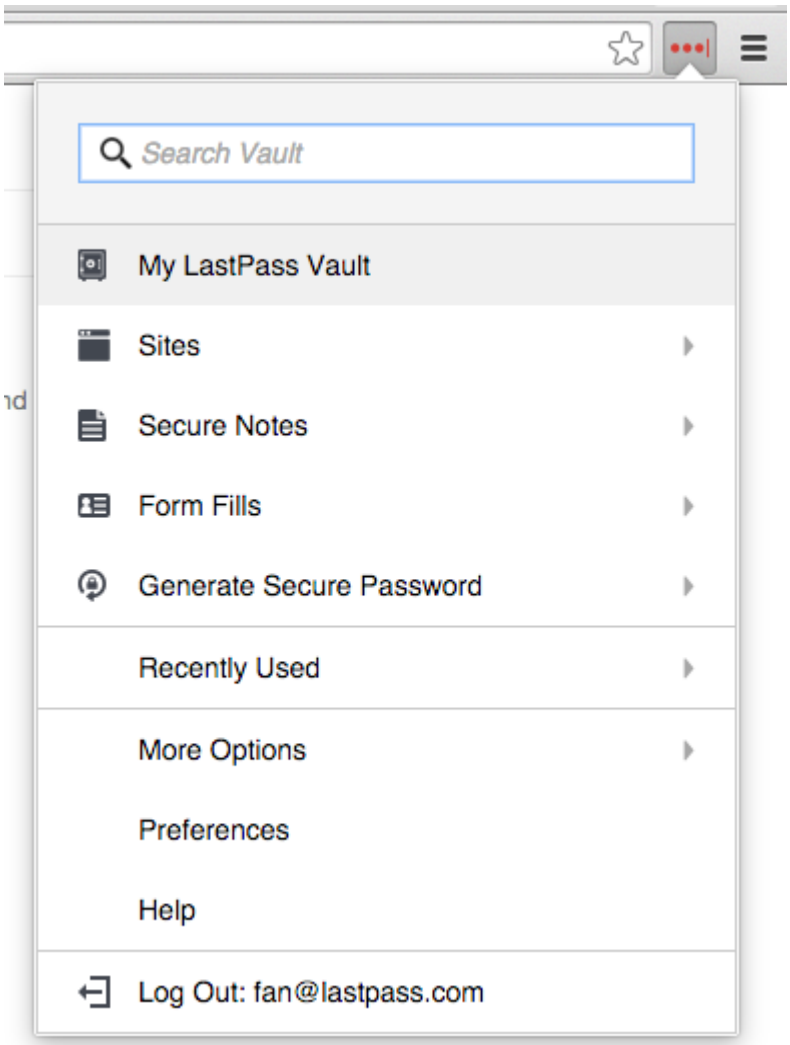
Importing Existing Data into LastPass

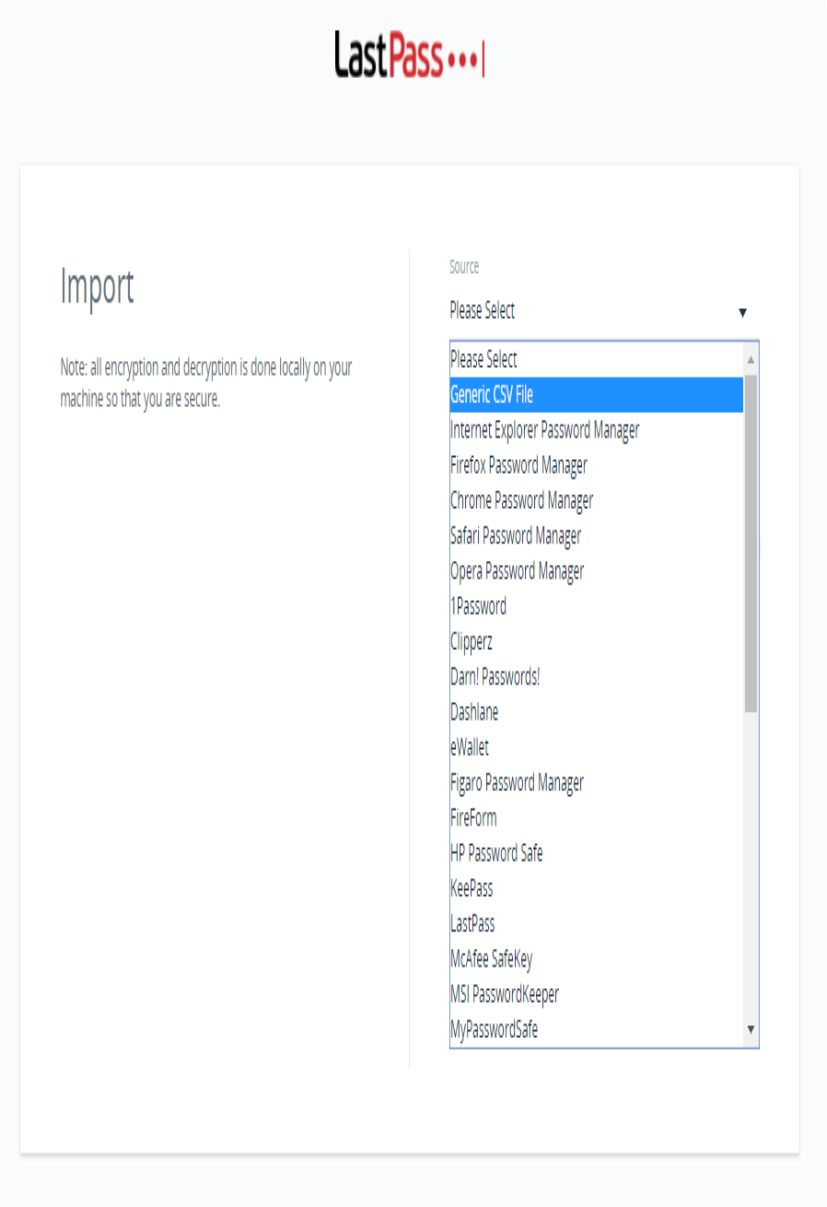
Once you have installed LastPass, you may need to impocort your existing password entries and secure data from another LastPass account or from another password manager or file format. To do so, follow the instructions below.

Importing using pre-established formats

To begin, click on the LastPass Icon > More Options > Advanced > Import.



You will then be presented with a submenu for the Google Chrome Password Manager and ‘Other’. Selecting Other will open a new page with a drop-down list of options for all support import options:



We continue to add formats and password managers to the list of supported import option, so check the version of LastPass you are running if you do not see the format you need.

Since importing from each password manager is different, we have provided instructions for each under the name. Simply follow the instructions that we provide for the specific password manager that you use.

After importing, you can then begin to organize your sites into Folders as well as delete unnecessary or duplicate sites.

Importing from a Generic CSV File

If LastPass does not support importing from your current password manager, you may be able to import using a Generic CSV (comma separated value) file. Try seeing if your current password manager has an option to export to a CSV file.

To import data from a CSV file, we suggest you use our Import Template found here: Sample Import Spreadsheet.

If you use your own spreadsheet instead, it is important that the title of the columns match those in the template! The column titles can include any of the following: url, username, password, extra, name, grouping, type, hostname.

Fill the columns with the values you'd like for each entry (leave blank if the value is not relevant). Please note that 'extra' means either (1) the notes section of a site entry or (2) the body of a secure note, and 'grouping' is the group (or folder) where you would like the item to be stored in your vault.

