



Just One Dime

# How to Set Up Your 1Password Account and Add Payment and Software Tools Info

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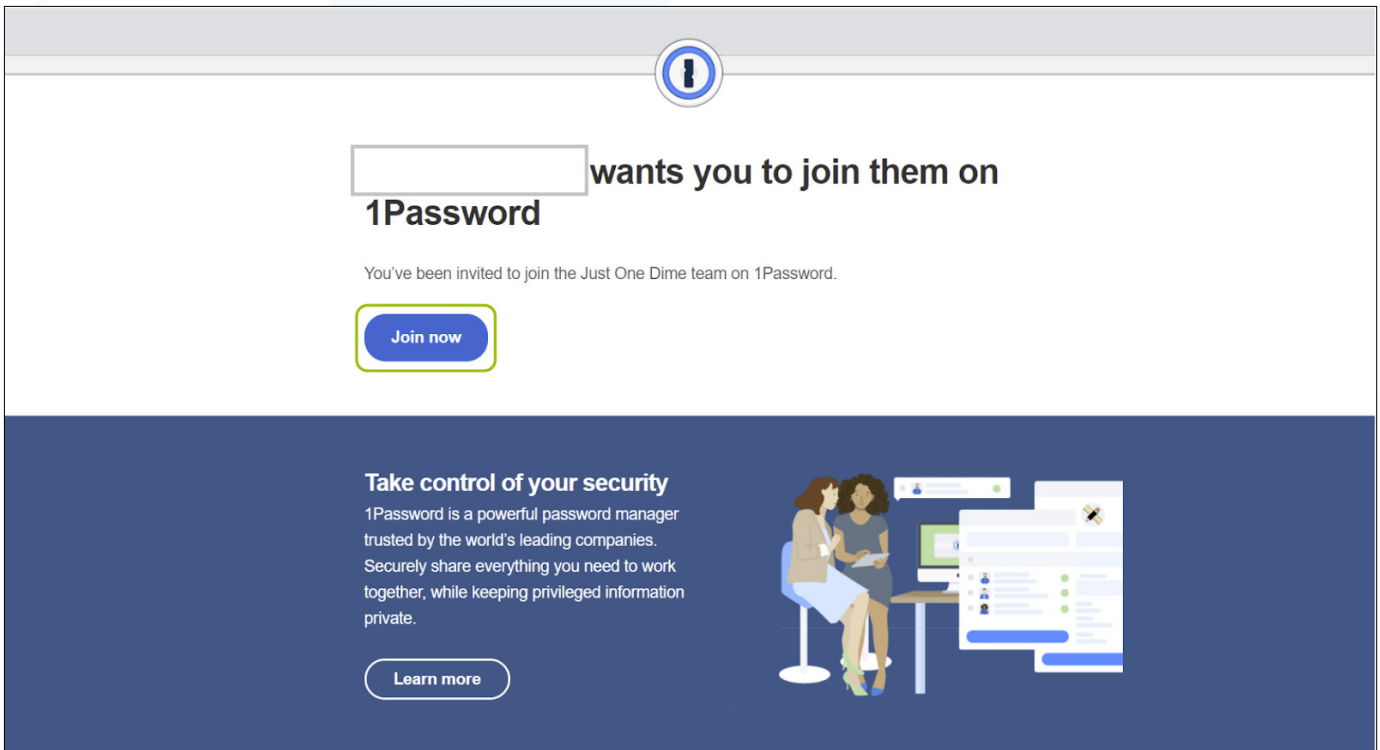


# I. How to Set Up Your 1Password Account

## Step 1

Click on the invitation that was sent to your email address.

Click the *Join now* button.



## Step 2

This will open a tab in your web browser.

Type in your name.

Click *Next*.

# Join Just One Dime on 1Password

You've been invited by  to join  
1Password. Create an account to get started.

Name

- Get the business security newsletter and emails from 1Password with our latest announcements, product updates, events, and research opportunities. [Unsubscribe](#) any time.

Next

By proceeding, you agree to the [Terms of Service](#) and [Privacy Notice](#).

## Step 3

Enter a password of your choice.

Re-type your password in the “Confirm Password” box.

Click *Next*.

### Set your account password

Try to make your password a unique phrase that you'll remember. Use at least 10 characters.

Password

Confirm Password

Next

## Step 4

The next screen will allow you to download your 1Password Emergency Kit.

