

ADMIN CONSOLE > IMPORT & EXPORT

Import to an Organization

View in the help center:
<https://bitwarden.com/help/import-to-org/>

Import to an Organization

Import data directly to your organization for easy migration from any password management solution. You can import from one organization to another, and administrators can import from their personal vault to an organization vault. For additional security, you can also import an [encrypted export](#).

For a full list of supported import formats, refer to [this FAQ item](#).

Tip

You can import new vault items directly into existing [collections](#) by appropriately conditioning your `.json` file before uploading it according to the steps in this article. [Learn how](#).

Import to your organization

Data can be imported to Bitwarden from the web app. Data is [encrypted](#) locally before being sent to the server for storage. To import data to an organization:

1. Log in to the Bitwarden [web app](#) and open the Admin Console using the product switcher:

The screenshot shows the Bitwarden web app interface. On the left is a dark blue sidebar with a 'Password Manager' header and a menu containing 'Vaults', 'Send', 'Tools', 'Reports', 'Settings', 'Password Manager', 'Secrets Manager', 'Admin Console', and 'Toggle Width'. A red circle highlights the 'Admin Console' option, with a red arrow pointing to the 'All vaults' page. The 'All vaults' page has a 'New' button and a 'BW' profile icon. Below the header is a 'FILTERS' section with a search bar and a list of vaults: 'All vaults', 'My vault', 'My Organiz...', 'Teams Org...', and 'New organization'. Under 'All items', there are categories like 'Favorites', 'Login', 'Card', 'Identity', 'Secure note', 'Folders', 'Collections', and 'Trash'. The main content area displays a table of vaults:

<input type="checkbox"/>	All	Name	Owner	
<input type="checkbox"/>		Company Credit Card Visa, *4242	My Organiz...	⋮
<input type="checkbox"/>		Personal Login myusername	Me	⋮
<input type="checkbox"/>		Secure Note	Me	⋮
<input type="checkbox"/>		Shared Login sharedusername	My Organiz...	⋮

Product switcher

2. Navigate to **Settings** → **Import data**:

Import data

Destination

Collection
-- Select a collection --

Select this option if you want the imported file contents moved to a collection

Data

File format (required)
-- Select --

Select the import file

Choose File No file chosen

or copy/paste the import file contents

Import data

Admin Console import

3. Complete the following fields from the drop down menus:

- **Collection:** Select if you would like the imported content moved to an existing collection.
- **File format:** Select the import 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. If you are importing a password protected **.json** file, enter the password into the **Confirm Vault Import** window that will appear.

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

Note

Organizations that have enabled the **Remove individual vault policy** may create individual collections for members to import their vault items. The users must have the **Can manage** permission in the collection in order to import. Learn more about importing to an individual collection [here](#).

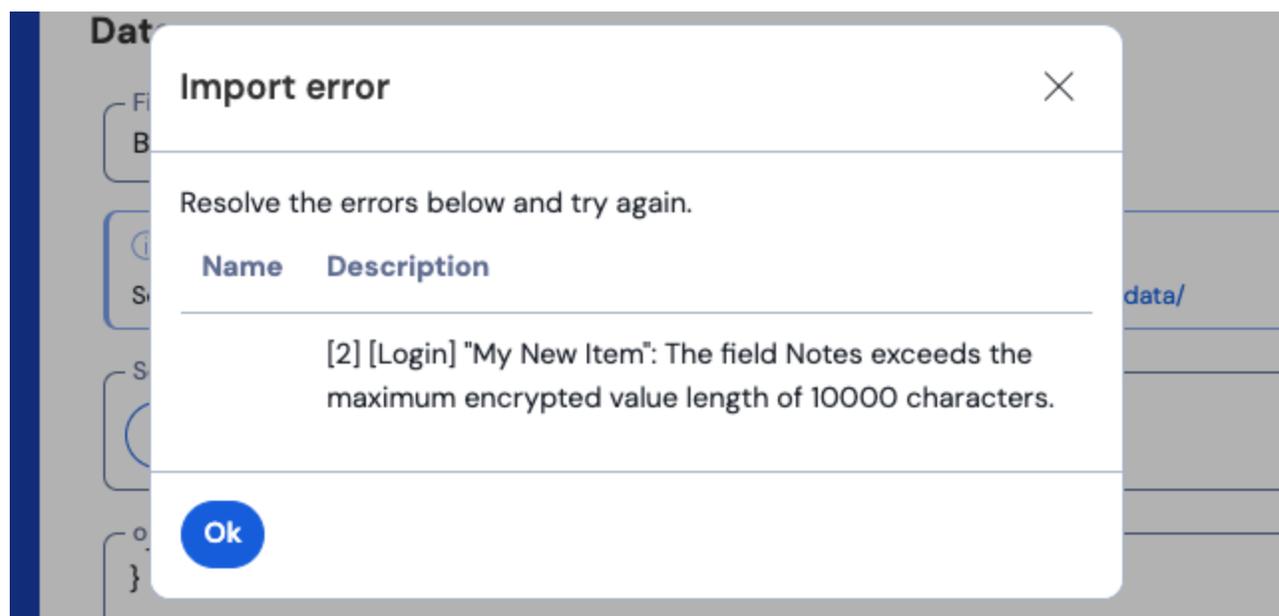
Troubleshooting

Importing file attachments

File attachments must be manually migrated to your Bitwarden vault, as they are currently not including in bulk import operations. Please note that storage of file attachments is available only for premium users, including members of paid organizations (families, teams, or enterprise).

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:



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.

File size import limitations

Imports may be rejected for exceeding any of the following data limitations:

- If your import has more than 40,000 items.
- If your import has more than 2,000 folders.
- If your import has more than 2,000 collections.
- If your import has more than 7,000 item–folder relationships (e.g. a single item in 3 folders can be said to have 3 item–folder relationships).
- If your import has more than 80,000 item–collection relationships (e.g. a single item in 3 collections can be said to have 3 item–collection relationships).

File contains unassigned items

If you are a **user**, rather than an **admin or owner**, importing data to an organization requires that all imported credentials have at least one **collection** associated with them. To resolve this error, you can:

- Select an existing collection that you have **Can manage** access to from the **Collection** dropdown on the import screen before importing your data. Doing so will add the items to this collection.
- Specify a new collection name for the unassigned items in your import file. Doing so will automatically create that collection and add the items to it. For help conditioning your import file, refer to [this article](#).

Note

This error can only occur when your organization has the [Limit collection creation and deletion to owners and admins](#) option off, as this will allow users to create and import to their own collections.