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SELECTING A GOOD PASSWORD

It is important that the password you select not be easily guessed or discovered by trial and error. The most secure type of password consists of a random sequence of upper and lower case letters and digits. Your primary consideration when choosing a password should be that it is easy to type, since you will be entering it often. An easy-to-type password can also be typed faster, which reduces the chance that someone looking over your shoulder will be able to see what your password is. You are limited to a password of eight characters – there is no advantage to choosing one that is larger.

WHAT IS A GOOD PASSWORD?

- 6 to 8 characters (UPPER and lower case) and digits (0 1 2 3 ...)
- Words or combinations of words that are not found in the dictionary
- Do not use names of people, places or things

HOW SAFE IS YOUR PASSWORD?

It is important that the password you select not be easily guessed or discovered by trial and error. It is important that **if an employee leaves your Company, you contact the Recorder's office and remove that person from the list of employees authorized to use your Company account. If you do not delete terminated employees, they will still have access to your accounts and you will be responsible for the bill.** Employees cannot sign their own authorization form. It must be signed by the part responsible for payment. Forms signed by an employee will be returned for authorization from the principal party.

TIPS FOR KEEPING YOUR PASSWORD SECURE

- Never tell your password to anyone (this includes significant others, roommates, parrots, etc.).
- Never write your password down.
- Never send your password by e-mail.
- Periodically test your current password and change it to a new one.
- Don't use a password that contains personal information (name, birth date, etc.)
- Don't use words or acronyms that can be found in a dictionary
- Don't use keyboard patterns (asdf) or sequential numbers (1234)
- Don't make your password all numbers, uppercase letters or lowercase letters
- Don't use repeating characters (aa11)

WHEN SHOULD YOU CHANGE YOUR PASSWORD?

- At least every 6 months or so. The Recorder's Office sends out notices every 6 months as a reminder.
- Whenever you think your account has been compromised
- Whenever system administration announces that there is a need to do so

We will keep your original password on file. You may change your password; however we will not be aware of what it is. If you forget your password, the only option would be for us to reset you back to your original password for you to continue access to the System. It is suggested that the Subscriber change passwords periodically for security.