Please download the document as this will contain your **Secret Key** which is required if you need to recover your account or log in to a new device for the first time.

Keep this document in a secure place where you will remember where to find it.



### 1Password Emergency Kit

Created for John Smith on 3/9/2022.

If you get locked out of your account, you'll need these account details to sign in — **including your Secret Key, which we cannot access or recover for you.**

1. Get your Emergency Kit off your computer and print out a copy.
2. Fill in your account password below so you don't forget it.
3. Store it somewhere safe (such as with your birth certificate, your will, or on your personal cloud storage).

## Step 5

Congratulations! Your 1Password account has been successfully set up.

Please reply directly to the email from us that you received (which included this PDF document) when you have completed these steps.

We will add the vault where you will securely save all your credit and debit card details that will be used for your Done For You Online Arbitrage business.

## Step 6

Please allow 1-2 business days for us to have your vault set up.

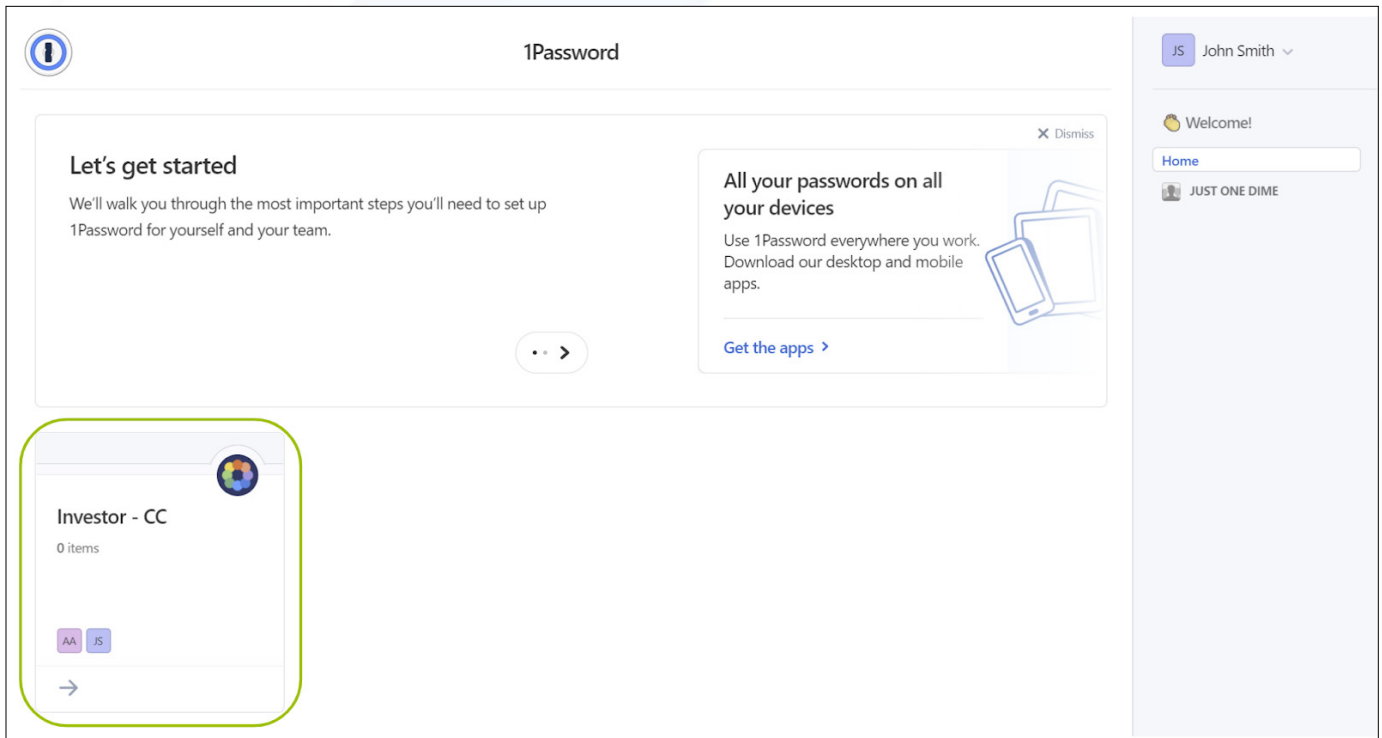
You will receive an email from us letting you know when the vault is ready.

As soon as we email you that your 1Password vault has been set up, log back in to 1Password.

## Step 7

You will now see the vault assigned to you.

