Import to an Organization

**bitwarden**

Import to an Organization

Import data directly to your organization for easy migration from any password management solution. You can also import from one organization to another, or import an encrypted export.

For a full list of supported import formats, refer to this FAQ item.

Import to your organization

Data can be imported to Bitwarden from the web vault. Data is encrypted locally before being sent to the server for storage. To import data to an organization vault:

1. Open your organization and navigate to the **Tools** tab:
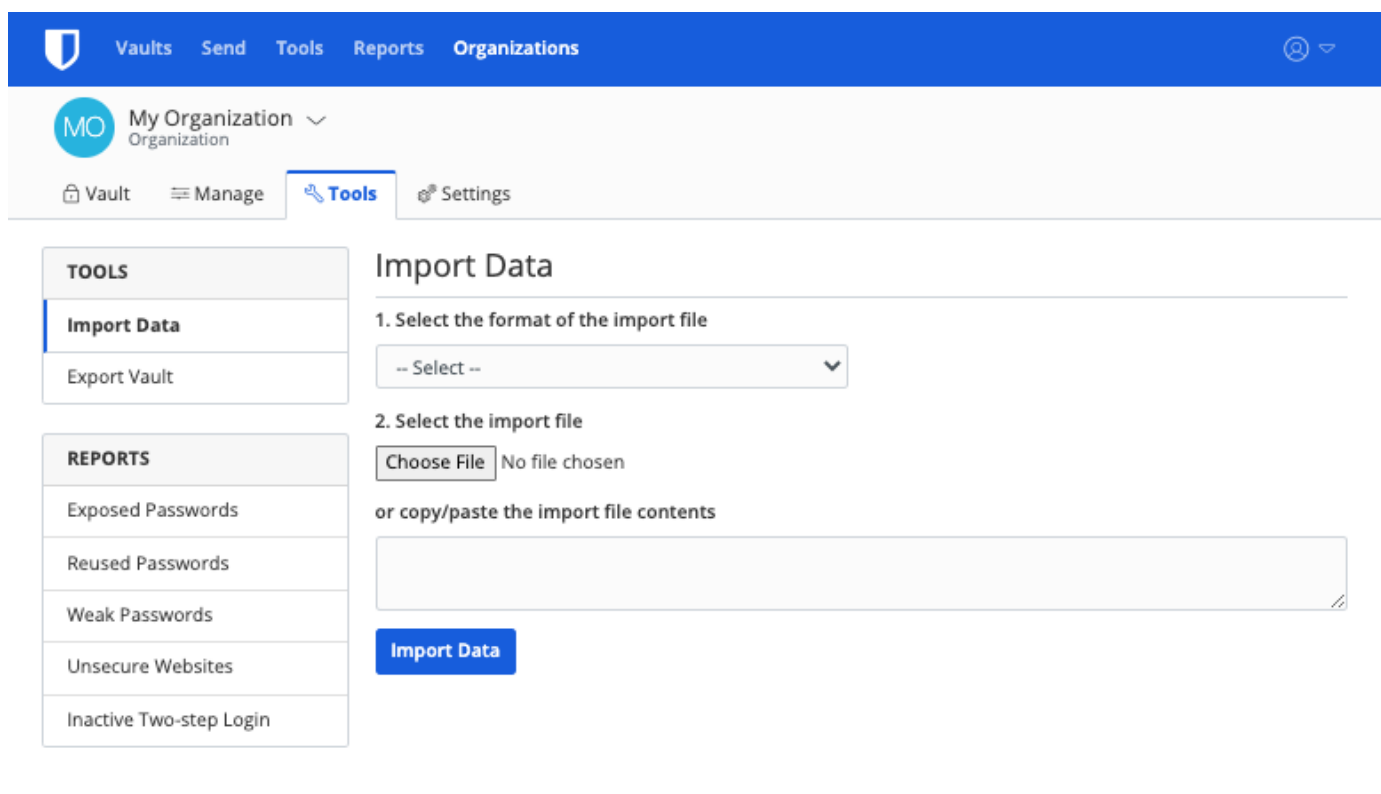
Organization Tools

2. Select **Import Data** from the **Tools** menu.

3. From the format dropdown, choose a file format.

4. Select **Choose File** and add the file to import or copy/paste the contents of your file into the input box.
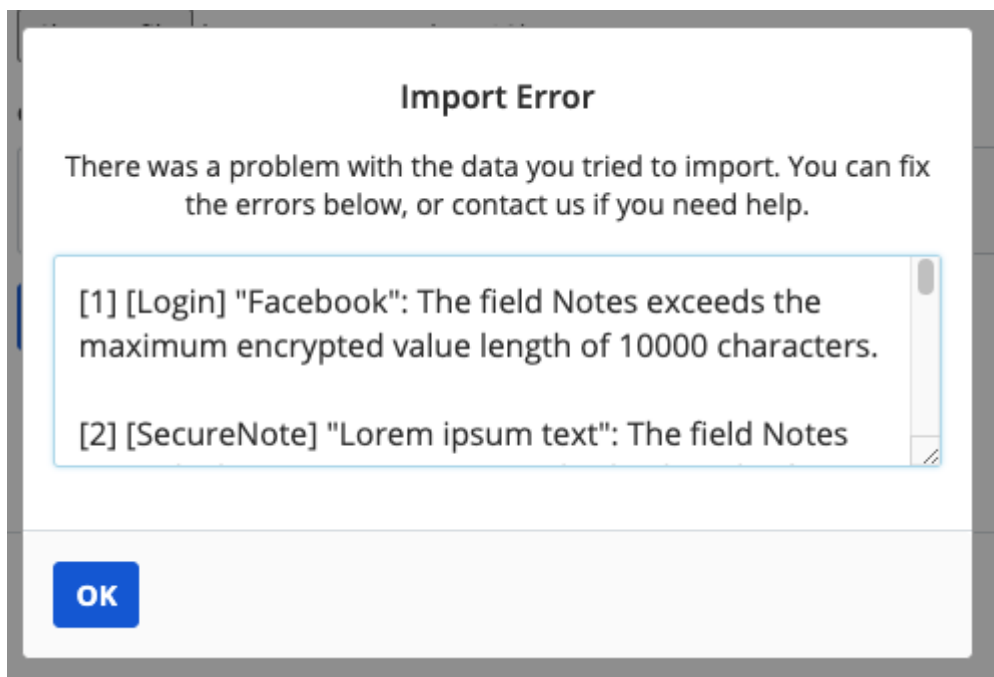
> ⚠ **Warning**
>
> Importing does not check whether items in the file to import already exist in your vault. If you import multiple files or import files with items already in your vault, **this will create duplicates**.

5. Select **Import Data** to trigger the import.

File attachments will need to be manually uploaded to your vault.

Length-related import errors

The following error messages, typically received when attempting to import a `.csv`, indicate that an item in your import file has a specified value that exceeds the allowed **encrypted** character limit for its field type:

Import Error

