



LOGIN • FILL • ACCESS
Online with ease.



QwicKey™ is a convenient online password manager and automatic form filler that makes online browsing, shopping and banking easier, faster and safer. QwicKey logs in easily with a Master Password you create and a single swipe of a standard magnetic stripe card. With one-click of your mouse, QwicKey automatically directs your browser to any URL and logs you in to any account.





Getting Started

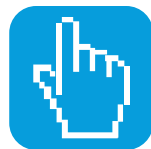
Subscribe to QwicKey

QwicKey is an annual subscription service used in conjunction with an approved MagneSafe™ Secure Card Reader Authenticator (SCRA). Your SCRA is included in your first year's subscription price. Your subscription begins the moment you swipe your QwicKey Access card in your SCRA. The SCRA provides true, two-factor authentication for unmatched secure login. You can purchase your SCRA from the QwicKey web site store or go directly to <https://www.qwickey.com/shop/>.



Connecting the SCRA

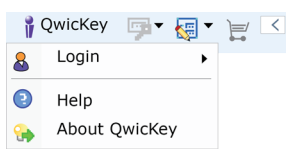
Connect the USB cable to your PC USB port. The operating system will automatically detect the SCRA. Once the SCRA is ready, and there is adequate power, the LED will illuminate with a steady green. (If the light does not illuminate, try plugging the device into the USB port on the PCU. Some monitor and keyboard USB ports don't emit enough power).



Installation and Setup

The applet is completely FREE, and you can download the toolbar anywhere you need to access your QwicKey account. You can download software updates without any additional charge and retain all of your current data and settings.

To download, go www.qwickey.com and click on the DOWNLOAD button. There, select the browser and browser version that suits your needs. Run the executable file [e.g. setupQwicKeyxxxx.exe.] and accept the terms. You can install new software directly over any existing versions without affecting any of your current information and it will be saved with each upgrade. You will need to confirm that you will allow QwicKey to make changes to your computer. If QwicKey does not appear on your toolbar right mouse click on your toolbar and select it from your drop-down menu. If that does not work, in Internet Explorer open Tools: Internet Options: Advanced. Look at the Browsing section and check "Enable 3rd party browser extensions", click OK and restart all open browser sessions. After installation you may be asked to download the Java Applet to run QwicKey.



Login

Click on Login to start using QwicKey. QwicKey uses two-factor authentication to validate access to your account. This is an industry proven best-practice for securing data. You will be required to swipe your Access Card and create a Master password.



Swipe

Swipe your Access Card in the SCRA. Swipe your card in a quick smooth motion. The Access Card is your key to your subscription.

It is VERY important that your Access Card is not lost.

Create a Profile

A screen will pop-up "User profile not available for this card. Do you want to create a New Profile?" Click yes to create an account.

Personal Information

You are required to fill in the First name field and a valid e-mail address.

You can complete the additional fields at anytime. Once you complete the information in these fields click SAVE and then you can drag and drop, copy and paste, and click to complete online forms. The Custom tab enables you to add custom data or boilerplates you would normally have to type in repeatedly. Use this for handy access to birthdays, combinations, and other data you need to access from most Internet connections. The information is encrypted within QwicKey so you know it is secure.

Master Password - Your Key

Click on Master Password to establish your one password that will open all of your other accounts. **Make certain this is a password you can remember and that is secure.**



IF YOUR MASTER PASSWORD IS FORGOTTEN, YOUR ENTIRE PROFILE AND ACCOUNT DATA WILL BE WIPED CLEAN. YOU WILL MAINTAIN YOUR SUBSCRIPTION BUT NOT YOUR ACCOUNT DATA. NOT EVEN QWICKEY CAN GAIN ACCESS TO YOUR ACCOUNT. DO NOT FORGET YOUR MASTER PASSWORD.

We suggest creating a secure password that is at least 8 characters long with UPPER and lower case letters and at least one (1) number [1234567890] or special character [!@#%\$%^&*()]. A good way to make a password more memorable is to create a password that uses an expression or words that make sense to you. For example, the statement: "I've got that going for me which is nice." Could be written as 1vG0tG4meWi\$N. Make sure you keep your Master Password private and protected. Every time you login to QwicKey you will be required to enter this Master Password.

After you create your Master Password click OK and your Profile will be updated and linked with your Access Card and Master Password. This will be the only password you will have to remember once you update QwicKey with all of your other accounts, making it even easier to remember in the future.