Click on the vault to securely share your information.



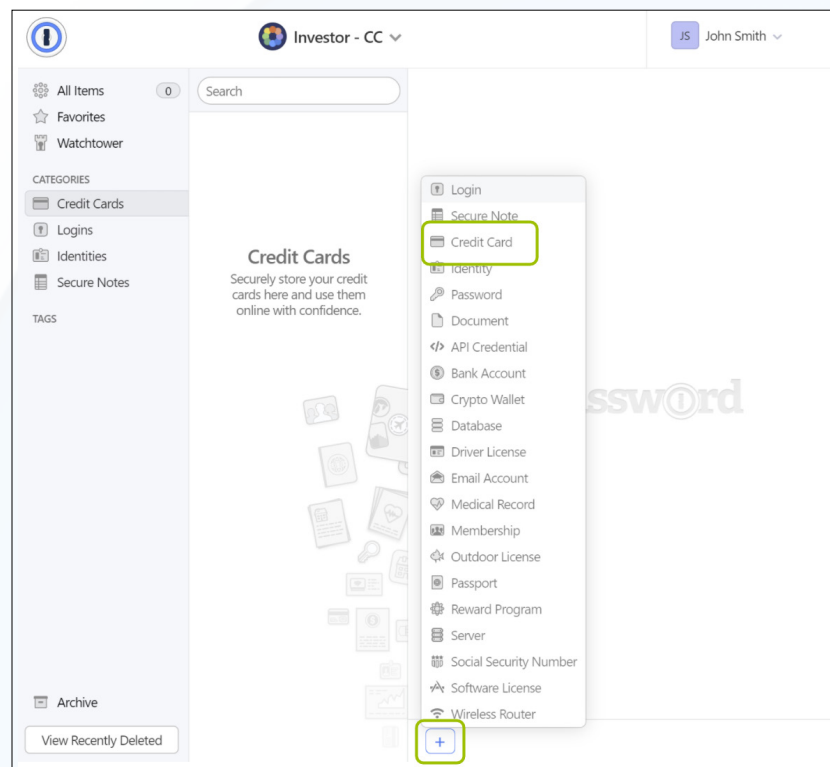
# II. How to Securely Share Your Payment Information

## Step 1

Go into your 1Password vault. Click the “ + ” button at the bottom of your screen.

1Password will now show you the types of the information you can securely store in the vault.

Click *Credit Card*.



You will now see the fields where you can enter your credit or debit card information.

## Step 2

Enter the title of the credit card using this format:

*Issuing Bank - Type of card (Visa, MC, AMEX, Discover) - Credit limit*

For example:


**Capital One - MC - \$20K**





# Step 3

Enter all required information.



	Section	
cardholder name	new field	
type		⌵
number	new field	
verification number	.....	
expiry date	yyyy/mm	
valid from	yyyy/mm	
label	new field	⋮
⊖	Section	
⊖	issuing bank	new field ⋮
⊖	phone (local)	new field ⋮
⊖	phone (toll free)	new field ⋮
⊖	phone (intl)	new field ⋮
⊖	website	new field ⋮
	label	new field ⋮
⊖	Section	
⊖	PIN	..... ⋮
⊖	credit limit	new field ⋮
⊖	cash withdrawal limit	new field ⋮
⊖	interest rate	new field ⋮
⊖	issue number	new field ⋮
	label	new field ⋮
	Section	
	label	new field ⋮
	notes	

Make sure you enter all the credit and debit cards you entered onto your contract. It is critical that these are the same cards that you add to 1Password.

It is even more critical that this information is 100% accurate—down to middle initials, etc.

Please do not forget to add your CVC code which is the same as your “verification number” code.w

If at any time you need us to use a different credit or debit card, email us at [oasupport@jod.com](mailto:oasupport@jod.com) so we can send you a credit and/or debit card authorization form to fill out.

## Step 4

There is also a “notes” section at the bottom where you need to add any special instructions to the team.

We need to know what your daily and monthly purchase limit is for each card.

Please also enter your billing address information in the “notes” section. This must be the same billing address(es) used on your credit/debit card.

Please double check to make sure your billing address is truly the billing address for your card—not a home address or business address if it’s not the same as your card’s billing address.

One misspell or piece of incorrect information in this process will slow down our purchasing process on your behalf and we will need to come back and get the correct information from you later on if this happens.

Additionally, if you’d like us to prioritize the use of one card before using the others, make sure you add these details and anything else you’d like us to know so we can strategize to better scale your business.

