

Security Designate Guide

Experian Web Access Control System

v1.5 February 2018 Global Single Sign-On Services

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1. INTRODUCTION

1.1 WELCOME

THIS TRAINING GUIDE IS THE SOLE PROPERTY OF EXPERIAN INFORMATION SOLUTIONS AND MAY NOT BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR OTHERWISE, WITHOUT THE PRIOR WRITTEN PERMISSION OF INFORMATION SECURITY, EXPERIAN.

Welcome! Experian Information Technology division has implemented the Experian Web Access Control System that allows for the delegated administration of Users. The Security Designate role in this process is extremely critical, as you are the first point of contact and validation outside of Experian. New and/or existing customers like you; hereafter referred to as a Security Designate; will be validated and approved by Experian. You will be able to logon to the Experian Web Access Control System to create and maintain your organization's users.

1.2 FOREWORD

Experian recognizes that the Internet is at the core of our business model. As a public network, the Internet provides a virtually limitless platform for any organization conducting business in a global marketplace. Using such open, public network does expose Experian to risks, which must be mitigated through secure processes and procedures. In conjunction, with secure process and procedures, applications such as the one being implemented by Experian helps to build an environment of trust between the end user and Experian

1.3 DEFINITIONS

This document contains references to the terms that are explained below.

No.	Term	Meaning
1.	Access Control	What users can access (resources) on a Web Server
2.	Authentication	How to prove a user's identity
3.	Authorization	Which functions can a user perform within an application
4.	Delegated Administration	Which administrators can implement policy beyond the central administration group
5.	Entitlement Logon (EntLogon)	Used by end-users of Experian's Internet accessible products to logon to Security Services prior to accessing a product.
6.	Intrusion Detection and Response	Used to define an attack and what policies can be implemented to respond to the intrusion
7.	Experian Web Access Control System (EWACS)	Used to add, maintain and lock new Security Designates to the Security Services Application
8.	Single Sign-On (SSO)	Seamless access across Web servers, having one User ID that grants access to multiple web-enabled products

1.4 EXPERIAN WEB ACCESS CONTROL SYSTEM

The Experian Web Access Control System uses specially created on-boarding screens to create and provision external users into the system. The Experian Web Access Control System is a graphical user interface tool and is used by Experian's Security Administration department. The Experian Web Access Control System allows for delegated administration (while still allowing Experian the ability to control security practices) without using the RSA Administrative Client.

1.5 OVERVIEW

Detailed screens-shots and descriptions of functionality will cover:

- Registration and Login
- Adding Subcode(s)
- End-User Creation
- User Administration
- Entitlement Review
- Generate Reports
- Help
- Forgot Password
- Retrieve Account ID
- User Re-register

2. REGISTRATION AND LOGIN

EWACS incorporates embedded login to Experian's Single Sign-On (SSO) services. User accounts would be provisioned by a Help Desk Associate who shall enter and submit the credentials for authentication.

2.1 FIRST-TIME LOGIN

Once Experian's Security Administration team has granted the Security Designate access to Experian Web Access Control System, the Security Designate must logon to the system via a web browser by clicking on the link provided on the registration email.

The first-time logon refers to the first logon to the system. During this first logon, you will be asked to update your User ID (optional), change your password, provide a shared secret and answer, and finally validate your email address.

NOTE: The email address is critical to the operation and security of our system. All communications of user credentials are sent to this email address. Use of a personal email address is not acceptable.

For the first-time login, users will click on a link provided via email:

Dear User,

Please access the following URL to complete the registration process:

https://ectst025v.aln.experian.com:8150/securecontrol/enrollUser.html?token=uDiivjokkA0nKJ4fv3bGP22je0cdLwgqzoli28BDnaxfHDEVd Rsfw0rlv8h8el2usgLK H1DmvB-8RxeTRTju8pjiGYXxOWlvodlkQxZ-LTVrcr9jpqpOunex1rmElmtjqSqltOvyM5SSb82p6O6r6Dp4hTAv SiRoUt AX9A

A separate email with your user ID was sent in a separate email and will be required to complete the activation process.

This link will allow you to:

Activate your account

- Create a new password
- * Select security questions

Please do not write your password or security questions/answers down on paper or share this data with your co-workers.

If you do not receive the user ID email, please call Experian's Technical Support Center at 800.854.7201 between the hours of 5:00 AM to 6:00 PM Pacific (Monday - Friday) and 6:00 AM to 3 PM Pacific (Saturday - Sunday).

Thank you for using Experian.

*** Do not reply to this e-mail. ***

Figure 1 - Registration Link Email

Note: The registration link is only valid for the first 10 minutes after it is sent. A provision for rerequesting the registration link is available if the 10 minute time-out has expired.

The first-time a user logs in a registration screen will be displayed (Figure 2), on this screen the following task and options are presented and should be completed prior to using the account:

- 1. The user will have a one-time option to update the Account ID. Note: This is optional depending on the organization's line of products.
- The user will have the option to update and confirm his/her email address (this is the primary email that the EWACS system will use to send communications/notices to the user).
- 3. The user will create a password (based on Experian password controls and requirements).
- 4. The user will choose questions and provide answers for "In case you forget..." options.
- 5. The user will agree to the terms and conditions by acknowledging through the checkbox, which once checked will provide a "Complete Registration" button.

		Log (
Please update	e your account information	
User ID	temp.test02	
Email		
Confirm Email		
New Passwor	d	
New Deserved	[]	New password
New Password Confirm New		- must be a minimum of 8 characters - must contain combination of upper and lowercase letters
Password		- must contain compination of upper and rowercase recers
For 2-Step Ph	one Authentication	
		nore than just a password to login. When you sign in with 2-step authentication, you will verify
	a password and a code that you receive on yo	
Note: Changes in phon	e contacts will be saved only when update pro	ofile button is clicked.
Country Code	Contact Number Contact	Label
+56 (CL) 🔽	0	Add
In case you fo	rget your credentials	
Question 1	What is the name of the first company you we	orked for? V
Answer		
Question 2	What is your paternal grandmother's first nar	me?
Answer		
Question 3	What street does your best friend live on? (E	nter full name of street only)
Answer		
Question 4	What was the name of your High School?	▼
Answer		
Question 5	What was the last name of your favorite teac	her in final year of high school?
Answer		
Terms and co	nditions	
a) I Agree NOT to disclo	ose my password or shared secret to any othe	er person.
b) I Agree NOT to order	credit reports or other data from Experian's si	te except in the performance of your official duties for your company.
c) I agree that I will only organization and Experi		om this website, in accordance with the terms and conditions of the contract between my
d) I Agree NOT to attem performance of my spe		nformation provided, or execute or use any function which is not directly related to the
	security designate when my job function no lo	nger requires access to Experian's systems.
f) I Understand that I an	n responsible for transactions which take plac	ce under the user id I am issued and understand that accounts may be monitored by Experia
g) I have read, and und	erstood the cookies information <u>link</u> and unde	erstand that this site and other Experian sites use cookies.
I have read,	understood, and agree to the terms and cond	litions above.