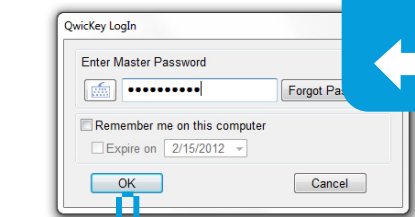
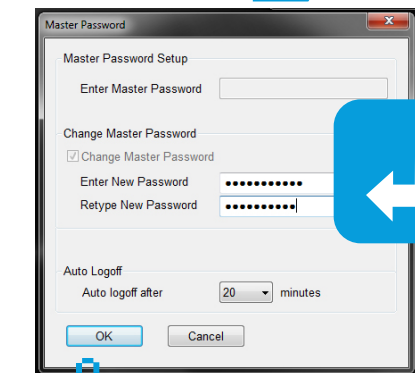
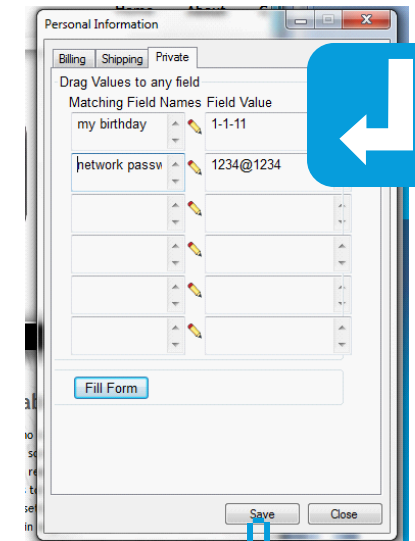
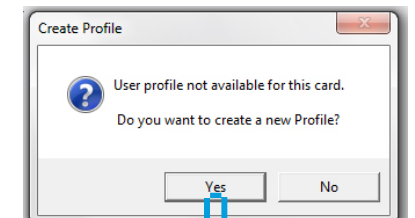
Remember My Swipe (Remember Me)

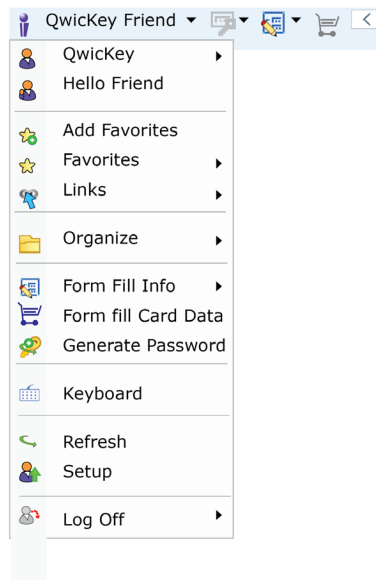
You can have QwicKey remember you by selecting the Remember Me option [this is only recommended when working on a secure computer that cannot be physically accessed]. The next time you log in, you will need to enter your Master Password but will not have to swipe a card. You can select this option and tell QwicKey to require a card swipe with only certain accounts. Go to the accounts you wish to require a card swipe with and hover over the link, a pop up screen will appear. Click on "Require a Card Swipe". It will change from OFF to ON. The next time you have QwicKey take you to this link, it will require you to swipe your card before it logs you in.

The calendar allows you to limit the duration until a card swipe is required. The selected date is encrypted and stored on the local computer. If the check box is unchecked QwicKey deletes Remember Me data from the local computer.

Keyboard Option

If you are concerned about keystroke logging malware, or other malicious threats, you can use the digital keyboard at anytime, for added protection.





Menu Overview

Menu Overview

QwicKey has several functions:

- Adding and accessing favorite sites
- Adding and accessing your online account Links
- Organizing your account data
- Automatically completing forms with the data pulled from your Profile
- Generating secure passwords
- Completing payment form data
- Generating Qwick Codes
 - One-time-use account numbers - formerly called Protection Codes
 - Available only in certain versions of QwicKey
- Utilizing a digital keyboard
- Synchronizing your account
- Setting up your account and access cards
- When you Log Off QwicKey, your browser flushes all of your data, leaving no sensitive data anywhere on the computer.

Toolbar Shortcuts

It also provides quick and easy access tools on the toolbar:

- You can add any of your links or favorites to your toolbar
- When a form appears on a page the form fill icon will brighten
- When a password is on the page the password key icon will brighten
- When you are on a shopping page the shopping cart icon will brighten

When not in needed, they are grayed out.

