

Owners & Administrators Checklist

Welcome to 1Password! To complete your account setup, review this checklist before inviting users to ensure that you cover all your bases and set your team up for success.

How are your users being invited?

If you are inviting specific users, [manual invitations](#) or [auto-provisioning](#) will be your best options. If you were hoping for more passive enrollment, you should consider using the [sign-up link](#) option.

Who will be able to create vault?

By default, all of your users will be able to create vaults. You can change this by [managing permissions](#).

Is anyone supporting account recoveries outside of your owners and admins?

By default, owners and administrators will have the permission to recover users who have lost their Emergency Kit or forgotten their password. You can [create custom groups](#) with granular permissions in case you want others outside of owners and administrators to complete this task as well.

What would you like your account password policy to be?

You can [set a password policy](#) on employee account passwords – the one password they need to remember to unlock 1Password. 1Password will not prompt users to change their password if the policy is changed, so set your password policy prior to inviting your team.

Would you like to enable or enforce two factor authentication?

You can opt to [enable](#) or [leave two-factor authentication off](#). You can also select which two-factor authentication methods are allowed, and/or enforce two-factor authentication for your entire team.

Do you intend on allowing users to share information outside of 1Password?

1Password helps you securely share copies of passwords and other items you've saved in 1Password with anyone, even if they don't use 1Password. You can [manage permissions](#) for item sharing and change who your team can share items with outside your account and how long item links can be shared.