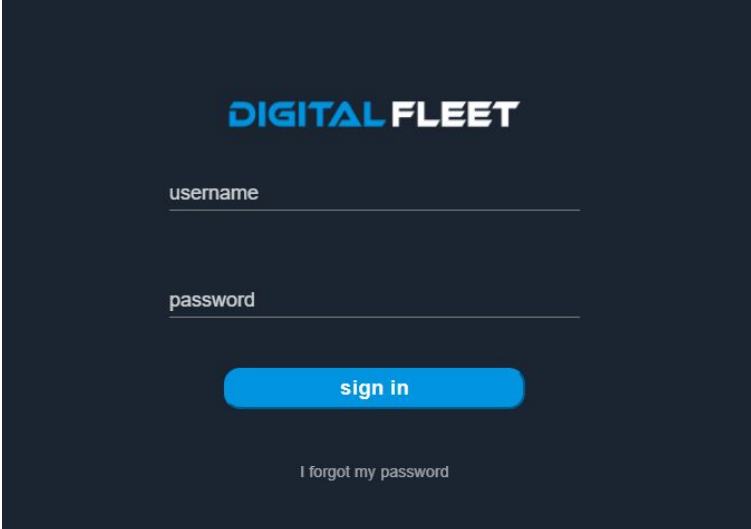


Digital Fleet is updating the web application to improve site security and introduce a password recovery functionality.

This update will be rolling out Monday night (6/4/2018) with a new web application login page and will require user updates to their password and email address upon login on Tuesday.

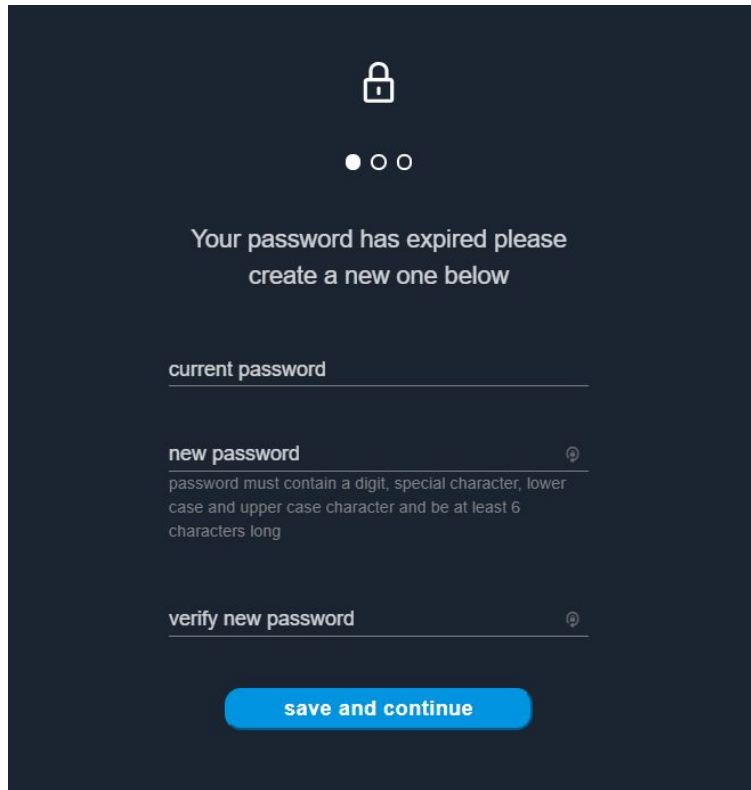


### **User Action Required**

The site security improvements will require each web user to perform a one time update of their password and verify their email address.

#### **1. Update Existing Password**

When the new login page is rolled out, all users will be asked to update their passwords on their next login.



The screenshot shows a dark-themed interface for password management. At the top center is a white padlock icon. Below it are three small circles, with the first one filled. The main text reads: "Your password has expired please create a new one below". There are three input fields: "current password", "new password", and "verify new password". The "new password" field has a help icon and a text requirement: "password must contain a digit, special character, lower case and upper case character and be at least 6 characters long". At the bottom is a blue button labeled "save and continue".