There was a problem with the data you tried to import. You can fix the errors below, or contact us if you need help.

[1] [Login] "Facebook": The field Notes exceeds the maximum encrypted value length of 10000 characters.

[2] [SecureNote] "Lorem ipsum text": The field Notes

OK

Cipher errors in the web vault

To solve this issue, open the `.csv` file in a text editor or spreadsheet program and remove or reduce the character count of the offending item. Bitwarden won't import your `.csv` file until it is free of offenses. The contents of the error messages contain several pieces of pertinent data to help you identify the offending item. For example, in the above example:

- `[1]` identifies the index number where the offending item is located, adjusted to match row numbering in most spreadsheet programs.
- `[Login]` identifies the vault item `type` of the offending item.
- `"Facebook"` identifies the `name` of the offending item.

- `Notes` indicates the field (column) where the character limit is exceeded.

- `10000` indicates the character limit allowed for that field (column).

> 💡 Tip
>
> On import, the character count of any given field is increased due to encryption, meaning that an 8000-character `Notes` field in your `.csv` will scale to 10,000+ characters when it comes into contact with Bitwarden, triggering this error. As a rule of thumb, character counts will grow between 30-50% when encrypted.

If you continue to have trouble locating the offending item using the data provided in the error, it may help to focus first on notes as these are frequently the cause of this error.