Once registration is complete, the user will now use the Account ID and password selected to authenticate to EWACS.

2.2 STANDARD LOGIN

To logon to EWACS:

- 1. Access the <u>EWACS</u> website:
 - a. The initial login screen will be presented
 - b. At the prompt, enter User ID and Password and then click "Login" button.

experian.	Experian Web Access Control System UserID: Password: Login
	» Forgot Password? » Retrieve Account ID » User Re-Register
Experian and the Experian	Experian 2014. All rights reserved. perian marks herein are service marks or registered trademarks of Experian.

Figure 3 - EWACS User ID / Password Prompt (Login Screens)

Note: On this same screen the options for Forgotten Password Services, Retrieve User ID, and Re-registration are available.

c. If the password is correctly entered and authenticated, the user will be granted access.

3. USER AND GROUP FUNCTIONS

3.1 DASHBOARD

Upon successful login, a Security Designate is presented with the Dashboard screen:

exp	perian.		Lan <u>o</u> Regi	juage: <u>Select C</u> on: US	User ID: Name: Company: Manage your	secdesiguser (Security Designate) Designate, Security EXPERIAN NA SI&A C profile	A	
Home	Users	Groups	Reports	Help	Log Off		્	
Search Us User ID: Last Nam First Nam	e:		Users Create		Reports	Report leports		
	al terms <u>Cookies</u> <u>In</u> t	ernet Security Guide	access to c feature is lo	onsumer data or	riginates from within		PRestrictions" to ensure that wed IP addresses. This	
	 All rights reserved. the Experian marks h 	erein are service ma	irks or registered trademark	ks of Experian.				

Figure 4 - Security Designate Dashboard View

The Dashboard contains quick links to commonly used functions such as Creating/Editing Users, Creating Groups, and Reporting Functions.

Delegation occurs with the creation of Groups under your company which allow for subsets of user administration and access control. Within the Group creation process; Sub-codes can be assigned to determine the product access each user within a group will have access to.

Under each group; end users can be created and assign Subcodes that are available to that group.

Note: The need to handle subcodes is optional and would depend on the organization's line of products.

3.2 USER PROFILE

1. Click the "Manage your profile" link to update your email address, password, and security questions.

NOTE: You need to remember the current password if you want to change it. If you do not remember it, you need to reset it by using the "Forgot Password" functionality described in section 4.



Figure 5 - Manage your profile link

2. On the profile update page, you need to change the information on the fields you want to update.

experian.		Language : Select-One 💌
		Log Out
Please undate your acces	unt information	
Please update your acco	unt information	
User ID Email		
Confirm Email		
Current Password (requi	ired)	
Current Password		
New Password		
New Password		New password
Confirm New		 must be a minimum of 8 characters must contain combination of upper and lowercase letters
Password		- must contain a numeric character
In case you forget your c	redentials	
Question 1 What is your	best friend's first name?	
Answer		
Question 2 What was the	e nickname of your grandfather?	
Answer		
Question 3 What is your	paternal grandfather's first name?	
Answer		
Question 4 What is the fi	irst name of your oldest niece?	v
Answer		
	irst name of the best man at your v	vedding?
Answer		
Terms and conditions		
a) I Agree NOT to disclose my passw	vord or shared secret to any other r	nerson
		except in the performance of your official duties for your company.
		n this website, in accordance with the terms and conditions of the contract between my
organization and Experian.		,
d) I Agree NOT to attempt to test the li performance of my specific job function		ormation provided, or execute or use any function which is not directly related to the
e) I Agree to inform my security design	nate when my job function no long	per requires access to Experian's systems.
f) I Understand that I am responsible	for transactions which take place	under the user id I am issued and understand that accounts may be monitored by Experian.
g) I have read, and understood the co	okies information <u>link</u> and unders	tand that this site and other Experian sites use cookies.
I have read, understood, and	agree to the terms and conditions	s above.
	Figure 6	- Profile update page.
3. To apply the up	date, you need to	tic the checkbox as your agreement and then the
"Update Profile"	" button will show u	ıp.
I have read, understood, and age	area to the forms and an affin-	C above

Figure 7 - Update Profile button

4. Once clicked the "Update Profile" button, you will be redirected to a screen showing your request has been successfully processed. After clicking the link to return to the home page you would be redirected there. If you changed your password, you need to login again using the new password.



Request has been processed successfully.

Profile update successfully completed.

Please click here to get back to home page.

Figure 8 - Success screen

3.3 CREATING A NEW GROUP

Groups are created to facilitate management of sets of users with different access capabilities. All companies will have a "Top Group". Smaller "sub" groups can be created in a nested fashion and will inherit the parent groups' capabilities. Any products assigned to a Parent group will be made available to its child groups. Once a product is made available to a group, a designate of that group will be able to grant themselves access to those groups. To create a group, follow these steps:

To create a group, follow these steps:

1. On the home page, select the 'Create Group' option either under the Groups menu or under the Users section on the dashboard:

exp	oerian.		Lang Regio	uage: Select (on: US	Dne User ID: Name: Company: Manage your I	secdesuser (Security Desig Security, Desig EXPERIAN INFO profile	nate	
Home	Users	Groups Create Group Search Group	Reports	Help	Log Off			
Search U User ID: Last Nam First Nam	le:		Users Create		Reports			
			 access to co 	onsumer data o		your company's	ign "IP Restrictions" to ensure that approved IP addresses. This reen.	
Experian 201	4. All rights reserved.	ernet Security Guideline erein are service marks o		s of Experian.				

