Accessing Your Account

Accessing 1Password

1Password has a variety of ways it can be access and used. These include:

- Google Chrome Extension
- Web Browser
- Desktop App
- Mobile App

If just starting with 1Password, its recommended you start with the Desktop App as its the easiest and most intuitive method of accessing your credentials. Below are instructions on signing in via the Desktop App.

Desktop App

> The Desktop app is installed on all work laptops. If not found, please contact IT Support.

Automatically deployed and installed on all laptops, you can access your account through the 1Password Desktop App.

1. Within the Start Menu open the 1Password app.
2. See the Signing in for the First Time article for information on signing in.

Google Chrome Extension

Available on Google's Chrome Web Store, this extension allows you to access 1Password via a click of a button in Google Chrome.

1. In Google Chrome, click here to view the 1Password Chrome Extension.
2. Select **Add to Chrome** to install the extension.
3. See the Signing in for the First Time article for information on signing in.

For more information on using the Google Chrome extension, please see this article.

Web Browser

Through any web browser, you can logon to your account at

https://georgeandbellconsulting.1password.com.

1. Within the web browser of your choice, browse to
   https://georgeandbellconsulting.1password.com..
2. See the [Signing in for the First Time](#) article for information on signing in.

Mobile App

Available via the Google Play Store (Android) or App Store (iPhone), the 1Password app allow you to access and view your credentials via your mobile phone.

1. Open the **Google Play Store** or **App Store** depending on whether you use an Android or iPhone.
2. Search for "1Password 8" and install the app available from *AgileBits Inc*.
3. See the [Signing in for the First Time](#) article for information on signing in.

Signing in for the First Time

Preparations

Prior to starting the sign-in process, please ensure you have the *1Password Emergency Kit* handy. If located near the Vancouver office, please ask IT or Administration who can collect and provide you with the document from the office safe.

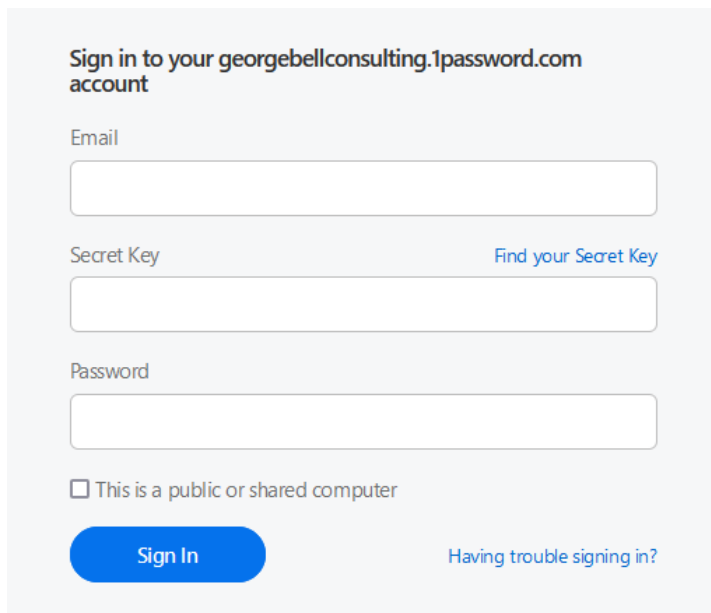To successfully sign into your account, you'll need the following information:

- Sign-in Address *
- Email address
- 1Password Secret Key *
- 1Password Master Password
- Successfully complete a Duo Authentication Prompt.

* Found on the 1Password Emergency Kit

Signing In

> 1Password has a variety of options to access your saved passwords including through a web browser, desktop app, mobile app and Google Chrome extension. The sign-in process is the same no matter your preferred method of access.

On first sign-in, you'll be asked for some additional information outside of your username and password. Below is a walk-through of completing this process. Once completed, subsequent sign-ins will only require your 1Password Master Password.

On the logon screen please enter your Email, Secret Key and 1Password Master Password. The Secret Key can be found within the 1Password Emergency Kit collected at the start of this guide. The requested password is your 1Password Master Password created when enrolling in the 1Password service.

> Remember unlike most George & Bell services, your Master Password is unique and not used elsewhere in the organization.

When complete press **Sign In** to initiate a **Duo Authentication Request.**

Once verified, you will be successfully signed in. On subsequent sign-in's you will only be asked for your 1Password Master Password.