taken back cleanly the moment a role changes, all without a password ever passing through a text message.

WHO NEEDS WHAT 13. Matching Access to Each Role Not everyone needs every key.

The treasurer needs the bank and giving logins; the secretary needs the email and calendar; whoever runs the Facebook Page needs that. Matching access to role keeps the group both functional and safe, so a single compromised account exposes only a slice, not the whole. The treasurer: the bank and giving platform logins. The secretary or communicator: email, calendar, and newsletter. The Page manager: the social accounts.

One or two trusted leaders: broad access, as a safety net. TIP Give each role just the keys it needs, plus one or two steady leaders with broad access for emergencies. That balance keeps daily work easy and the group safe if any one account is compromised. A good manager lets you group logins into collections and share each collection with the right people. A little thought here means each volunteer sees exactly what they need and nothing they do not. TWO-FACTOR 14. The Extra Login Code on Key Accounts For the most important accounts — the bank, the email, the giving platform — a strong password is not quite enough. Turning on two-factor login adds a second step: a short code, sent to a phone or made by an app, that is needed in addition to the password. Even if a password leaks, no one can get in without that code.

WATCH OUT**11. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech**

Turn on two-factor login for the bank, email, and giving accounts especially.

The code can come by text or, better, from an authentication app. Decide who holds the device that receives the codes, and have a backup. Save the backup codes in the vault in case a phone is lost. Two-factor on a group account raises a practical question: whose phone gets the code? Plan this, and keep the backup codes in the vault, so a lost or changed phone never locks the group out. Two-factor is the deadbolt behind the lock. On the accounts that matter most, it is worth the small extra step, and planning where the codes go keeps it from becoming a headache when phones change. TWO-FACTOR HANDOFF 15. Handling the Codes When People Change Two-factor login protects the group but can trip up a handoff if the codes go to a departing person's phone. A little planning keeps the protection without the pain: route codes to the group's own number or an app the group controls, and always keep the backup codes in the vault as a safety net. Where possible, route two-factor codes to a group-controlled number or app, not a personal phone. Keep each account's backup codes saved securely in the vault. When a key person leaves, update where the codes go before they depart. Test that a second person can receive the codes, so it does not rest on one phone. WATCH OUT The backup codes are your escape hatch. With them saved in the vault, even a lost phone or a departed volunteer cannot permanently lock the group out of a two-factor account. Thinking through the codes before you need to is what keeps two-factor a protection rather than a trap. Plan the routing, save the backups, and the deadbolt only ever locks out the wrong people.

THE HANDOFF**12. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech**

16. Passing the Keys When Officers Change Volunteer groups turn over, and the vault must pass cleanly from one set of hands to the next. Done right, a new treasurer or secretary simply gains access to the logins they need, and the departing one loses it — no scramble, no lost accounts, no passwords lingering with someone who has moved on.

- 1 Before someone leaves, grant their successor access to the logins they will need.

- 2 Confirm the new person can reach each account.
- 3 Remove the departing person's access to the shared logins.
- 4 Change the master password if the departing person knew it and the parting was not amicable.
- 5 Update the written record of who holds what. **WATCH OUT** If a volunteer who knew the master password leaves on bad terms, change that master password. The clean revoke of individual access is instant, but a known master key should be refreshed to be sure. A tidy handoff is the whole payoff of a shared vault. The keys always rest in the right current hands, and a change of officers becomes a five-minute update rather than a frightening scramble. **THE RECOVERY PLAN 17.** Who Holds the Keys to the Keys A group should never be one forgotten master password away from losing everything. The answer is a simple recovery plan: make sure the master password, or a way to recover the vault, is known to or reachable by at least two trusted leaders. The vault protects against outsiders; the recovery plan protects against the group locking itself out. Make sure at least two trusted leaders can open or recover the vault. Store the master password itself somewhere secure and findable, like a sealed envelope in a safe. Note any account-recovery options the manager offers and set them up. Review the recovery plan once a year, as leaders change.

GOOD TO KNOW

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A sealed envelope in the group's safe or files, holding the master password, is an old and reliable backstop. It means a forgotten master key never spells disaster, while still staying out of casual sight. The recovery plan is the quiet insurance behind the vault. With two trusted leaders able to get in, the group can never be locked out of its own life by one memory lapse or one departure.