- Importing Sites
- Importing Secure Notes
- Importing Server Login Credentials

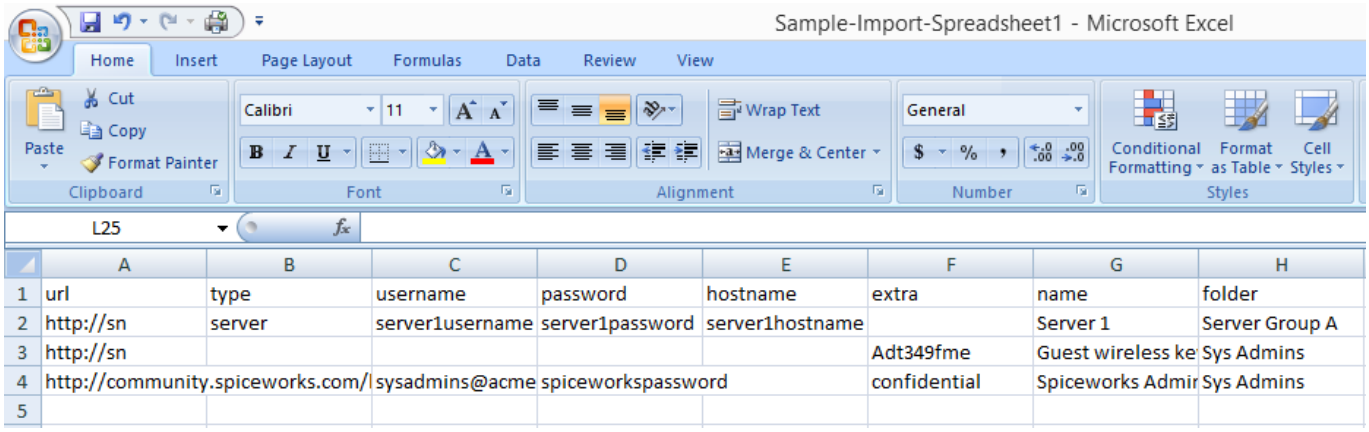
To import Site data you must define at least the following values: "url" (typically this will be the login url), "username", "password" and "name". "Extra" and "Group" are other fields that you might consider.

To import data as a generic Secure Note, enter the values as

follows: “url” = http://sn, “extra” = the contents of the note. Give the note a “name”, and then consider adding “group”. It is important to leave the username and password columns blank. Please refer to the example import formats found here: Sample Secure Note Import.

To import data as a Server Secure Note, enter the values as follows: “url” = http://sn, “type” = server. You must also populate “hostname”, “username”, “password” and “name”. In this case, you must enter the username and password in the actual username and password columns of the template, rather than the ‘extra’ section. Consider adding “group”.

Please click here to download our Sample Import Spreadsheet, which includes examples of all 3 of the aforementioned data types.



	A	B	C	D	E	F	G	H
1	url	type	username	password	hostname	extra	name	folder
2	http://sn	server	server1username	server1password	server1hostname		Server 1	Server Group A
3	http://sn					Adt349fme	Guest wireless ke	Sys Admins
4	http://community.spiceworks.com/l		sysadmins@acme	spiceworkspassword		confidential	Spiceworks Admir	Sys Admins
5								

Passive Imports

Certain password managers simply do not support export

functions. In these cases you can still use LastPass to pick up this data through a ‘passive’ import. This entails running both password managers simultaneously, having your former password manager enter your login credentials into a site, and then using LastPass to pick up the filled website entry.

