Sending a Secure Note via LastPass

To accomplish this, you will need a LastPass account. If you already have a Last pass account, skip to step 5.

To sign up for LastPass:


2. Click “Log In” in the top right corner of the page.

3. Click “Create an account now.”

4. Follow the steps to create your account. Party like it’s 1999.
5. You’re now ready to create your secure note. To start, from your dashboard, hover over the plus sign in the bottom right corner.

6. Click on “Add Secure Note.” A dialog box will open.
7. In the dialog that opens, do the following:

   a. Name your note the following: [Your Name] - Visa Letter
   b. Put in any folder you wish
   c. Note Type has to be generic
   d. In the note field, please put the following (Please Note: letters will not be provided for users with missing information):
      i. What type of ticket holder you are (Attendee, Speaker, Volunteer, Sponsor)
      ii. First Name
      iii. Last Name
      iv. Country of Residency
      v. Passport Number
      vi. Email address

8. Click “Save.” Your note will be stored where you put it.
9. Go to where you put your secure note.
10. Hover over your secure note. Click on the sharing icon.
11. In the dialog that pops up, you will type in organizer Jennifer Swisher’s email address (jennifermarieswisher@gmail.com).

12. Click “Share.” Jennifer will send you a confirmation email in 24-48 hours telling you that the information was received. The secure note will be sent to Jennifer’s LastPass account and she will get your letter to you in 1-2 weeks.
Revoking Access to Your Secure Note

Once your letter has been received, you can revoke access to your note. To revoke access:

1. Click on the sharing icon on your note.

2. In the dialog that opens, hover over Jennifer’s email address and click on the “X” that appears next to her email address. This will revoke access to the secure note.