ON PHONES 18. Using the Vault on Phones and Computers

A password manager works on phones, tablets, and computers alike, filling in logins wherever the group's volunteers work. Once each person has installed it and signed in, the shared logins follow them to whatever device they use, filling in automatically so no one is typing passwords from a note. Each volunteer installs the manager's app on their phone or computer. They sign in with their own account to reach the shared logins. The manager fills in logins automatically on websites and apps. It stays in sync, so a password changed on one device is current everywhere.

TIP Set up the manager on each volunteer's phone during a short sit-down, so they see it fill in a login for real. Once they watch it work once, the nervousness disappears. The convenience is real: no more hunting for a password, no more typing a long string from a note. The vault fills it in, on any device, for whoever has been given access.

KEEPING IT CURRENT 19. Keeping the Vault Tidy

A vault, like any record, benefits from a little upkeep. Accounts come and go, passwords change, people join and leave. A gentle habit of keeping the vault current — adding new accounts, removing dead ones, and updating changed passwords — keeps it trustworthy so no one ever reaches for a login that no longer works. Add new accounts to the vault as the group opens them.

GOOD TO KNOW

14. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech*Remove logins for accounts the group has closed.*

Update a stored password whenever it is changed on the account. Review who has access, trimming anyone who has stepped down. A quick yearly review — new accounts in, dead ones out, access trimmed — keeps the vault a trustworthy single source. A vault full of stale logins is nearly as frustrating as no vault at all. The upkeep is light: a few minutes when an account changes, and a short yearly tidy. Keep that rhythm and the vault stays the reliable key-ring the group depends on. SCAMS 20. Guarding Against Password Scams A vault protects the passwords, but the people who hold the keys can still be tricked. Scammers try to fool volunteers into typing a password on a fake page or handing it over in a convincing email. A little awareness keeps the whole thing safe, because the strongest vault can be undone by a volunteer fooled into opening it for a crook. Be wary of emails urging you to 'verify' a login by clicking a link. Never type the master password anywhere but the manager's own app. A real login page's address matches the real site — check before typing. When in doubt, go to the site directly rather than following a link. WATCH OUT A classic trap is an email that your bank or giving account 'needs verification,' with a link to a fake sign-in page that steals whatever you type. Real sites do not work this way. Go to the site directly instead of clicking. The manager actually helps here: it will not fill in a login on a fake look-alike page, because the address does not match. That quiet refusal is one more way the vault protects the people who use it.

WHAT NOT TO STORE

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21. What Belongs — and Doesn't — in the Vault A vault is for the group's logins and a few related secrets, not a dumping ground for everything. Keeping it focused makes it easier to use and limits what is exposed if the unthinkable happens. A clear sense of what belongs — and what is better kept elsewhere — keeps the vault clean and purposeful. Belongs: account logins, the master-key backup, two-factor backup codes. Belongs: safe-combination or alarm codes the right people need, if you wish. Does not belong: members' private personal data, which has its own careful home. Does not belong: a sprawl of unrelated notes that clutter the real keys. GOOD TO KNOW Keep donor lists and members' personal details in their own protected place, not mixed into the password vault. The vault is for the group's keys; member privacy is a separate duty. A focused vault — the group's keys and little else — is easier to manage and safer if ever breached. Let it do its one job well, and keep other sensitive records in their proper places. AUDITING ACCESS 22. Checking Who Can See What Over time, access drifts. A volunteer helps with one thing, gets access, and keeps it long after. A good vault lets you see, at a glance, who can reach which logins — and a yearly look at that list keeps access matched to who actually serves in each role now, not who did two years ago. Review the list of who has access to each set of logins once a year. Remove anyone who has stepped down or no longer needs a given login. Check that each active role still has the access it needs. Make the review a standing task, tied to your annual meeting or elections. WATCH OUT Tie the access review to a date you already keep — the annual meeting, the start of a new board year. That way it never slips, and access never quietly piles up in the wrong hands. A few minutes a year keeps the vault's access honest. It is the quiet discipline that stops old helpers from keeping keys they forgot they had, and keeps your group's circle of trust

EMERGENCY ACCESS**16. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech tight.**