## Step 5

Click Save.

Save

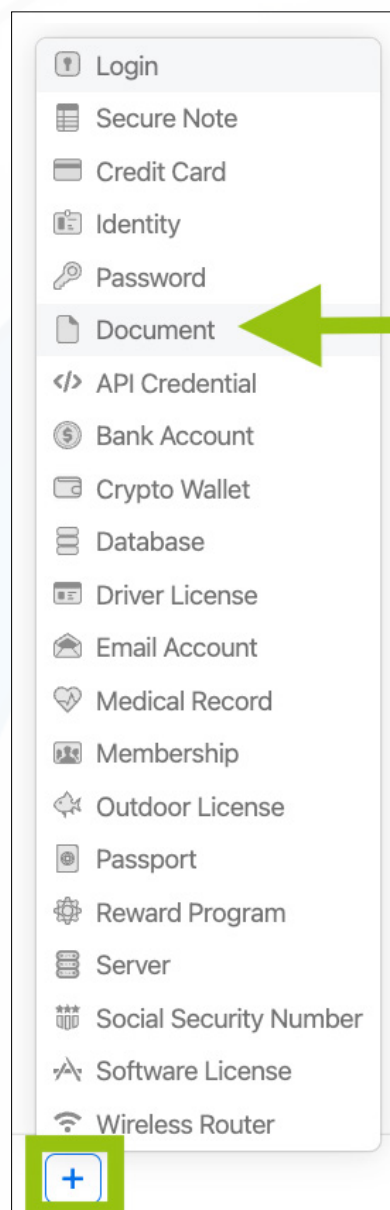
Cancel

## Step 6

Click the “ + ” button at the bottom of your screen again.

1Password will now show you the types of the information you can securely store in the vault.

Click *Document*.



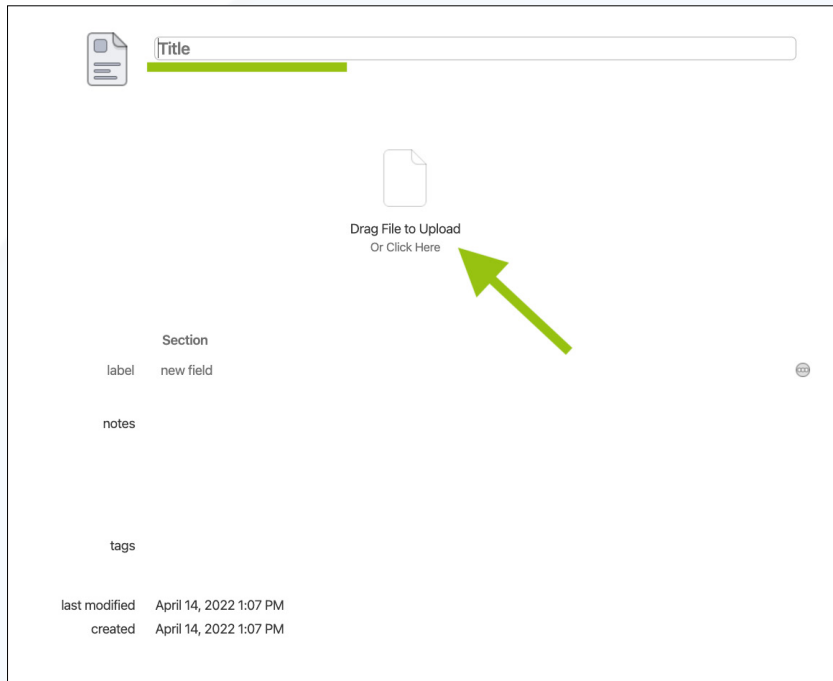
## Step 7

Name the title “Payment Information Images”.

Click *Drag File to Upload* or *Click Here*.

Upload images of the following:

- Front of your credit/debit card
- Back of your credit/debit card
- Your bank statement that shows your billing address



Your images should look similar to this:



TEAR OFF THIS PAYMENT STUB AND MAIL WITH YOUR CHECK OR MONEY ORDER TO THE ADDRESS BELOW.

Check this box to indicate any **ADDRESS CHANGES** detailed on back.