Figure 9 - Create Group

2. A pop up message will appear. Here you can select under what Company you wish you to create the new group. This group will be a subset of the company, but can also be a subset of another group within the same company:

Groups	New Group Company Selection	<u>_</u>
③ SI&A Q.A	Choose where to create the new group Company Name: EXPERIAN NA SI&A QA Group Parent:	tions Group Attributes
	Cancel Ok	ser under this group.
	Country: USA Street Address1: Street Address2:	-

Figure 10 - Company / Group Selection

3. Populate the new group information as needed and click the create button:

experian.	Language: Select One User ID: Secdesiguser (Security Designate) Name: Designate, Security Company: EXPERIAN NA SI&A QA Manage your profile
Home Users Groups	Reports Help Log Off
Companies 📀	Group Information Product Assignment Restrictions Group Attributes
► det al construction na sign da	Company Name: EXPERIAN NA SI&A QA Group Parent: Developer Group Group Name: Country: USA Street Address1: Street Address2: CRy/Town: State/Province: StateCl State. Zip/Postal Code: Comments: Comments: Create Cancel
	required fields

Figure 11 - Group Information

NOTE: All group information can be entered into this area to help distinguish it in the Company (and group) it will fall under.

4. After clicking the "Create" button, you will be shown a confirmation screen.

Group successfully created	
Ok	
OK	

Figure 12 - Confirmation Screen

5. Click "OK" button, the system will present you a screen with the available products (SSO integrated applications) for the group. Select the needed product and click "Next" button.

ssign Product Select a Product		Name:	Security, Johnny
	:t		
Product Name \$	Description +		
Experian Credit B	Experian Credit		
ewacs	ewacs		
SSO Petstore	SSO Petstore		
Test Product			
Dummy Product			
experian credit b			

Figure 13 - Product Selection Screen

6. On the next screen please add the new Subcode and click the "Add" button and select the required ID's. If desired, add a Description for the Subcode.

	Credit Solutions				
ompany Name: Test Ba roup: Credit FW	ank				
Subcode					
Assigned Values	for Subcode:		Selected Propertie	es for Subcode:	
Subcode 🔺	Description		Property	Value	
999999	Test Bank	🤹 🗙	Address	123 Test Bank Way	
			Description	Test Bank	
Product Options					
check all Product Options:	uncheck all				
check all Product Options: Address Searce	ch				
check all Product Options:	ch				
check all Product Options: Address Searce	ch				
check all Product Options: Address Searc	ch				

7. Click the "Save" button.

8. If more Subcode's are needed (and available) please use the Product Assignment tab, click on the "Assign Product" button and repeat step 5 as needed.

ompany Name: Test Bar	ık	
company ID: 99999999 Group Name: Credit FW		Assign Product
Assigned Products		
Assigned Products Product Name 4	Description +	

Figure 15 - Assignment Tab

TIP: Alternate way of creating groups

Please note that you can also create a group by right clicking and selecting 'Add Group' function in the left pane. The difference is that new group will be created under the selected group as a parent group.

exp	erian.		Langua Region:	ge: Select One	User ID: Name: Company: Manage your p	secdesuser (Security Designate) Security, Designate EXPERIAN INFO SOLUTIONS rofile
Home	Users	Groups	Reports	Help Lo	g Off	Q
Companies		(9)	Search User			
- 2	(My Add Gro		User ID		Group Name	e
-	Add Use	er	Last Name		Role	(Select One)
		tty (sdsgusero ≡	First Name		Product	(Select One)
	& Territe offer	SHARWARK .	Email Address			
		anna trassor			Search	Cancel
مسير ال		a (allow spanne)	and a second second	وسامع المسامعات	Marine Marine	ليلو بالجرب بالمجرب المنبع بالمجر المحر المحر

Figure 16 - Add Group Function

You need to provide all the necessary information related to the group as described on step 3 above.

exp	erian	N	Lang Regi	uage: Select One - on: US	User ID: Name: Company: <u>Manage your</u>		Designate)	
Home	Users	Groups	Reports	Help L	og Off		୍	
- 2	 Normon, all 	roup1	Group Informat Company Name: Group Parent: Group Name: Country: Street Address2 City/Town: State/Province: Zip/Postal Code: Comments:	EXPERIAN INFO SOLUT (My Group) USA Select State		e Canc	Group Attributes	

Figure 17 - Edit Group Information Screen

3.4 CREATING A NEW USER

NOTE: Users for companies fall into two role types:

- Security Designates: can create and administer other users at the company they belong to.
- End Users: will have access to the company's applications.
 - 1. Select the "Create User" option under the Users menu or the Users section in the main pane.

experian.	Language: Select One User ID: Secdesuser (Security Designate) Name: Security, Designate Company: EXPERIAN INFO SOLUTIONS Manage your profile	
Home Users Groups Create User Search User User ID: Last Name: First Name: Search	Reports Help Log Off Users Reports Create Group Create User View Reports	
Privacy Legal terms Cookies Internet Security Guidelli Experian 2014. All rights reserved. Experian and the Experian marks herein are service marks		at

- Figure 18 Create User
- 2. Select the desired group this user will belong to from the drop down box (if you need to create a new group please refer to the Create new group section).

Note: Unless the user you are creating is a peer, (i.e. a Bureau Admin or Security Designate) they should be placed into a selected group so that they will be able to inherit all of the Subcode assignments as needed from the Group assignment.

New User Organization	
Choose where to create the new user	
Company Name: Test Bank 💌 Group Name: Credit FW 💌	s: V r st
Cancel Ok	6

Figure 19 - Group Selection

3. Populate the user information section. The fields with the gear () symbol are required fields.

User Informatio	n Product Assignment Rest	rictions Ca	apabilities Exclusions
UserID: Company Name: Group Name: Last Name: First Name:	testbank_enduser1 (*) Test Bank Credit FW Creditchecker (*) Nancy (*)	Country: Street Address1: Street Address2: City/Town:	USA 123 Anystreet Fort Worth
Role: Telephone:	End User 🗼 🔻 1234567890 🗇	State/Province: Zip/Postal Code:	Texas - 76050
Email Address:	d for distributing account information. Pleas	Retype Email Address:	Contragonymiae.com
Start Date:	Jun 6, 2012 🔷 🗂	End Date:	
Comments:			~
	Create	Cancel	
required field	S		



Indications:

- The User ID must be 8 to 32 characters in length, should not contain any spaces, and should be in lowercase.
- The email address will be used for all security communications. It is highly recommended that each user has a unique email address to ensure that User ID and password information is passed to the correct individual. No generic (or shared) email addresses should be used.
- The Start/End Date determines the life time of the account (the end date can be left blank if security policy permits).
- The "Role" drop down list box should be selected to specify if the user being created requires the ability to create other users (a Bureau Administrator) or not (End User)
- Once you have created the User ID, the next step is to assign the user products and their associated properties.

