

Get Started with Bitwarden: Administrator

View in the help center:

<https://bitwarden.com/help/get-started-administrator/>

Get Started with Bitwarden: Administrator

We're thrilled that you're considering Bitwarden for your business's secure credential sharing needs. Let's walk through the first steps we'll take towards successful partnership:

⇒Enterprise

Tip

The first few steps in the document assume you're going to create an organization. If you're joining an existing organization, skip down to **Or join an existing organization**.

Sign up for Bitwarden

Bitwarden offers free accounts with no limits to the number of devices or number of logins you can use. [Get started today](#).

Your master password

During sign-up, you'll create a master password for logging in to Bitwarden. It's important that your master password is:

- **Memorable:** Bitwarden employees and systems have **no** knowledge of, way to retrieve, or way to reset your master password. **Do not forget your master password!**
- **Strong:** A longer, more complex, and less common password is the best way to protect your account. Bitwarden provides a free [password strength testing tool](#) to test the strength of some memorable passwords you are considering.



Set a strong password

Finish creating your account by setting a password

Master password (required)

Important: Your master password cannot be recovered if you forget it! 12 character minimum.

Strong

Confirm master password (required)

Master password hint

If you forget your password, the password hint can be sent to your email. 0/50 character maximum.

Check known data breaches for this password

Create account

Set a master password

Create an organization

Create your organization today by selecting the **New organization** button in the Bitwarden web app:

The screenshot displays the Bitwarden web interface. On the left is a dark blue sidebar with navigation options: Password Manager, Vaults, Send, Tools, Generator, Import data, Export vault, Reports, and Settings. The main content area is titled 'All vaults' and features a 'New' button and a user profile icon. Below the title is a 'FILTERS' section with a search bar and a list of vault categories: All vaults, My vault, New organization (highlighted with a red circle), All items, Favorites, Login, Card, Identity, and Secure note. To the right is a table of vaults:

<input type="checkbox"/>	All	Name	Owner	
<input type="checkbox"/>		My Mailing Address Brett Warden		⋮
<input type="checkbox"/>		My New Item myusername		⋮
<input type="checkbox"/>		Personal Login myusername		⋮
<input type="checkbox"/>		Secure Note		⋮

Below the table, the text 'New organization' is displayed in a light gray font.

Or join an existing organization

If your organization has already been created, ask the IT team at your company or your manager for information on how you're expected to join Bitwarden. Some organizations send email invitations to your work inbox, others will allow you to enroll by simply logging in with your single sign-on (SSO) account.

Get to know the Admin Console

Once created, you'll land in the Admin Console, which is the central hub for all things sharing and organization administration. As the organization owner, you'll be able to see your **Vault** items and **collections**, to manage **Members**, run **Reports**, change **Billing** settings, and configure other organization **Settings**:

The screenshot shows the 'My Free Organization collections' page in the bitwarden Admin Console. On the left is a sidebar with navigation options: My Free Organizat..., Collections (selected), Members, Reports, Billing, and Settings. The main content area has a 'FILTERS' panel on the left with a search bar and categories: All items, Login, Card, Identity, Secure note, Collections (selected), and Trash. The main table lists collections: All, Streaming Services (Can manage), Household Finances (Can manage), and Unassigned (Can edit). A '+ New' button and a user profile icon are in the top right.

Free organization Admin Console

Managing vault items and collections

As an owner or admin, you might be responsible for managing access to **vault items**, like shared credentials, for your company or team. You can create directly from the web app and assign them to collections in order to share them with your team:

The screenshot shows the 'My Organization collections' page. The sidebar includes: My Organization, Collections (selected), Members, Groups, Reporting, Billing, and Settings. The 'FILTERS' panel shows: Search vault, All items (selected), Login, Card, Identity, Secure note, Collections, and Trash. The main table lists items: Company Credit Card (with assigned collections: Default collection, Company Collection), Shared Login (with assigned collections: Default collection, Company Collection), Unassigned Item #1, and Unassigned Item #2. The 'Unassigned Item #1' and '#2' rows have their selection checkboxes checked. A dropdown menu is open for the 'Unassigned Item #1' row, showing options: Edit access, Assign to collections (highlighted with a red circle), and Delete. A red circle also highlights the three-dot menu icon for this row.