23. Planning for a Sudden Loss Groups should plan gently for the hard case: a key volunteer who suddenly passes, falls ill, or vanishes. Some password managers offer an 'emergency access' feature, where a trusted person can request access to a vault after a waiting period. Combined with your recovery plan, it means the group is never one tragedy away from losing everything. Some managers let you name an emergency contact who can gain access if needed. This usually works after a waiting period, which protects against misuse. It complements the sealed-copy recovery plan for the master key. Set it up for the group's main vault while things are calm. GOOD TO KNOW Emergency access and a sealed copy of the master key are belt and suspenders. Together they mean that even a sudden, sad loss never locks the group out of its own accounts. It is not pleasant to plan for, but a few minutes of setup spares a grieving or scrambling group a second crisis on top of the first. Quiet preparation is a kindness to whoever comes after. PASSKEYS 24. Passkeys — the Coming Change You may start hearing about 'passkeys,' a newer way to sign in that replaces the password with your phone or computer confirming it is you — often with a fingerprint or face. They are more secure and harder to steal than passwords. Good password managers are beginning to store and share passkeys too, so your vault will handle both as the world shifts. A passkey signs you in using your device instead of a typed password. They resist the phishing scams that trick people out of passwords. Modern password managers are learning to store and share passkeys. You do not need to rush — passwords and passkeys will coexist for a good while.

GOOD TO KNOW

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Passkeys are a genuine improvement, but the change is gradual. A group that keeps a good shared vault is well placed to adopt passkeys as its important accounts start offering them. There is no need to chase this now. Just know the direction things are heading, and that a solid password manager will carry your group along as passkeys slowly become the norm.

LOST DEVICE 25. When a Volunteer Loses a Phone Phones get lost, stolen, or replaced, and when one held access to the group's vault, a calm, quick response keeps everything safe. Because the vault is protected by the master password and locks itself, a lost phone is rarely a disaster — but a few sensible steps close the door firmly. The vault stays locked behind the master password, so a found phone cannot simply open it. Still, have the person sign out that device from their account promptly. If two-factor codes went to that phone, update where they go. When replacing a phone, set the manager up fresh on the new one and remove the old.

WATCH OUT A lost phone is a good moment to confirm your two-factor backup codes are safe in the vault. With those in hand, even a lost phone never locks the group out of a protected account. Handled calmly, a lost phone is a minor event, not a crisis. The vault's own lock buys you time, and a few quick steps restore full safety.

BUILT-IN SAVERS 26. The Password Savers Already on Your Devices You may wonder about the password-saving features already built into phones and web browsers. They are genuinely useful for an individual, and better than reusing one password everywhere. For a group that needs to share logins across several people and devices, though, a dedicated manager is usually easier and clearer than wrestling a personal built-in saver into group duty.

GOOD TO KNOW

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Built-in savers are fine for one person's own logins.

They are clumsier for sharing a set of logins among a changing group. A dedicated manager is built for exactly the group-sharing job. If a volunteer already uses a built-in saver, that is a fine starting habit to build on. There is nothing wrong with the savers built into phones and browsers for personal use. For a group that shares and hands off logins, a dedicated manager simply does that particular job better. If your volunteers already use the built-in savers, they are halfway to the habit. Moving the group's shared logins into a proper manager is the step that makes sharing and handoff clean. MISTAKES 27. The Mistakes to Avoid Most password troubles for groups come from a short list of avoidable mistakes. Knowing them up front keeps your group's accounts both safe and always within reach. Keeping passwords on a sticky note or in a plain shared document. Letting a login live only in one person's head. Reusing the same password across many accounts. Having no recovery plan, so a forgotten master password locks everyone out. Forgetting to remove a departed volunteer's access. TIP Run a quick test: if your key volunteer vanished tomorrow, could the group still get into its bank, email, and website? If yes, you have the essentials right. None of these is hard to avoid once you know them. A shared vault, unique passwords, a recovery plan, and tidy access head off nearly every password disaster a group can face.