NORTHWEST COMMUNITY CREDIT UNION  
P.O. BOX 10607  
EUGENE, OR 97440

Payment Due Date	New Balance	Past Due Amount	Minimum Payment Due
10/05/2018	\$7,916.70	\$0.00	\$159.00

**VISA** Account Number -----  
\$

Please write your account number on your check. In order to receive payment by your due date, we suggest mailing at least five (5) days prior to the date. See reverse side for important information.

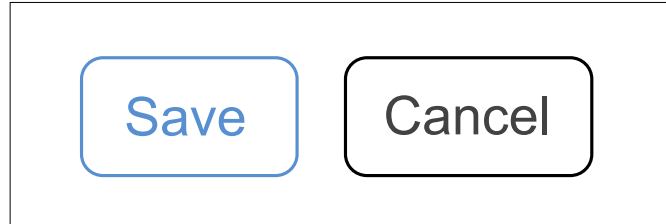
**MAKE CHECK PAYABLE TO:**

Jane Doe  
545 E 8th Avenue  
Eugene, OR 97401

NORTHWEST COMMUNITY CREDIT UNION  
P.O. BOX 2711  
OMAHA, NE 68103-2711

## Step 8

Click *Save*.

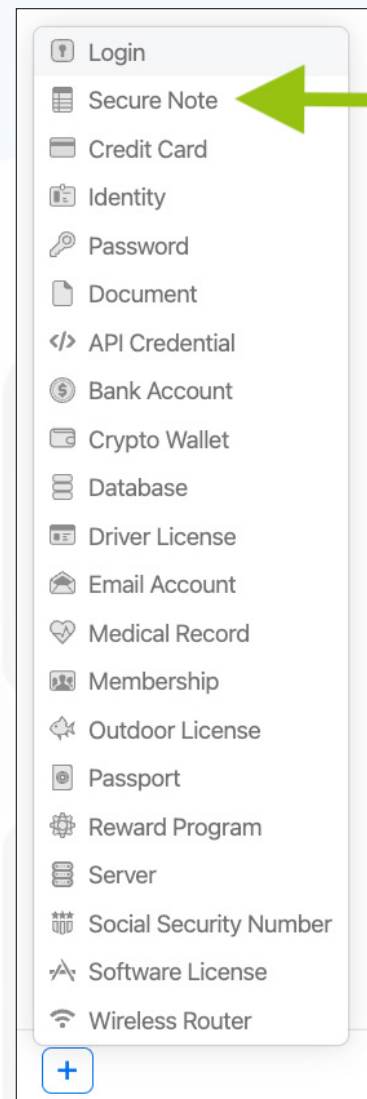


## Step 9

Click the “ + ” button at the bottom of your screen again.

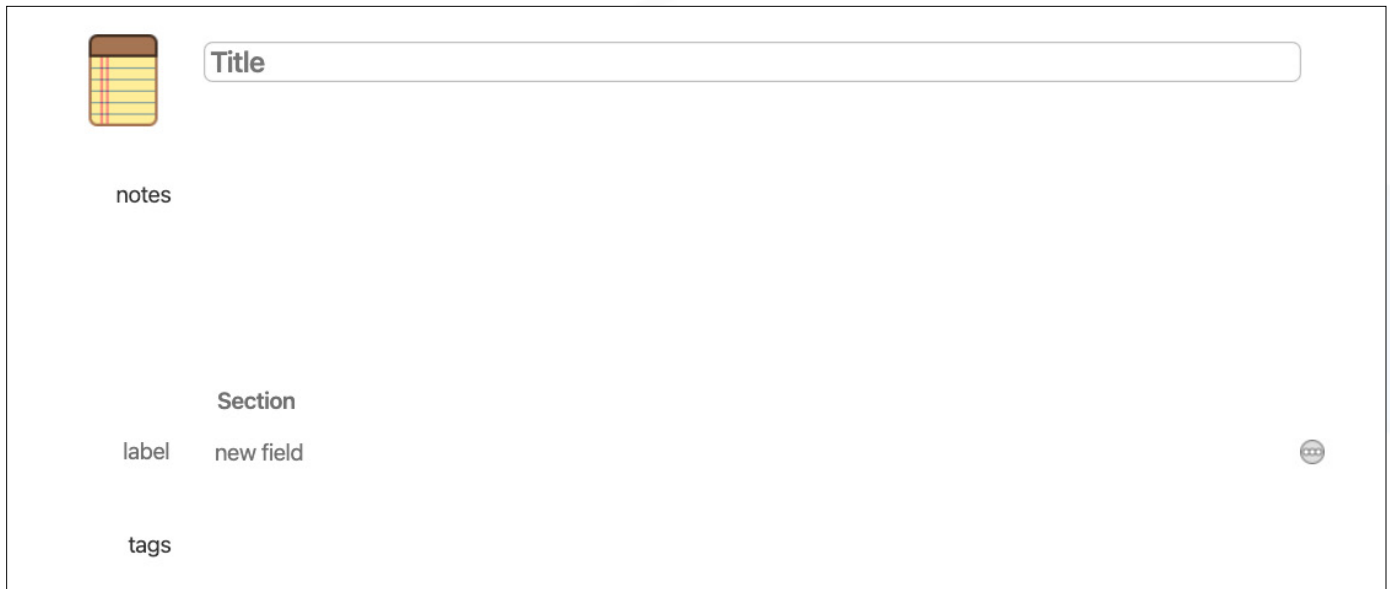
1Password will now show you the types of the information you can securely store in the vault.

