


Keeper Family Plan

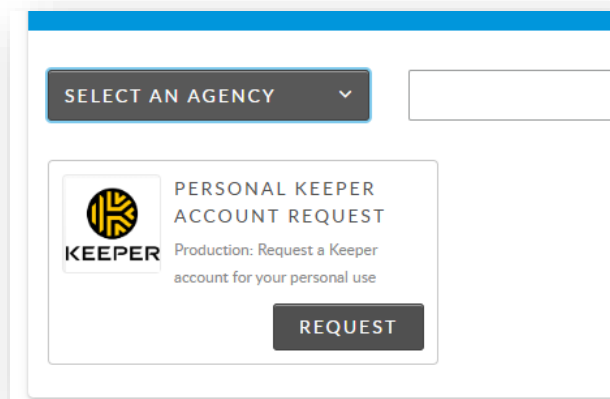
All State of Indiana employees are entitled to a complimentary subscription to Keeper's Family Plan. A family plan allows you and up to 4 family members or friends to use Keeper Password Manager for personal use. This service will be paid for by IOT for as long as you remain a state employee. Upon leaving state employment, you will be prompted to pay for your subscription at the next renewal date.

To sign up for a free Keeper Family Plan, go to the ASM Self Service portal:

https://vsm.iot.in.gov/vsm/Portal.aspx?utm_medium=email&utm_source=govdelivery



1. Click on the  button and search for "Keeper", then click on Request under the Personal Keeper Account Request option.

A screenshot of a web form titled "PERSONAL KEEPER ACCOUNT REQUEST". At the top, there is a dropdown menu labeled "SELECT AN AGENCY" and an empty text input field. Below this, the Keeper logo is displayed next to the title. Under the title, it says "Production: Request a Keeper account for your personal use". At the bottom right of the form, there is a dark grey button labeled "REQUEST".

2. You'll need to enter your name and a personal email address to sign up for your family plan. You cannot use your state email address for this.
3. Once you submit this form, you should get a confirmation email sent to your state email address with the invitation link to set up your master password.

Account Recovery Phrase

We recommend setting up an **account recovery phrase** immediately upon creating your personal use account and writing down that phrase in a secure location in case you ever forget your master password. If you forget both your master password and your recovery phrase, Keeper will be unable to help you get back into your account. Here is more info on

setting up account recovery: <https://docs.keeper.io/en/user-guides/troubleshooting/reset-your-master-password>

Getting Started with Keeper

Here is a quick start guide to show you the basics of using Keeper:

<https://docs.keeper.io/en/user-guides/quick-start-guides/quick-start-guide>

How to Invite Family Members to your Family Plan

Here is a guide on how to invite other family members or friends to your family plan:

<https://docs.keeper.io/en/user-guides/keeper-family-plan>