COMMON QUESTIONS

19. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech

28. Answers to Common Questions A few questions come up whenever a group sets up a shared vault. Here are short, honest answers to the ones heard most. 'Is it really safer than a notebook?' Yes — the vault is locked and scrambled, and access can be revoked. 'What if we forget the master password?' That is why two leaders should know it and a sealed copy is kept safe. 'Does it cost money?' A free tier covers small groups; team plans are a few dollars a month. 'Can we take back access when someone leaves?' Yes — instantly, which is the whole point. 'Is it hard to learn?' Most volunteers are comfortable after one short sit-down. **GOOD TO KNOW** If a question here makes you nervous about starting, that is normal. In practice the vault is easier to use day-to-day than hunting for a sticky note, and far safer. If a worry is holding you back, it is the kind of thing worth a short conversation before you begin. Most of the answers are more reassuring than people expect. **GETTING STARTED** 29. Getting Your Vault Set Up You now know the whole shape of it: list the accounts, pick a manager, set a strong master password, fill the vault, share it by role, protect the key accounts with two-factor, and plan both the handoff and recovery. The best time to set it up is soon, before the next time a volunteer leaves and takes a password with them.

- 1 List every account the group depends on and who needs each.
- 2 Pick a password manager and set a strong, memorable master password.
- 3 Fill the vault with the logins, upgrading weak ones as you go.
- 4 Share each set of logins with the right people; turn on two-factor on key accounts.
- 5 Set a recovery plan so two leaders can always get in, and note who holds what.

GOOD TO KNOW

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You do not have to remember all of it. You just have to remember you can call. Friendly, in-home help, and I come to you — (330) 200-8042. A shared vault is one of the quietest, most important upgrades a group can make. Set it up once, and your group never again risks losing its own accounts to a lost note or a departed volunteer. BILL'S HERE TO HELP

30. You Don't Have to Set It Up Alone If any part of this feels like more than you want to take on — choosing a manager, gathering the group's scattered logins, setting up sharing by role, or turning on two-factor without locking anyone out — that is exactly the kind of thing I help local groups with. I am glad to sit down with your officers and get the group's keys safely in order. I can help you list the accounts, set up a shared vault, move your logins in and upgrade the weak ones, arrange sharing so each role has just what it needs, and build a recovery plan so the group can never be locked out. Then I leave you with it working and a simple written cheat sheet, so the group owns it for good. GOOD TO KNOW Friendly, in-home and in-person tech help for people and groups around Portage County. I come to you. If you are not happy with a visit, I will make it right. (330) 200-8042. Whether you set it up yourself with this guide or give me a call, the goal is the same: the group's keys held safely, shared with the right people, and never lost when a volunteer moves on.

CHEAT SHEET

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Everyday Cheat Sheet Keep this page handy. It points you straight to what to do for each task. I want to... Do this Ditch the sticky note Anything in plain sight can be read and can't be taken back Use a shared vault A password manager locks the logins and lets a team share them Pick one master key A long passphrase, known to two trusted leaders, never reused Fill it once Put every account's login in; let it generate strong unique passwords Share by role Treasurer gets the bank; the Page manager gets social — only what's needed Add two-factor The extra code on bank, email, and giving; keep backup codes in the vault Plan recovery Two leaders can open it; a sealed copy of the master key in the safe Hand off cleanly Grant the successor, remove the leaver, refresh the master key if needed Get help Call Bill: (330) 200-8042

HOW I CAN HELP

22. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech

Your Visit — and My Promise In-home visit — \$99 flat for your first visit. No contracts and no surprise charges, and a 30-day follow-up is included. Remote Support — \$49 for a screen-share session. I only connect with your permission, you watch the whole time, and you can end anytime. If I can't fix it over the screen-share, I refund the \$49 — and if it turns out you need me in person, that \$49 goes toward your visit. It's included free for Support Plan members (\$39/mo). GOOD TO KNOW My promise — If you're not 100% satisfied with your visit, I'll come back at no charge, or refund the full \$99. No questions, no awkwardness. That's how I'd want to be treated. Call or text (330) 200-8042 · Book a visit: billshometech.com/book · bill@billshometech.com This free guide is for general information only — not professional advice, and no substitute for your device's own manual. Any prices or outside products mentioned can change; please confirm current details before you buy. Please use your own good judgment and follow it at your own risk — for anything involving electricity, gas, water, or heights, stop and call a licensed professional. Bill's Home Tech and Bill Davis can't be responsible for any damage, data loss, or injury that results. © 2026 Bill's Home Tech, LLC.

AT A GLANCE

A Picture to Follow Along

One Safe Place for the Keys

The group's logins in a locked vault, not on a sticky note.