Click *Secure note*.



## Step 10

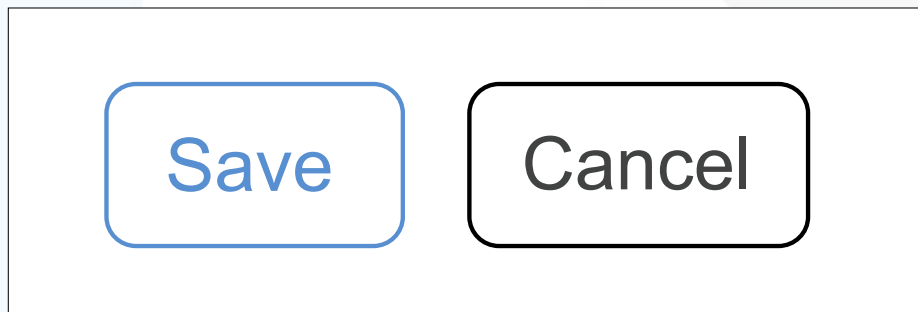
In the title, type in “Amazon Store Phone” and then the phone number you used to set up your Amazon store.



The screenshot shows a form editor interface. On the left, there is a sidebar with a notepad icon and the label "notes". Below this, there are three options: "label", "tags", and "Section". The "Section" option is currently selected, and a "new field" label is visible next to it. The main area of the form contains a large text input field with the placeholder text "Title". To the right of the input field, there is a small circular icon with three dots inside, likely representing a menu or options.

## Step 11

Click *Save*.



The screenshot shows two buttons side-by-side. The "Save" button is on the left, outlined in blue, and the "Cancel" button is on the right, outlined in black. Both buttons have rounded corners and are set against a white background within a rectangular frame.



# III. How to Securely Share Your Software Tool Logins

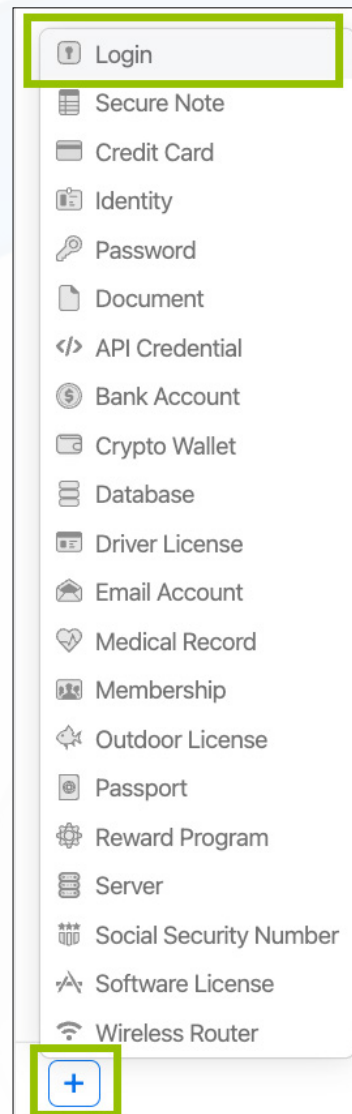
You will now add your BQool and InventoryLab login information to 1Password.

## Step 1

Go into your 1Password vault. Click the “ + ” button at the bottom of your screen.

1Password will now show you the types of the information you can securely store in the vault.

Click *Login*.



## Step 2

For the title, type “BQool”.



## Step 3

For the username, type in the email address you used to set up your BQool account.

Add your BQool password.

username	new field	
password	.....	