NOTE: Product properties vary depending on the product being selected. The sample used here may differ from the properties shown for your product.

4. After clicking the "Create" button, you will be shown a confirmation screen. Click "OK".

Confirmation		
	User successfully created	
	Ok	

Figure 21 - User Confirmation Screen

5. The system will present you a screen with the option to Add Sub-codes. Click the "Add..." button on the middle of the screen.

n Product				
elected Product: Credit Solution	15			
ompany Name: Test Bank oup: Credit FW				
Subcode				
- Subcode 🔺	Desc	ription		
	No d			
	Add			
his analyst has an analyst astissal				
his product has no product options)				
		Cance	I << Back	Save

Figure 22 - Product Selection Screen

6. On the popup window enter the subcode to be added. Click "Add" button to verify the new entry.

A	Add Subcode	
	Subcode: 899756	
		ľ
	Add Cancel	
5		

Figure 23 - Add Subcode Popup

 On the next screen select the needed Subcode(s), the system will move them to the assigned section automatically. Once you are done adding all the necessary subcodes, click the "Save" button.

Note: Depending of the range of products available for you company, subcodes may not be required.

npany Name: Tes	cc: Credit Solutions It Bank
oup: Credit FW	
Subcode +	Description
899756	Test Bank (Test Bank Information) 🧳 🗙
is product has no	Add_

Figure 24 - Subcode Assignment

8. If more products are needed please use the Product Assignment tab, click on the "Assign Product" button and repeat step 6 as needed.

	Product Assign	ment R	estrictions			
UserID: testbank_en Name: Creditchecker,N Company Name: Test Company ID: 9999999 Group Name: Credit Fi	lancy t Bank 19			\langle	Assign P	roduct
Assigned Products						
Product Nar	ne 🔺		Descriptio	n ¢		
Custom Solutions		Custom Solution	ins			×

Figure 25 - Product Assignment Tab

 Experian emphasizes the use of restrictions to ensure a secure usage of our systems. We recommend the addition of Time of day access and IP filter to restrict the unauthorized access. Please contact your network administrator to ensure accurate IP address restriction.

User Information	Product Assignment Restrictions
UserID: testbank_er Name: Creditchecker, Company Name: Tes Company ID: 999999 Group Name: Credit I	Nancy it Bank 99
Time of Day Access	
Select the days and hours (CST) when the named account can access the product, or select "No Access" to restrict access.	WeekDay WeekEnd From: No Access AM To: No Access AM Add Day Time Action No data
Click for help (1) IP Restriction Enter the IP(s) or IP Range from	P: Add
which the named	IP Address or Range Action
account can access the	No data
click for help	
	Update Cancel

Figure 26 - Restrictions Tab

TIP: Alternate way of creating users

If you have groups(s) already created, you can create a user after right click a selected group node in the left pane. The difference is that you cannot change the group.

experian.	Language: Select One v Secdesuser (Security Designate) Region: US Company: EXPERIAN NFO SOLUTIONS Manage your profile
Home Users Groups	Reports Help Log Off
Companies	User Information Product Assignment Restrictions OOB Phone Image: Street in the series of the series o
S tattos, christina (benignata-ch S tattos, christina (benignata-ch	Please select the checkbox if you would prefer to NOT send the email to the newly created user. Start Date: Apr 24. 2017 End Date:
 Serios, christian-bengrafiecz Serios, christian-bengrafiecz 	Language: English
	Comments:
	Create Cancel
Privacy Legal Isrms Cookiss Internet Security Guideline Experian 2014. All rights reserved. Experian and the Experian marks herein are service marks o	

Figure 27 - Add User Function

3.5 SEARCHING EXISTING USERS

1. You can search for existing users(s) in the Search Users pane or Search User under the 'Users' menu.

experian.	Language: Select One	User ID: Secdesuser (Security Designate) Name: Security, Designate Company: EXPERIAN INFO SOLUTIONS Manage your profile
Home <u>Users</u> Groups	Reports Help L	og Off
Search User Search User User D: Last Name: First Name: Search	Users F Create Group Create User	Reports Create Report View Reports
	 access to consumer data original 	t is recommended that you assign "IP Restrictions" to ensure that tes from within your company's approved IP addresses. This ions" tab on the user set-up screen.
Privacy Legal terms Cookies Internet Security Guideline Experian 2014. All rights reserved. Experian and the Experian marks herein are service marks or	-	

Figure 28 - Search Users

a. You can use any combination of criteria

 b. The usage of wildcard is allowed – using an asterisk(*) will search for any user (e.g. if you specify a User ID of "testbank*", the system will display all the User IDs that start with "testbank").

Search Users					
User ID:	testbank*				
Last Name:					
First Name:					
	Search				

Figure 29 - Search Users Pane

TIP: Another way of searching users:

Searching users under the "Users" menu provides additional criteria such as group name, email address, role, and product.

exp	erian.		Langu; Regior	age: Select One▼ ⊮ US	User ID: Name: Company: <u>Manage your pr</u>	sedesiguser (Security Designate) Designate, Security EVFERIAN NA SIBA OA Offic
Home	Users	Groups	Reports	Help Log	g Off	_
Companies	ERIAN NA SIBA QA	۲	Search User User D Last Name First Name Email Address		Group Name Role Product Search	(Select One)

Figure 30 - Search Users from Users > Search User

2. Results are displayed on the "User Search Results" pane.

User ID ¢	Last Name ¢	First Name \$	City ¢	Company ID \$	Company Name +	Group ¢
testbank_se	Security	Johnny		10000	Experian Company	TOP
testbank_en	Creditchecker	Sally	Sydney	10199	Test Bank	TOP:Credit Servi
testbank_en	Creditchecker	Nancy	Sydney	10199	Test Bank	TOP:Credit Servi

Figure 31 - Search Results

3.6 EDITING AN EXISTING USER

1. On the Search results screen (explained at the previous section) select the user that needs to be updated and click the "Edit User" button.