Importing into Shared Folder

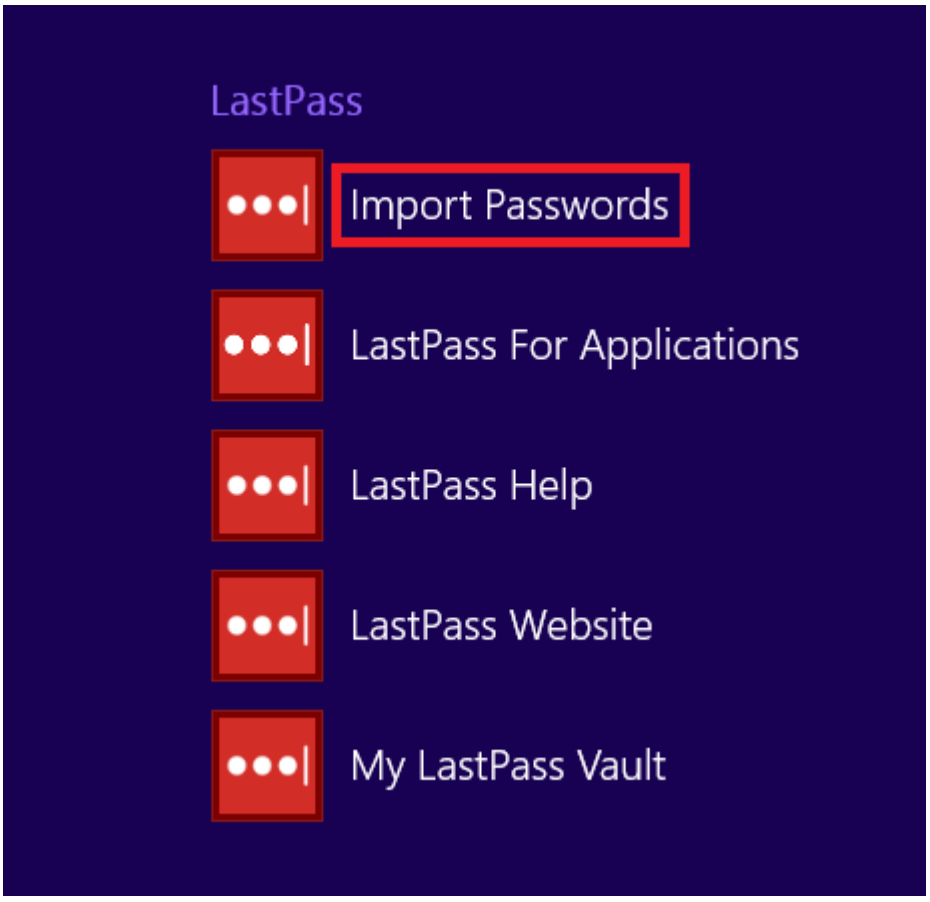
Please note that importing into shared folders is currently not supported. If the name of a shared folder is listed in your CSV file, you will encounter an error upon attempting to import into your LastPass Vault. Once you import your credentials, rather than moving them from the general folder to the shared folder in batches of 10 (the limit for drag and drop), simply right click and ‘rename’ the regular folder with the name of the Shared Folder where you would like them to go. Please note you will have to pre-create the Shared Folder before using this method to move sites.