## Step 4

Click Save.

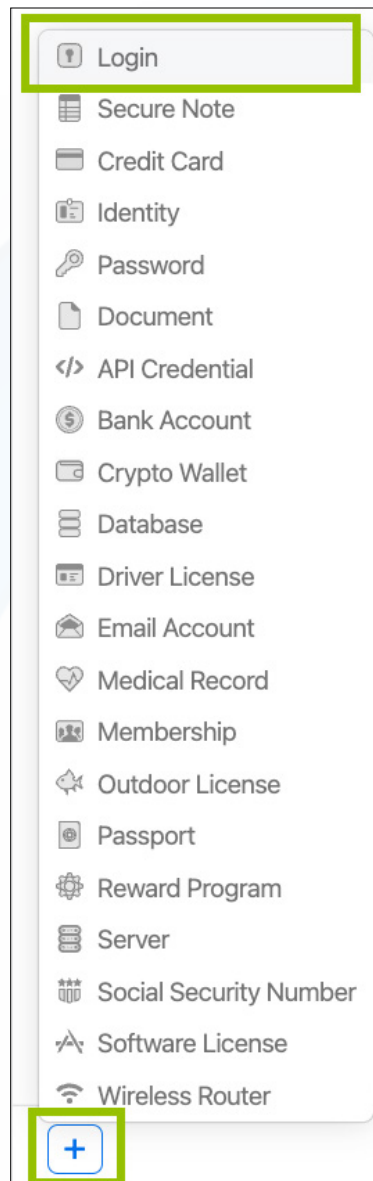
## Step 5

Repeat *Step 1* to add your InventoryLab information.

Go into your 1Password vault. Click the “ + ” button at the bottom of your screen.

1Password will now show you the types of the information you can securely store in the vault.

Click *Login*.



## Step 6

For the title, type “InventoryLab”.



## Step 7

For the username, type in the email address you used to set up your InventoryLab account.

Add your InventoryLab password.

username	new field	
password	.....	

## Step 8

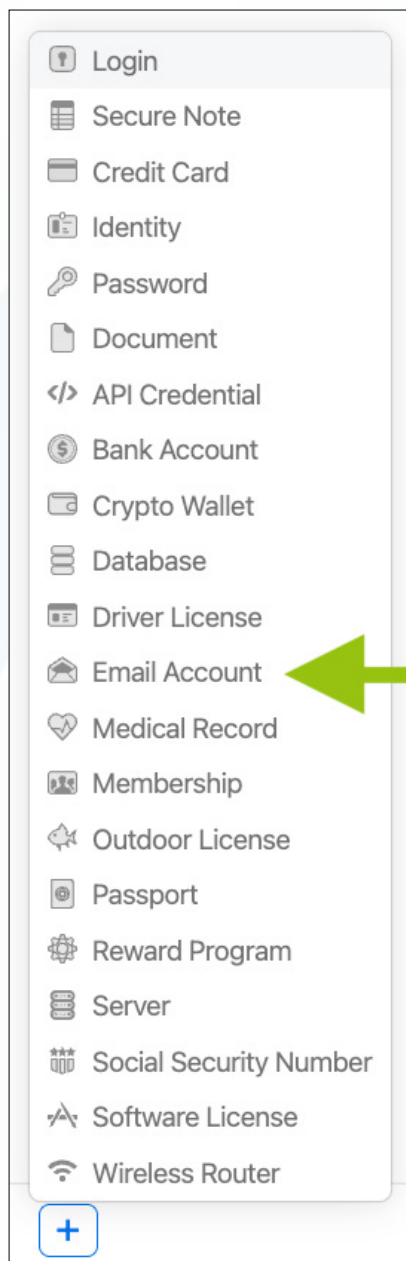
Click Save.

## Step 9

Click the “ + ” button at the bottom of your screen again.

1Password will now show you the types of the information you can securely store in the vault.

Click *Email Account*.



## Step 10

For the title, type in “Amazon Store Email” and then type in the email address you used to set up your Amazon store.

 Title

## Step 11

Click *Save*.

## Final Step:

Please let the team know when you are finished with this process by replying to the email you received with these instructions. If you have any questions regarding this training, please respond to this same email directly.

The team will then remove you from 1Password.

A very limited number of people will have access to your payment information.

You're all set!

If you have any questions unrelated to this topic, please send us a separate email at [oasupport@jod.com](mailto:oasupport@jod.com).



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