		««	×	» »»		
User ID 🕈	Last Name ¢	First Name +	City ¢	Company ID \$	Company Name \$	Group +
testbank_se	Security	Johnny		10000	Experian Company	тор
testbank_en	Creditchecker	Sally	Sydney	10199	Test Bank	TOP:Credit Servi.
testbank_en	Creditchecker	Nancy	Sydney	10199	Test Bank	TOP:Credit Servi.
		Ш				>

Figure 32 - Search Results

TIP: Alternative way of finding user(s):

You can find users to be edited in the left pane from fully expanded groups under a company. The pane will be displayed once any function for Users or Groups has been selected. The 'Edit User' function will be showed up along with other user functions upon right clicking on the selected user in the left pane.

ex	perian.		Langua Region:	ge: Select One	User ID: Name: Company: Manage your (secdesuser (Security Designate) Security, Designate EXPERIAN INFO SOLUTIONS profile	
Home	Users	Groups	Reports	Help Lo	g Off		_
tryperia 22	EXPERIAN NFO SOLU (My Group) SDGroup SDG SDG SDG SDG SDG SDG SDG SDG	Edit User Lock User Reset Password Move User			Search	Cancel	
Experian ar	id the Experian marks	nerein are service marks o	r registered trademarks of	Experian.			

Figure 33 - Edit User Function in the left Pane.

2. The system will take you to the "User Information" page where you can edit applicable user properties. Switching to the "Product Assignment" or "Restrictions" tabs would allow to edit products, subcodes, and/or restriction settings respectively.

User Informatio	Product Assignment	Restrictions	
	This user has been created, but ment tab and assign Products to		/ Products. Please select the Product
UserID: Company Name: Group Name: Last Name: First Name: Role: Telephone: Security Designates:	testbank_enduser Test Bank Credit Services NSW Creditchecker • Sally • End User • 1234567890 • Click for designates	Last Access: Status: Country: Street Address1: Street Address2: City/Town: State/Province: Zip/Postal Code:	ACTIVE Australia 123 Anystreet Sydney New South Wales 2000
Email will be user Email Address:	for distributing account information	ation. Please insert user's uni Retype Email Address:	ique email address.
Start Date:	May 12, 2012 🔷 🕅	End Date:	Dec 13, 2032
Comments:			 ×
Updat	e Lock R	eset Password	Clone User Cancel
required fields	3		

Figure 34 - User Information Page

User Information	Product Assignment Restrictions
UserID: testbank_en Name: Creditchecker, Company Name: Tes Company ID: 10199 Group Name: Credit S	Sally t Bank
Time of Day Access	
Select the days and hours (CST) when the named account can access the product, or select "No Access" to restrict access.	WeekDay WeekEnd From: No Access AM Add Day Time + Action No data
Click for help (1) IP Restriction Enter the IP(s) or IP Range from which the named	P: Add IP Address or Range Action
count can access the product. For IP blocks, use with wildcard "*".:	IP Address of kange Action No data
	Update Cancel

Figure 35 - User Restrictions

- 3. Other actions are available by clicking on the additional buttons at the bottom of the "User Information" tab:
 - "Lock" button to block the user from accessing the system.

Home Users Groups Reports Help Log Off Companies C More Solutions OOB Phone Companies C NOTE: This user has been created, but has NOT been assigned any P restrictions. Please select the Restrictions to the user. Companies OKa Status: STAGED Companies OKa Status: STAGED Companies Oka Status: STAGED Concentration Nore: Concentrations on the user. Concentration Concentration Oka Status: STAGED Concentration Concentration Concentrations Concentrations Concentration Rest Plansword Rest Plansword Concentrations Comme	experio	IN.	Langu Regior	n: US	Name: Compar	(Security De Security, De	esignate)	
• EXPERANN NFO SOLUTIONS • Other This user has been created, but has NOT been assigned any P restrictions. Please select the Restrictions tab and assign Restrictions to the user. • SOGroup • Other This user has been created, but has NOT been assigned any P restrictions. Please select the Restrictions tab and assign Restrictions to the user. • SOGroup • Other This user has been created, but has NOT been assigned any P restrictions. Please select the Restrictions tab and assign Restrictions to the user. • UserD affredotest4 • Der D affredotest4 • Der D affredotest4 • Der D affredotest4 • Der D Status: • Other This user has been created, but has NOT been assigned any P restrictions. Please select the Restrictions tab and assign Restrictions to the user. • Der D other this main frequencies • Der D affredotest4 • Der D affredotest4 • Der D Nowe User • Role: End User • Telephone: 1234567890 • Scarrity State Province: • State Province: asdasd • Der D Address: • Der D May 29, 2012 • Enal will be used for distributing account information. Please insert user's unque emal address. <th>lome Users</th> <th>Groups</th> <th>Reports</th> <th>Help</th> <th>Log Off</th> <th></th> <th>_</th> <th></th>	lome Users	Groups	Reports	Help	Log Off		_	
required fields Privacy Legal terms Cookies Internet Security Guidelines	 EXPERIAN NFO My Group) SDGrou SDGr	SOLUTIONS	NOTE: Tr tab and a userD: a pany Name: c up Name: c up Name: c thame:	his user has been assign Restrictic alfredotest4 EXPERIAN NFO (My Group) End User 1234567890 Click for designe for distributing (Click for designe May 29, 2012 4: English	solutions	NOT been assigned Okta Status: Last Access Status: Country: Street Address1: Street Address2: City/Town: State/Provin Zip/Postal Cr Please insert user Retype Em Address: End Date:	d any P restrictions. Please STAGED ACTIVE Chile Sadasad Sadasad Sadasad Ce: asdasads dde: 13425 r's unque email address. al Dec 13, 2032	

Figure 36 - Lock User Function

•

TIP: You can lock the user by clicking the "Lock" button in the "User Information" tab or using the "Lock User" function by right clicking the user to be locked in the left pane expanding the tree under your company.

On the popup window, you need to choose the appropriate reason for locking the user from the drop-down list.



Figure 37 - Lock Options

"Reset Password" button to send a password reset link to the user.