Setup

The Setup options allow you to edit your Profile data any time you access QwicKey, Manage Your Access Cards (add, edit and delete) and to turn functions ON and OFF. These functions can be set overall, or to individual links.

Functions

Hide Icon Description

- You can hide or show the icon descriptions. When turned ON it shows a small pop-up windows showing in text what the icons are.

Showing the Keyboard on Password fields

- You can hide or show the digital keyboard every time QwicKey recognizes a password field. If you know you will be entering passwords often you can leave this ON for faster login.

Show Form Fill dialog box

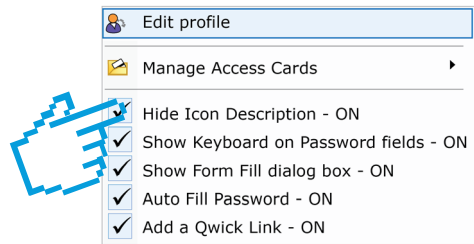
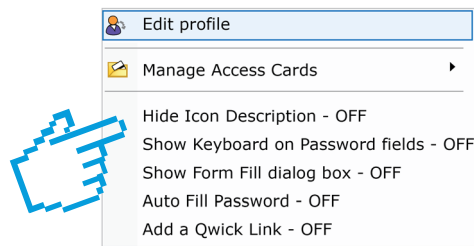
- You can hide or show the form dialog box every time QwicKey recognizes form fill content on a page. If you know you will be entering data often from your Profile you can leave this ON for quicker access to the content.

Auto Fill Password

- If you want QwicKey to automatically fill any form field QwicKey recognizes as a password field you can set this to ON.

Adding Link

- This may be one of the most handy settings to leave ON at all times. This will enable QwicKey to automatically ask you if you wish to save an account link any time it recognizes when a user name and/or password has been entered. QwicKey will automatically ask you to save the information, and add it to your list of Links.



Manage Access Cards

Your Access Card is linked with your Master Password and your subscription. The data is securely encrypted to keep your subscription safe.

Since QwicKey is more than just a one-click password manager, and can be used to make secure online payments it is more convenient to add your payment cards (including debit, credit, ATM, gift or other magstripe cards you carry in your wallet) as additional cards to access your account. Once they are added they become additional Access Cards. Your card data is encrypted and completely secure, only while you are adding the data is the data in the clear. When you add cards you can edit the card name and add notes to the card file. After it is saved it is masked and encrypted.

Although you are not required to add your personal cards from your wallet it is highly recommended. Adding your cards makes e-commerce much easier, faster and safer. It also helps safeguard your subscription.



IF YOUR ACCESS CARDS ARE ALL LOST, YOUR SUBSCRIPTION IS TERMINATED. NOT EVEN QWICKEY CAN REGAIN YOUR SUBSCRIPTION. THAT IS WHY WE RECOMMEND ADDING MULTIPLE CARDS TO ENSURE YOUR SUBSCRIPTION WILL NOT BE TERMINATED. YOU CAN NOT CREATE A NEW PROFILE.

You can add, edit and delete Access Cards any time you access QwicKey.

Adding an Access Card

To add an Access Card simply click on Add Access Card. Swipe your card and wait for the screen to say ReSwipe your card. After (2) two successful swipes the card will be added to your account. When the card is swiped, it is immediately encrypted and linked to your account only. The underlying MagnePrint® (magnetic fingerprint, unique to your card alone) data is also read, so if anyone tries to use a copy of your card, the duplicated card will be declined.

The Access Card pop-up window will appear. This is the only time your card data will be visible, though it cannot be edited. After this, it will be masked. Here you can edit and change the card name, name on the card, card type, expiration data and notes. This is a good place to put the card 800 number or billing notes.

Editing an Access Card

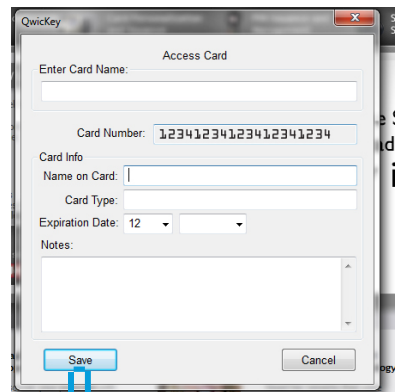
If you wish to edit an Access Card the pop-up window will appear and allow you to edit any of the fields other than the card number. Click Save when done.