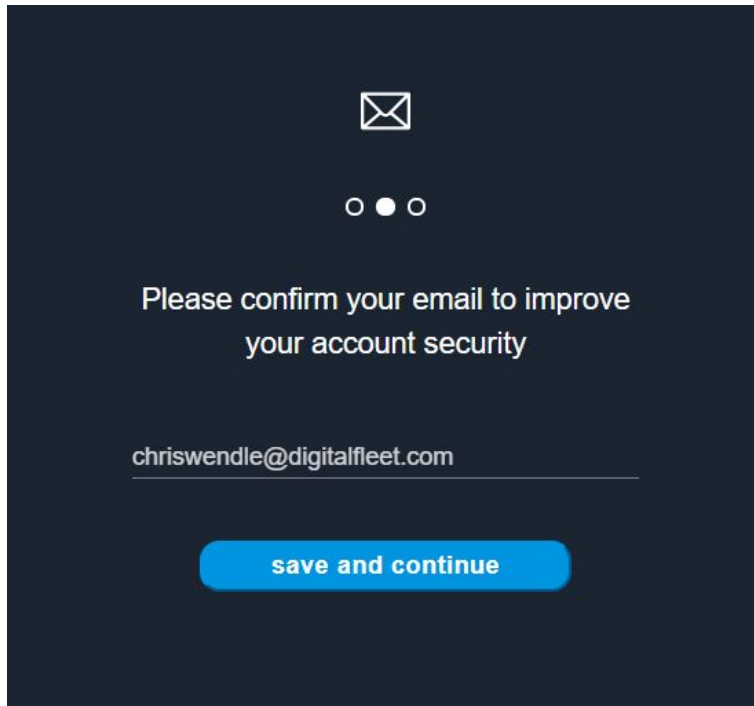
The new passwords will need to meet the password requirements listed below.

### **Password Requirements**

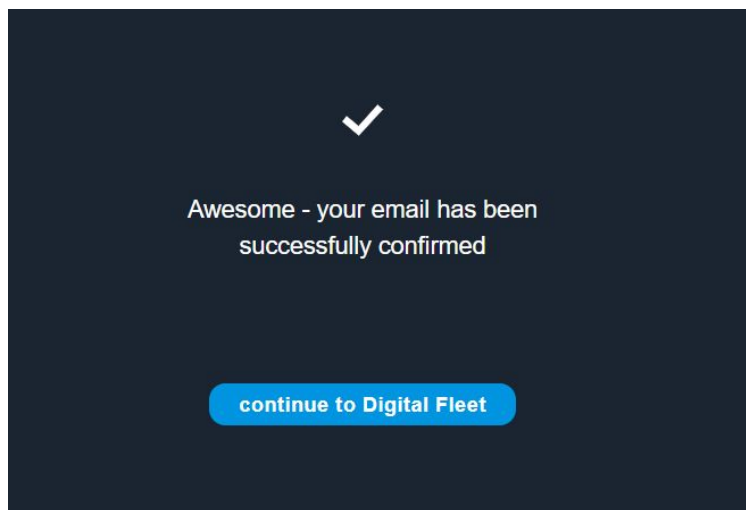
- Minimum 6 characters
- Contains an upper and lower case character
- Contains at least one number
- Contains at least one special character

## **2. Email Verification**

Upon login an email verification is requested to allow for password recovery.



To ensure a valid email is supplied, an email will be sent to the provided email address with a verification link. Selecting the link will open a confirmation window to notify the user everything is setup properly.



If the web user does not select the verification link, they will be asked for their email address upon each login.

### **Password Recovery**

A forgot password recovery system is also being added with this update. When needed, a user can select the "I forgot my password" link from the login page to initiate the password recovery process.



