

ADMIN CONSOLE > MANAGE SHARED ITEMS > IMPORT ORGANIZATION ITEMS

Import to an Organization Vault

View in the help center:

<https://bitwarden.com/help/import-to-org/>

Import to an Organization Vault

Import data directly to your organization for easy migration to Bitwarden from any password management solution. For a full list of supported import formats, refer to [this FAQ](#). There are two methods for importing data directly to your organization:

- Organization [owners, admins, and custom role users with the correct permission](#) can import items with the organization Admin Console using the instructions in this article.
- Organization members with the [Manage collection permission](#) can import data directly to any collection for which they have that permission by following [this process](#).

Import to an organization vault

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

Note

While some item types cannot be imported, you can still add them to a vault:

- Upload [file attachments](#) to the new vault individually.
- Re-create [Sends](#) in the new vault.

To import data to an organization:

1. Log in to the Bitwarden web app and open the Admin Console:

Password Manager

Vaults

Send

Tools

Reports

Settings

Password Manager

Secrets Manager

Admin Console

Toggle Width

All vaults

FILTERS

Search vau

All vaults

My vault

My Organiz...

Teams Org...

New organization

All items

Favorites

Login

Card

Identity

Secure note

Folders

No folder

Collections

Default colle...

Default colle...

Trash

New

BW

All	Name	Owner	
☐	Company Credit Card Visa, *4242	My Organiz...	
☐	Personal Login myusername	Me	
☐	Secure Note	Me	
☐	Shared Login sharedusername	My Organiz...	

Product switcher

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



- My Organization
- Collections
- Members
- Groups
- Reporting
- Billing
- Settings
- Organization info
- Policies
- Two-step login
- Import data**
- Export vault
- Domain verification
- Single sign-on
- Device approvals

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

- Within **Data**, select the [file format](#) you want to import. If you're importing an [encrypted export](#), note that there is no separate option. Select **.json** and a handler will determine that the file is encrypted and attempt to decrypt the file using either your [account's encryption key](#) or encrypted export password.



If you want the contents of your import file placed directly into a specific collection, use the **Collection** dropdown in the **Destination** section to choose a collection. This is typically most useful when importing chunks of data for use by a specific user population as opposed to importing all of your organization's data.

- Select **Choose file** and add the file to import, or copy/paste the contents of your file into the input box.



Importing does not check for duplicates. If you import the same file more than once or import items already in your vault, duplicate items will be created.

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 appears.

Troubleshoot import errors

If an "Import error" message appears, no data was added to your vault. [Fix the import file issue](#) and try again.

Some import errors are specific to organizations:

- **File contains unassigned items:** Ensure all [items are assigned to at least one collection](#) before trying to upload the file again.

💡 Tip

To minimize this error, prevent users from creating collections by turning on the [Restrict collection creation to owners and admins](#) setting.

- **Organization can only have a maximum of two collections:** Free organizations support up to two collections. If your import file exceeds this limit, [reduce the number of collections](#) in the file or upgrade to import more.