Deleting an Access Card

You can delete your Access Cards at any time. You do not need your Access Card with you to delete. Simply click on the card you wish to delete and click Delete. You will be asked if you are sure you wish to delete the card from your Profile, click OK and you are done.

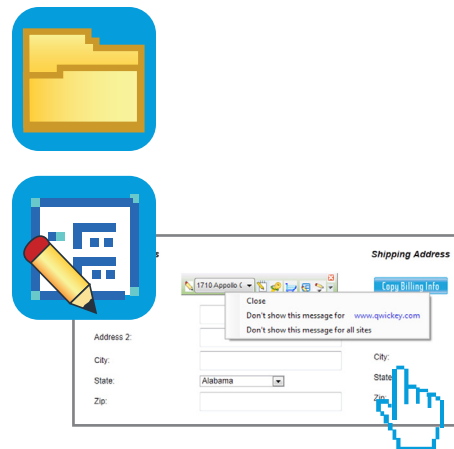
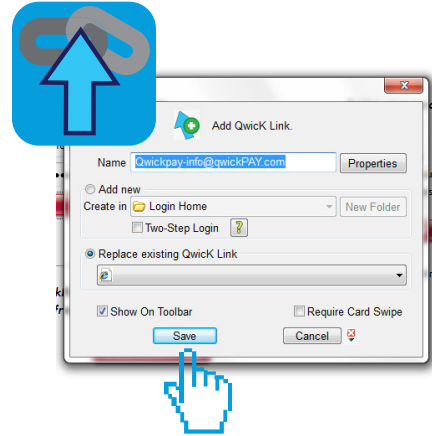
There is one exception, you will be required to swipe your original QwicKey Access Card when deleting.

It is not recommended to delete your original QwicKey Access card.





Using QwicKey



Login Links

QwicKey saves and secures your user name and password data for you and provides one-click access to login and access your accounts.

1. Go to any online account you have.
2. Enter your user name and password as you normally would.
3. At the QwicKey prompt Select SAVE.

As long as you have set "Adding a Qwic Link" to ON (see Setup Functions) QwicKey will automatically ask if you would like to Save the Link for Account Login. You can select the automatic name or type in a custom name. You can select to show it on your toolbar (now or in the future), and you can select to require a card swipe when accessing this account link. You can also replace current links where you may have updated your password from the drop down list or notify QwicKey if it is a two step-logout.

The next time you want to access your account, simply click on the link in your drop down menu or from the toolbar icon you added. With one simple click, QwicKey will automatically link you to the URL, enter in your user name, enter your password and log you into your account.

You can organize your account login links in a standard Windows based format by creating new folders, copying, moving, renaming, deleting and sorting by date. For back-up purposes, you can print a hard copy report. You are required to use two-factor authentication to perform this and must have your SCRA connected. Be sure to keep this VERY safe.

Fill Form Data

QwicKey can complete online form data using the encrypted data in your Profile.

1. Go to any online form.
2. Click on Form Fill and the information is automatically entered. You can also selectively drag and drop, copy and paste, and click to complete online forms.

Form Fill Payment Card Data

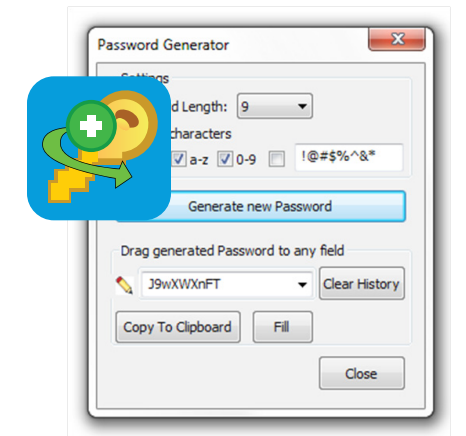
QwicKey provides the most secure way to pay online. With Fill Card Data, you swipe your card information, saving time and guarding against key stroke loggers and other forms of malware.

1. Go to any online payment form.
2. Click on Fill Card Data.
3. Swipe your payment card.
4. Enter data: drag and drop, copy and paste or click. The data will automatically be entered. Information is instantly encrypted in the SCRA, sent across secure SSL, decrypted and inserted directly into the form. Your credit card, debit card, gift card or ATM card information is NEVER stored with QwicKey.