Import Passwords Without Admin Privileges

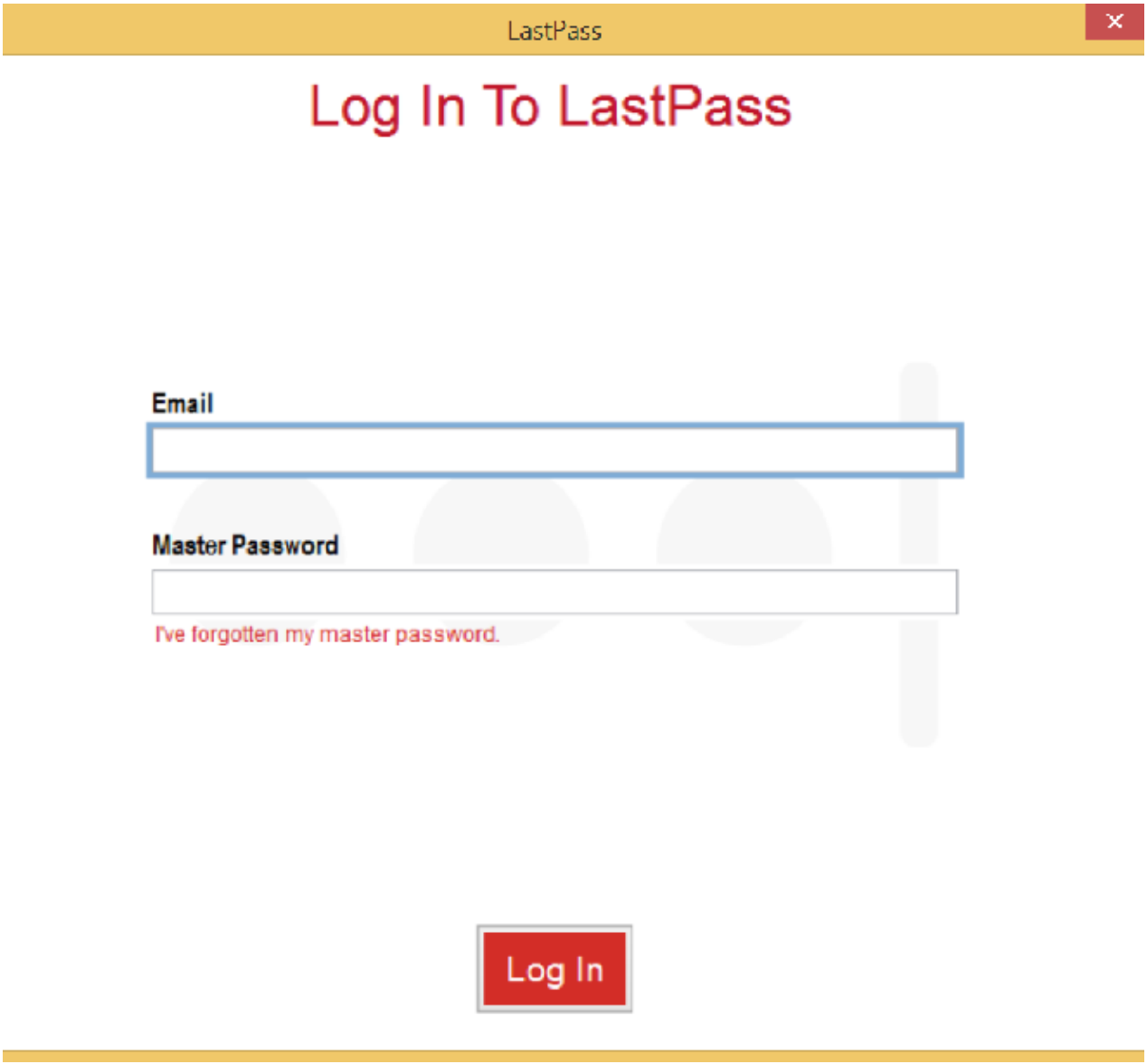
LastPass Installers (Universal and Full*) on Windows now include a separate password importer that could be run independently without admin privileges to import passwords

stored insecurely in local browser password managers. This option is helpful especially for enterprise end users who wish to migrate their passwords from the browser password managers into LastPass but do not have admin privileges on their companies' computers to run LastPass installer, which is also capable of importing passwords.

To start, download LastPass Universal Installer from LastPass download site or LastPass Full Installer from the Admin dashboard > Setup. Once it is downloaded, find the option called Import Passwords on your Windows Start Program menu.

