Paper Password Manager - Reference Sheet

Adding accounts to the Paper Password Manager (PPM):

1. Create and memorize the key that will secure your PPM. The key should:
    a. Be at least 8-12 characters long
    b. Contain at least one upper case letter, one lower case letter, and one numeral
    c. Not be written in the PPM
2. Write your account details in the PPM. Remember to include:
    a. Website name or URL
    b. Email address used with the account
    c. Username, if it is different than your email address
3. Create and record a "unique bit" for each account. Remember that the unique bit should:
    a. Be at least 8 characters long - longer is even better
    b. Contain at least one upper case letter, one lower case letter, one numeral, and one symbol or space
    c. Be written in the PPM with the account that it corresponds to

Examples of using the Paper Password Manager to log in to Amazon and Twitter:

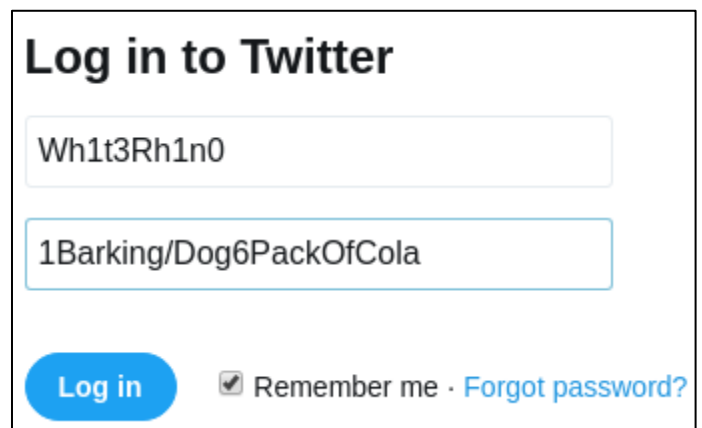**Example Key** (memorized, not written down): **6PackOfCola**

Example PPM Entries:

Website: Amazon.com Email address: michael@example.com Unique bit: **8 Fluffy Clouds**	Website: Twitter Email address: michael@example.com Username: Wh1t3Rh1n0 Unique bit: **1Barking/Dog**

Remember: **Account Password** = **Unique Bit** + **Key**