•

ex	perian.		Lang Regio	uage: <u>Select (</u> on: US	Name: Company	(Security Designate) Security, Designate
Home	Users	Groups	Reports	Help	Log Off	
•	EXPERIAN INFO SOLU (My Group) SDGroup SDGroup COMPANY SDGroup COMPANY SDGroup SDG SDG SDG SDG SDG SDG SDG SDG	Edit User Lock User Reset Password Move User	tab and UserID: ppany Name: up Name: t Name: t Name: t Name: Role: Telephone: Security Designates: Email will be user Email Address: Start Date: Password Expiry Date: Language: Comments:	This user has bee assign Restriction alfredotest4 EXPERIAN INFO 5 (My Group) End User 1234567890 Click for designa of or distributing a May 29, 2012 4:0 English	n created, but has N ns to the user. SOLUTIONS	Restrictions OOB Phone NOT been assigned any P restrictions. Please select the Restrictions Ditta Status: STAGED Last Access: Status: Status: ACTIVE Country: Chile Street Sadasdas Address1: Sadasd City/Town: Sadasd Zit/Postal Code: 13425 Please insert user's unique email address. Retype Email Image:
Experian 20	14. All rights reserved			s of Experian.		

Figure 38 - Reset Password Functions

• A confirmation popup window appears. Click the "Reset Password" button to send a password reset link to the user.

Reset Password	
Confirm passwo	ord reset
Reset Password	Cancel

Figure 39 - Reset Password Confirmation

"Clone User" button used to create a new id with the same access as the one selected.

User Informatio	n	Product Assignment	Restrictions	OOB Phone	
		user has been created, but h ign Restrictions to the user.	as NOT been assigned a	iny IP restriction	is. Please select the Restrictions
UserID: Company Name: Group Name: Last Name: First Name: Role: Telephone: Security Designates:	EXP (My End 123	edotest4 ERIAN INFO SOLUTIONS Group) Composition Compo	Okta Status: Last Access: Status: Country: Street Address1: Street Address2: City/Town: State/Province Zip/Postal Cod		
Email will be use	d for	distributing account informat	ion. Please insert user's	unique email ad	dress.
Email Address:	E	tate (premie) entre	Retype Email Address:	phiete fa	0+****
Start Date:	Мау	y 29, 2012 🛛 🔿 🗂	End Date:	Dec 13, 20	032 📃 🗂
Password Expiry Date:	May	29, 2012 4:04:16 PM CDT			
Language:	En	iglish 💌			
Comments:					.H.
required fields		Update Lock R	eset Password	Clone User	Cancel
		Fia	ure 40 - Clone l	Jser	

Info: Once cloned the user would have the same company, group, and accesses but the rest of the mandatory user information would need to be populated before being able to create the new user.

User Information	Product Assignment	Restrictions	OOB Phone	
	user has been created, but h ign Restrictions to the user.	as NOT been assign	ed any IP restriction	is. Please select the Restrictions
L		Okta Statu	IS: STAGED	
UserID:	0			
Company Name: EXP	ERIAN INFO SOLUTIONS	Country: Street	Chile	
Group Name: (My	Group)	Address1	asdads	
Last Name:	\$	Street Address2	saddsa	
First Name:		City/Town	adssad	
	lect a role 🛛 🖗 🔻	State/Prov	rince:	
Telephone:	\$	Zip/Postal	Code: 12345	
Email will be used for	distributing account informat	tion. Please insert us	er's unique email ad	dress.
Email Address:	٩	Retype E Address		٢
Please select the	checkbox if you would prefe	r to NOT send the er	nail to the newly cre	eated user.
Start Date: Apr	r 24, 2017 🛛 🔿 🗂	End Date:		
Language: Er	nglish 🗨			
Comments:				н.
required fields		Create Cano	el	



4. After all the changes are applied click the "Update" button to save the changes.

User Informatio	n Product Assignment	Restrictions O	IOB Phone
: ((***))	This user has been created, but t assign Restrictions to the user.	has NOT been assigned an	y IP restrictions. Please select the Restrictions
UserID: Company Name: Group Name: Last Name: First Name: Role: Telephone:	alfredotest4 EXPERIAN INFO SOLUTIONS (My Group) Infinite O End User V	Okta Status: Last Access: Status: Country: Street Address1: Street Address2: City/Town:	STAGED ACTIVE Chile sadsadas sadasd
Security Designates:	Click for designates	State/Province: Zip/Postal Code	asdasds 13425
Email will be user Email Address:	d for distributing account informa	tion. Please insert user's un Retype Email Address:	nique email address.
Start Date: Password Expiry Date:	May 29, 2012	End Date:	Dec 13, 2032
Expiry Date: Language:	English		
Comments:			
required fields		Reset Password CI	one User Cancel

Figure 42 - Update User Information

3.7 MOVING AN EXISTING USER

1. To move a user, select "Move User" under "Users" menu. This would bring up the "Search User" screen.

exp	erian.		Lang Regi	uage: Select on: US	One Vuser ID: Name: Company: Manage your	secdesuser (Security Designate Security, Designate EXPERIAN INFO SO r profile	
Home	<u>Users</u>	Groups	Reports	Help	Log Off		
	Create User Search Use						
Search User	Move User	Ď	Users		Reports		
User ID:	Entitlement F	Review		-			
Last Name:			Create	Group	(==) Create	Report	
First Name:	Search		Create	<u>User</u>	Uiew R	<u>leports</u>	
			 access to control 	onsumer data o	riginates from within		"IP Restrictions" to ensure that roved IP addresses. This .
Experian 2014.	<mark>erms <u>Cookies</u> <u>Int</u> All rights reserved. e Experian marks h</mark>		i <mark>delines</mark> narks or registered trademark	s of Experian.			



2. You can use any field for searching users in the "Search User" panel on the main pane. Click the "Search" button once the search criteria have been provided.

exper	rian.		Lang Regio	uage: Select One on: US	Vser ID: Name: Company: Manage your pr	secdesuser (Security Designate) Security, Designate EXPERIAN INFO SOLUTIONS offie
Home Us	ers	Groups	Reports	Help	Log Off	
Companies	N INFO SOLUTIC	(The second seco	Search User User ID Last Name First Name Email Address	Sec*	Group Name Role Product Search	(Select One) (Select One) Cancel

Figure 44 - Search User pane

3. Select the user you want to move in the search result by left clicking a row. Click the "Move User" button to move the user or the "Search" button to initiate a new search.