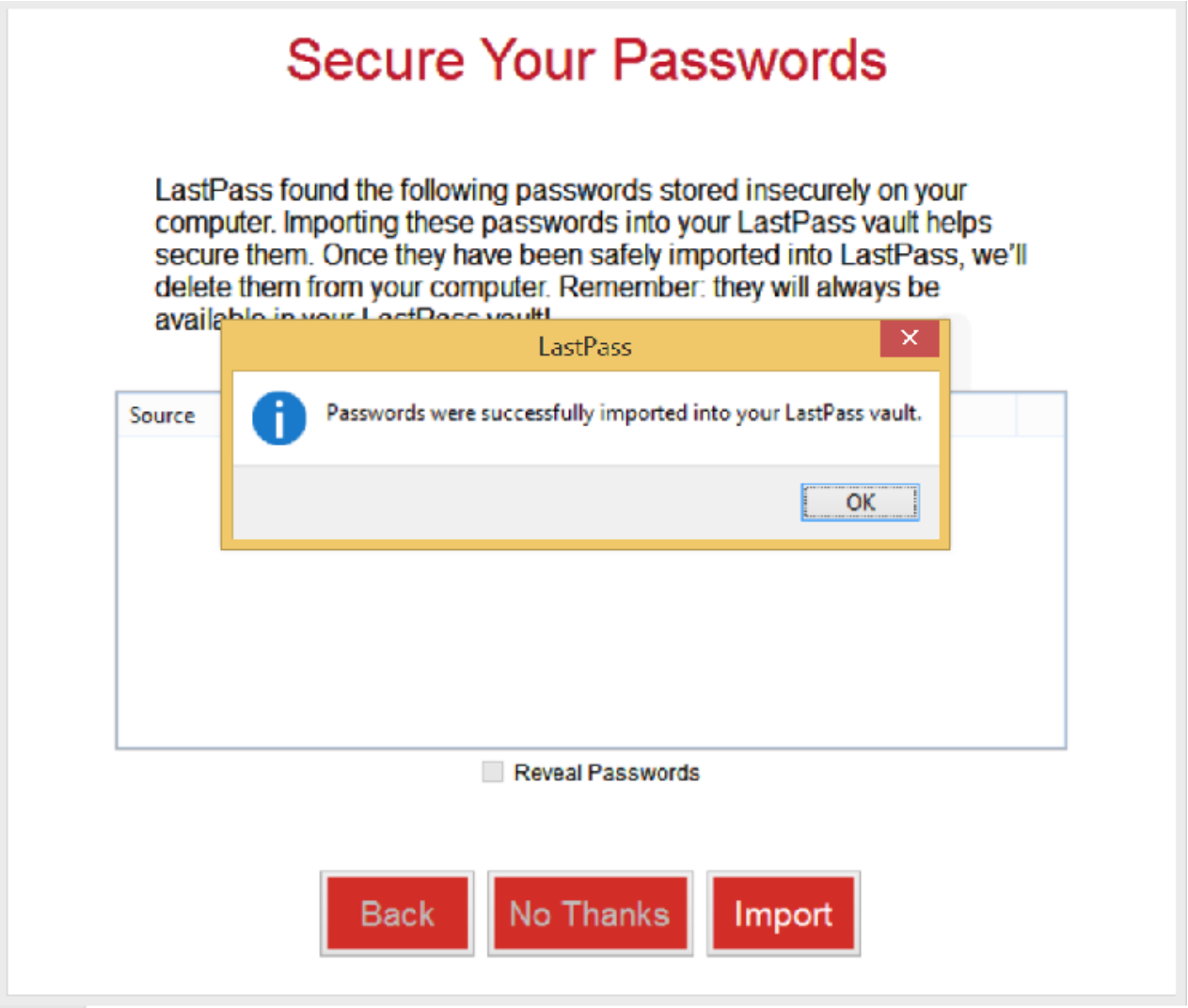


Click on Import Passwords shortcut, enter your LastPass login information, and submit it on the login screen.



LastPass password importer will search for and present you with a list of passwords stored insecurely on your browsers. Click Import to proceed.

Once the passwords are imported successfully into your LastPass vault, it will show the successful message below.



Note: The difference between LastPass Universal Installer and Full Installer is that the latter includes LastPass for Applications.

Autofilling after Importing

Once imported, you might notice that some websites do not autofill right away. This is because LastPass needs to “see” the website in order to capture the exact username and password fields, as they differ from website to website.

When you visit the website for the first time after importing, use the field icons to force fill the credentials and login. It will autofill every time after that.