Assign to collections in bulk

Speaking of **collections**, they're an important construct for grouping together related logins, notes, cards, and identities for secure sharing with your organization:

- Organizations can define access to collections, allowing users or groups to access only the items they need.
- Items stored in an organization's collections(s) do not belong to any individual user, but rather to the organization.

- Organization-owned items **must** be included in at least one collection.



Data can also be imported directly to your organization! Learn how [here](#).

Managing members and groups

As an owner or admin, you might be responsible for managing members of your team or your company more broadly. Members can be added to your organization:

- Directly from the Admin Console's **Members** page ([learn more](#)).
- By integrating Bitwarden with your IdP using SCIM ([learn more](#)).
- By integrating Bitwarden with your directory service using Directory Connector ([learn more](#)).

Members can assigned directly to collections in order to regulate what vault data they have access to, but so can **groups**. Groups relate together individual members and provide a scalable way to assign access to and permissions for specific collections:

<input type="checkbox"/>	All	Name ▲	Collections	
<input type="checkbox"/>		Customer Success Team	Development Tools Productivity Tools	⋮
<input type="checkbox"/>		Finance Team	Financials	⋮
<input type="checkbox"/>		Marketing Team	Productivity Tools Social Media	⋮

New group

Policies, integrations, and more

Enterprise Bitwarden organizations provide powerful tools for improving your online security and integrating with existing workflows and tools. Some other things you might manage as an administrator of your organization include:

- Setting up [policies](#) to enforce security rules for users, for example mandating use of two-step login.
- Auditing what credentials [organization members have access to](#).
- Integrating Bitwarden with your existing [SSO](#) workflow.
- [Verifying your organization's domain](#) for an seamless login experience.
- [Setting up](#) a system for, or [approving](#), device trust requirements for members.

- Integrating Bitwarden with your existing SIEM tool, like [Microsoft Sentinel](#).

⇒ Teams

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Check known data breaches for this password

Create account

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<input type="checkbox"/> All	Name	Owner	
<input type="checkbox"/>	My Mailing Address Brett Warden	Me	⋮
<input type="checkbox"/>	My New Item myusername	Me	⋮
<input type="checkbox"/>	Personal Login myusername	Me	⋮
<input type="checkbox"/>	Secure Note	Me	⋮

New organization

Or join an existing organization

If your organization has already been created, ask the other member of your organization to send you an invite.

Get to know the Admin Console

Once created, you'll land in the Admin Console, which is the central hub for all things sharing and organization administration. As the organization owner, you'll be able to see your **Vault** items and **collections**, to manage **Members**, run **Reports**, change **Billing** settings, and configure other organization **Settings**:

<input type="checkbox"/> All	Name	Permission	
<input type="checkbox"/>	Streaming Services	Can manage	⋮
<input type="checkbox"/>	Household Finances	Can manage	⋮
<input type="checkbox"/>	Unassigned	Can edit	

Free organization Admin Console

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<input type="checkbox"/>	All	Name ▲	Collections	
<input type="checkbox"/>		Customer Success Team	Development Tools Productivity Tools	⋮
<input type="checkbox"/>		Finance Team	Financials	⋮
<input type="checkbox"/>		Marketing Team	Productivity Tools Social Media	⋮

New group

Policies, integrations, and more

Teams Bitwarden organizations provide powerful tools for improving your online security and integrating with existing workflows and tools. Some other things you might manage as an administrator of your organization include:

- Auditing what credentials [organization members have access to](#).
- Integrating Bitwarden with your existing SIEM tool, like [Microsoft Sentinel](#).