Generate a Password

Create strong passwords using the Password Generator:

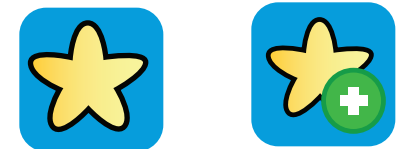
1. Go to anywhere you need to create a password
2. Click on Password Generator
3. Select the password length, letters, digits and glyphs
4. You have the option to drag and drop, copy and paste or click FILL to fill instantly. You also have the option to copy to your clipboard for access later.



Access

Use QwicKey to take your bookmarked favorites with you. No need to save all those e-mails with the best sites, or create a file or zip drive to hold them all. Now you can access them on the go.

1. Go to a site you wish to save.
2. Click on Add to Favorites.
3. Save it for easy access to your Favorites folder and optionally straight to your toolbar for even easier access. You can sort your favorites by name or date. Additionally you can require a card swipe for certain more secure sites (like your online banking.)

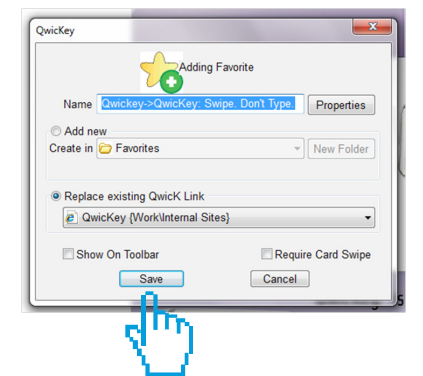


One-click access to Favorites

The next time you want to go to the site:

1. Go to your Favorite link and click.
2. QwicKey will automatically bring you to the URL.

You can also organize your favorites in a standard Windows based format by creating new folders, copying, moving, renaming, deleting and sorting by date. For back-up purposes, you can print a hard copy report. You are required to use 2-factor authentication to perform this and must have your SCRA connected. Be certain to keep this in a VERY safe location.



QwicKey has unlimited, remote memory that allows you to add as many log ins and favorites as you like. All you need to do is add it to QwicKey and it will remember your information on an encrypted remote server. This allows you and only you, to access your information from any computer, anywhere.

QwicKey also completes repetitive forms and works as a fast and secure home checkout using its secure card reader authenticator (SCRA). The SCRA gives you the ability to swipe your card information in, instead of typing, saving countless time at online checkouts. Since the information is swiped in, instead of typed in, it completely guards against malicious keystroke logging attempts and prevents typographical errors.

One-click Web Site Login with Links

Links give you one-click access to all of your online accounts with no need to type in web addresses, passwords or user names again.

Simply login to QwicKey, go to a URL where you have an established account, enter the login information and submit. QwicKey will automatically offer to save your login information. The next time you want access to your account, you simply click on the Link. Not only will you be brought to the URL, but QwicKey will instantly log you into your account.

Easy Components

QwicKey™ works with a secure card reader authenticator (SCRA), browser software, and a magnetic stripe card. SCRA's are secure card reader authenticators that read the data from standard magnetic stripe cards, encrypt the data instantly and read the magnetic fingerprint on the card, protecting you against any counterfeit card attempts.

The QwicKey browser software is downloadable for free at www.qwickey.com.

Automatic Form Filler

Form Fill Info saves you time and effort. Click on Form Fill Info to gain access to your personal information and any custom data you have saved. You can select to have the complete form automatically populate or custom select items with drag and drop easy functionality, providing fast and reliable automatic form completion.

Express Lane Check Out

QwicKey does more than automatically complete the payment information on various sites. It provides a more secure way to enter your payment data, since nothing is ever typed into the keyboard. Shopping experiences are made faster, easier and safer with QwicKey. The secure card reader authenticator technology guards against key stroke logging software and other forms of malware.

Qwic Codes for Even Safer Online Shopping

Qwic Codes are generated by the user clicking on the Qwic Codes icon. These one-time codes can only be redeemed by a PCI compliant, ROC certified Payment Processor. A Merchant and online store can accept a Qwic Code instead of personal account data. (Formerly called Protection Codes).

Favorite Site and Bookmark Linking

Use QwicKey to take your bookmarked favorites with you. No need to create a file to hold them all. Now you can access them from the road, anywhere you go, at any computer with QwicKey.

