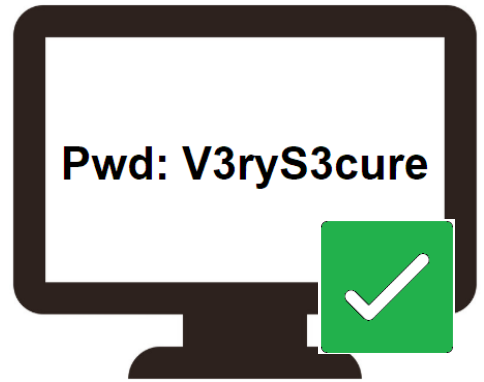
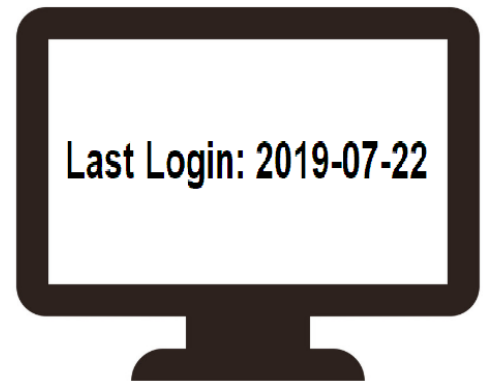


# PORTAL SECURITY – QUICK GUIDE

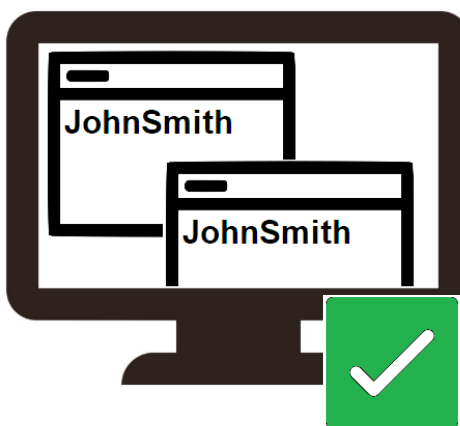
Your **PASSWORD** must be between 8 and 14 characters long. Use a combination of lowercase, uppercase, numbers and special characters. Do not use characters in sequence (123) or repeated characters (aaa).



Your session will **TIMEOUT** after 30 minutes of inactivity and you will be logged out automatically. Any changes that you have not saved may be lost.



The system will show you the time when your **LAST LOGIN** was recorded – if you suspect that someone else logged in using your credentials – contact us!



You can login to **MULTIPLE** instances of The Portal, as long as they are on the same computer and using the same type of browser. Logging in on a second computer will automatically log you out from the first computer.