User ID 🗢	Last Name ¢	First Name ¢	City ¢	Company ID ¢	Company Name +	Group ¢
secdesuser	Security	Designate		2733	EXPERIAN INFO	(My Group)
secdesigtest	Security	Designate		2733	EXPERIAN INFO	(My Group)

Figure 45 - User Search Results Pane

4. The "Move User Info" page is displayed in the main pane. On the "Target Group" field choose the group you want to move the user into and click the "Update" button.

Move User Info			
	sdsguserone EXPERIAN INFO SOLUTIONS SDSubgroup1 (My Group) SDGroup SDSubGroup2 1254563256 Apr 24, 2017	Last Access: Status: Country: Street Address1: Street Address2: City/Town: State/Province: Zip/Postal Code:	ACTIVE USA
	Upd	date Cancel	
required fields	1 1		

Figure 46 - Move User Info Screen

5. A "Confirmation Changes" popup appears reminding that all available product(s) and product options in the current group will be removed. You need to update product(s) and product options under the new group on a further step.

Co	onfirm Changes	
	WARNING: moving a user will remove all the user's current products and product options.	
	Update Cancel	

Figure 47 - Confirm Changes Popup

After clicking the "Update" button, a "Confirmation" dialog would appear validating that the user has been moved successfully.

Confirmation		
	User successfully moved	
	Ok	

Figure 48 - Confirmation Popup

6. The updated information will be shown. At this point you should switch to the "Product Assignment" tab if you want to update product(s) and product options available under the new group.

exp	erian	-	Langu Regio	nage: <mark>Select One</mark> ▼ n: US	User ID: Name: Company: <u>Manage your</u>	secdesuser (Security Desig Security, Desig EXPERIAN INFO profile	nate	
Home	Users	Groups	Reports	Help Lo	og Off		(`
- 🐣	ERIAN INFO SOL (My Group) SDGroup I SDSubgr SDSubgr SDSubgr	oup1 oup2	Assignm	his user has been create nent tab and assign Prod	ed, but has NOT lucts to the user ed, but has NOT	been assigned an	-	se select the Product Please select the Restrictions
	 Spanisk, all 	Kitty (sdsguser) Her Anderson Her Anderson	Company Name: Group Name: Last Name: First Name: Role: Telephone: Security Designates:	sdsguserone EXPERAN INFO SOLUTIC SDSubGroup2 hellio kitty End User 1254563256 Clock for designates for distributing account)) ↓) information. Plea	Okta Status: Last Access: Status: Country: Street Address1: Street Address2: City/Town: State/Province: Zip/Postal Code ase insert user's u Retype Email Address:	nique email addre	▼ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓
•		Þ	Password	Apr 24, 2017 @		End Date:	Dec 13, 2032	<u>:</u>] <u></u>

Figure 49 - Updated Group - User Information

TIP: You can also access the 'Move User' functionality by right-clicking the user node in the left pane under your company.

	ts Help Lo		
Home Users Groups Repor		_og Off	
EXPERIAN INFO SOLUTIONS	tr Group	Search Cancel	

Figure 50 - Move User Option - Left Pane

3.8 SEARCHING GROUPS

1. To search for a group you can use "Search Group" function under "Groups" menu.

exp	oerian.		Langi Regic	uage: <u>Select Or</u> on: US	User ID: Name: Company: Manage your	secdesuser (Security Designate Security, Designate EXPERIAN INFO SO profile		
Home	Users	Groups	Reports	Help	Log Off			
		Create Group)					
Search U	sers		Users		Reports			
User ID: Last Nam First Nam			Create t		Create F			
			 access to co 	nsumer data orig	inates from within y		"IP Restrictions" to ensure that proved IP addresses. This n.	
Experian 201	14. All rights reserved.	rnet Security Guideline		s of Experian.				

Figure 51 - Search Group - Groups Menu

2. Enter the name criteria you want to look up.

Search Group	
Group Name Sd*	
	Search Cancel

Figure 52 - Search Group Panel

 Group(s) search results are displayed in the main pane based on your search criteria. You can select a group in the results and then click "Edit Group" button to enter the edit screen or press the "Search" button to initiate another search.

Group Search Results			
Group Name +	Group Description +	Company Name \$	Group Hierarchy \$
SDGroup		EXPERIAN INF	(My Group):SDGroup
SDSubgroup1		EXPERIAN INF	(My Group):SDGroup:SDSubgroup1
SDSubGroup2		EXPERIAN INF	(My Group):SDGroup:SDSubGroup2
	Edit Group	Search	
	Edit Group	Search	

Figure 53 - Group Search Result

TIP: If you know where the group is located you can browse to it on the "Companies" tree on the left pane. By right clicking on the group you can access the group's available actions.

ex	periar	۱.		Region: US	User ID: Name: Company: Manage your	secdesuser (Security Designate) Security, Designate EXPERIAN INFO SOLUTIONS profile	
Home	Users	Groups	Reports	Help Lo	g Off		<u>_</u>
Companie	es	•	Search Group				
• 8	NTERNET SECUL	Edit Group Add Group	Group Name		Search	Cancel	
	GPT 55	Add User Move Group	and a second second	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		ب سور و اسرال	and the second sec

Figure 54 - Group Options - Left Pane

3.9 EDITING EXISTING GROUP

- 1. Once you find the desired group with either method mentioned on the "Search Existing Group" section you can modify the group by:
 - a. Clicking "Edit Group" button on "Group Search Results".

