

## INCREASED E-FILING SYSTEM PASSWORD SECURITY

Effective April 20, 2012, the requirements for e-Filing system passwords will change and all registered e-Filers will be required to set a new password at the higher security level. Under the new standards, e-Filing passwords must have:

- ▶ A minimum of 8 characters;
- ▶ At least one upper case letter;
- ▶ At least one lower case letter; and
- ▶ At least one digit [0-9] OR special character [ @, #, \$, %, &, \*, +, : ].

Beginning April 6, 2012, the **Change Password** screen will automatically appear after an e-Filer logs in using their current password.

- Prior to April 20, 2012, e-Filers may, but will not be required to, change their passwords to meet the new standards before they will be permitted to proceed.
  - ✓ If the e-Filer chooses not to change their password, they may click an option in the blue bar located near the top of the **Change Password** screen (for example, **e-File Document**) and make the necessary selection (either *Single File Upload* or *Batch Upload*). However, the **Change Password** screen will continue to appear each time after the e-Filer logs in until the password is changed to meet the new standards.
  - ✓ If the e-Filer chooses to change their password, they will enter their current password, enter their new password, confirm their new password, and click the *Save New Password* button on the **Change Password** screen. Once the password has been changed, the **Change Password** screen will not appear after the e-Filer logs in.
- On and after April 20, 2012, e-Filers will be required to change their passwords to meet the new standards before they will be permitted to proceed. To change their password, the e-Filer will enter their current password, enter their new password, confirm their new password, and click the *Save New Password* button on the **Change Password** screen.

If you use any automated software to log in to the e-Filing system, remember to update the password information used by the software when you change your e-Filing password.

Questions concerning password security should be directed to the e-Filing Help Desk.