⇒ Families

💡 Tip

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<input type="checkbox"/>		My New Item myusername		⋮
<input type="checkbox"/>		Personal Login myusername		⋮
<input type="checkbox"/>		Secure Note		⋮

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<input type="checkbox"/>	All	Name	Permission	
<input type="checkbox"/>		Streaming Services	Can manage	⋮
<input type="checkbox"/>		Household Finances	Can manage	⋮
<input type="checkbox"/>		Unassigned	Can edit	

Free organization Admin Console

Managing vault items and collections

As an owner or admin, you might be responsible for managing access to **vault items**, like shared credentials, for your family. You can create directly from the web app and assign them to collections in order to share them with your family:

	Filters	All	Name	Collections	Permission
	<input type="text" value="Search vault"/>	<input type="checkbox"/>	Company Credit Card Visa, *4242	Default collection Company Collection	Edit access Assign to collections Delete
	<input checked="" type="checkbox"/>	Shared Login username	Default collection Company Collection	Can manage	
	<input checked="" type="checkbox"/>	Unassigned Item #1 myusername	Default collection	Can manage	
	<input checked="" type="checkbox"/>	Unassigned Item #2 myusername	Default collection	Can manage	

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Managing members and groups

As an owner or admin, you might be responsible for managing members of your family more broadly. Members can be added to your organization directly from the Admin Console's **Members** page ([learn more](#)):

Members

Search members + Invite member

All 1 Invited Needs confirmation Revoked

<input type="checkbox"/>	All	Name ▲	Collections	Role	Policies	⋮
<input type="checkbox"/>		Brett Warden	Household Finances Streaming Services	Owner		⋮

Invite member to an organization

Help your family be safe

Now that you're setup to securely share data with your family through Bitwarden, consider some other ways of making sure your loved ones stay safe online:

- Help your family set up [two-step login](#) to protect their Bitwarden accounts.
- Help your family set up [emergency access](#) so important data can be accessed in cases of emergency.

⇒Free

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Create account

Set a master password

Create an organization

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All vaults

Filters: Search vault, All vaults, My vault, **New organization**, All items, Favorites, Login, Card, Identity, Secure note.

<input type="checkbox"/> All	Name	Owner
<input type="checkbox"/>	My Mailing Address Brett Warden	Me
<input type="checkbox"/>	My New Item myusername	Me
<input type="checkbox"/>	Personal Login myusername	Me
<input type="checkbox"/>	Secure Note	Me

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My Free Organization collections

Filters: Search colle, All items, Login, Card, Identity, Secure note, **Collections**, Trash.

<input type="checkbox"/> All	Name	Permission
<input type="checkbox"/>	Streaming Services	Can manage
<input type="checkbox"/>	Household Finances	Can manage
<input type="checkbox"/>	Unassigned	Can edit

Free organization Admin Console

Managing vault items and collections

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	Filters	All	Name	Collections	Permission
	Search vault	<input type="checkbox"/>	Company Credit Card Visa, *4242	Default collection Company Collection	Edit access Assign to collections Delete
	All items Login Card Identity Secure note	<input type="checkbox"/>	Shared Login username	Default collection Company Collection	Can manage
	Collections Trash	<input checked="" type="checkbox"/>	Unassigned Item #1 myusername	Default collection	Can manage
		<input checked="" type="checkbox"/>	Unassigned Item #2 myusername	Default collection	Can manage

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- Organization-owned items **must** be included in at least one collection.
- As a free organization, you can have up to two collections.

💡 Tip

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Managing members and groups

As an owner, you'll be responsible for inviting the other member to your organization directly from the Admin Console's **Members** page ([learn more](#)):

bitwarden
Admin Console

- My Free Organizat... ▾
- Collections
- Members**
- Reports ▾
- Billing ▾
- Settings ▾

Members

Search members + Invite member BW

- All **1**
- Invited
- Needs confirmation
- Revoked

<input type="checkbox"/> All	Name ▲	Collections	Role	Policies	⋮
<input type="checkbox"/>	BW Brett Warden	Household Finances Streaming Services	Owner		⋮

Invite member to an organization