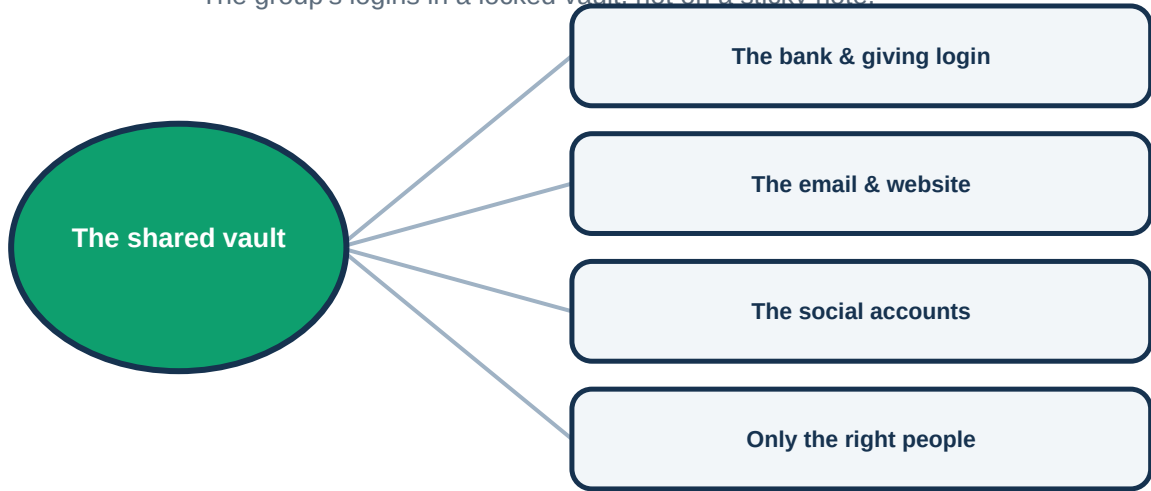


Illustration — a schematic. Set-up screens differ; each takes only a few minutes.

AT A GLANCE

A Second Look

From Sticky Notes to a Vault

Four calm steps to get the group's passwords in order.

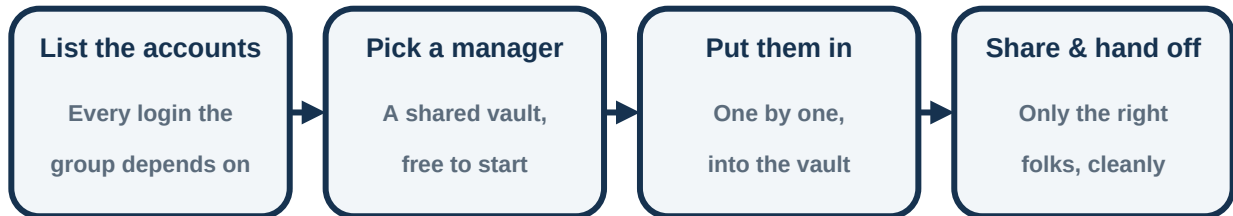


Illustration — a schematic. The order is a suggestion; do one box at a time.

A schematic of the plan — company steps vary; the order does not have to.

BEFORE YOU GO

A Note From Bill

A quick note from Bill. I write these guides to make home tech a little less frustrating, and I do my best to keep every step accurate and up to date. Still, every home, device, and setup is a bit different, so I can't promise a guide will match yours exactly or fix your particular problem. These guides are for general information only — they're not professional, legal, or financial advice, and they don't replace your device's own manual or the manufacturer's instructions. Please go slow, use your own good judgment, and use everything here at your own risk. If a step involves electrical wiring, a gas appliance, a water heater, plumbing, or climbing a ladder — or if anything just doesn't feel safe — please stop and call a licensed professional (or give me a call at 330-200-8042). Bill's Home Tech and Bill Davis can't be responsible for any damage, data loss, or injury that results.



HOW I CAN HELP

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GOOD TO KNOW

My promise — If you're not 100% satisfied with your visit, I'll come back at no charge, or refund the full \$99. No questions, no awkwardness. That's how I'd want to be treated.

Call or text **(330) 200-8042** · Book a visit: **billshometech.com/book** · **bill@billshometech.com**

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