Group Search Results			
Group Name +	Group Description \$	Company Name \$	Group Hierarchy \$
SDGroup		EXPERIAN INF	(My Group):SDGroup
SDSubgroup1		EXPERIAN INF	(My Group):SDGroup:SDSubgroup1
SDSubGroup2		EXPERIAN INF	(My Group):SDGroup:SDSubGroup2
	Edit Group	Search	

Figure 55 - Edit Group Button - Search Group Result

b. Selecting "Edit Group" on the right click context menu on the "Companies" tree.

exp	perian.		Langu: Regior	age: Select One I: US	Name: Compa	(Security D Security, D	lesignate)	
Home	Users	Groups	Reports	Help	Log Off		0	
- 6	KPERIAN INFO SOL (My Group) SDGroup SDSubgroup SDSubgroup SDSubgroup SDSubgroup SDSubg		Group Name: S		_	Restrictions	Group Attributes	
	A foreign of A	Add User	Street Address2: City/Town: State/Province: Zip/Postal Code:	Select State				
		na jorninani na biogoni n biogoni n biogoni biogoni biogoni biogoni biogoni biogoni biogoni biogoni	Comments:		S	ave Cance		

Figure 56 - Edit Group Function - Left Pane

2. Provide the information you need to update in the screen and click the "Save" button.

Group Informati	ion	Product Assignment	Restrictions	Group Attributes	
Company Name: Group Parent: Group Name:	EXPERI (My Gri SDGroi				
Country: Street Address1:	USA	▼			
Street Address2:					
City/Town:					
State/Province:	Selec	t State 🔻			
Zip/Postal Code:					
Comments:					.#
required fields	8		Save Cance	91	

Figure 57 - Group Information Update Screen

4. ENTITLEMENT REVIEW FUNCTIONALITY

Experian has implemented an annual attestation period that can be assigned to a company to allow security designates to attest company users' access.

4.1 Accessing the entitlement review page

If a security designates company has an active entitlement review in progress, there will be an additional menu item at the end of the Users menu named "Entitlement Review" this takes the security designate to the Entitlement Review page where they can complete their review. The menu item is disabled if there is no entitlement review currently in progress and a tooltip is show explaining that you cannot see an entitlement review until it becomes active.

exp	erian.		Langu Regio	nage: <u>Select C</u> n: US	One ▼ User ID: Name: Company Manage y		
Home	Users Create Use	Groups	Reports	Help	Log Off		
Search User User ID: Last Name: First Name:	Search Use	er	Users Create (Create (<u>te Report</u> / <u>Reports</u>	
			access to co	nsumer data or	iginates from with		gn "IP Restrictions" to ensure that approved IP addresses. This een.
Privacy Legal t	erms Cookies In	ternet Security G	uidelines				







4.2 Using the entitlement review page

The entitlement review page consists of a paged table of company users which require attestation within the active quarter. Users can be marked as reviewed by checking the Reviewed checkbox, additionally user lock status can be updated along with user IP restrictions.

e	Users Gro	oups Reports	Help Log Off	<u>_</u>	
htitlemen	t Review				
		>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	1 2 2		
Mar	k All Reviewed Mark All	Unreviewed			
	Reviewed +	User ID 🕈	First Name 🗢	Last Name ≑	Email A
		marktest2	Devid	daay	
		mgsecdes	First	Last	
		testuser20	Date:	restoragen	
		dhsecdes	(ania)	Citare	
		testsecdes	designate	security	
		dantesteight	dan	testeight	
		dantesteleven	dan	testeleven	
		dantestfive	dan	testfive	
		dantestfour	dan	testfour	

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Figure 60 - Entitlement Review table

Columns listed in the table:

- Reviewed
- User ID
- First Name
- Last Name
- Email address
- Group
- Status (editable)
- Product options
- Restrictions (editable)

There are also buttons available to Mark all Reviewed or Mark all Unreviewed which will affect every user in the table. Changes to the users in the table can be saved by clicking the "Save" button and confirming the attestation dialog. The "Cancel" button discards changes in the table and returns the designate to the dashboard. However, if the entitlement review is overdue and the security designates admin capabilities have been restricted, pressing the cancel button will only discard changes from the table and the user will remain on the entitlement review page until the entitlement review is completed.

4.2.1 Why am I redirected to the entitlement review page?

If a company's entitlement review is in progress, the security designate will be taken to the entitlement review page straight after they login. However, if a company's entitlement review is now 30 days or more after the start of the review and not complete; the security designate will be taken to the entitlement review page since will have restricted administration abilities which will require to complete the entitlement review before they can proceed to do anything else.

	Users	Groups	Create Repo View Report	rt.	Off	
Entitlen Iement I	N SCIENCES SALIN	/ is overdue and n	nust be completed. Other a	ctions have been disable	d until the review has been complet	ed.
Mark	All Reviewed	Mark All Unrev	iswed			
mark /	All NEVIEWED	mark All Onley	ieweu			
Review	ed ¢	User ID \$	First Name +	Last Name ÷	Email Address +	Group ¢
] testba	ank_enduser1	Nancy	Creditchecker	richard.perez@experian.com	Credit FW

Figure 61 - Entitlement Review Page - Restricted (menus greyed out)

5. REPORTING FUNCTIONALITY

5.1 Create Report

1. From the Dashboard, select 'Create Report' either from "Reports" menu or from "Reports" area on main pane as seen on Figure 62.

experian.	Language: Select One ▼ Region: US	User ID: testsecdes (Security Designate) Name: security, designate Company: Mark Test Manage your profile	
Home Users Groups Search Users	Create Report View Reports Users Create Group	eports Create Report View Reports	
Privacy Legal terms Cookies Internet Security Guidelines Experian 2014. All rights reserved.	 access to consumer data originate feature is located on the "Restriction" 	is recommended that you assign "IP Re as from within your company's approved ons" tab on the user set-up screen.	

Figure 62 - Create Reports

2. You will be presented with a list of report templates to choose from:

e User	s Groups	Reports	Help	Log on		
eport Template						
Report Template:	Audit Report	T				
eport Parameters	Password Reset Report					
Audit Report	User Entitlements Report User Inactivity/Delete Report Users by IP Address Report					

Figure 63 - Report Templates list

5.1.1 Audit Report

5.1.1.1 Audit Report Criteria

This report allows viewing the changes made to user accounts by an administrator. These changes could be first time login user id change, email updates, unlock, lock, etc. Basically, any changes made to a user account by an administrator can be viewed in this report depending on the report criteria. Press "Run" buttons once all desired fields are populated.
Home Users Groups Reports Help Log Off Report Template Report Template: Audit Report Target User D: Admin User D: Start Date: Mar 21, 2017 Event: ALL Run Save	experian.			Language: Region:	Select One 🗸 US	User ID: Name: Company: <u>Manage your p</u>	testsecdes (Security Designate) security, designate Mark Test rofile	
Report Template: Audit Report Audit Report Target User ID:	Home Users	Groups	Reports	l	Help Lo	g Off		_
	Report Template: Audit Rep Report Parameters Audit Report Target User D: Admin User D: Admin User D: Mar 21, 2017 End Date: Apr 20, 2017 Group: (Select One) Event:				Run Save			

Figure 64 - Audit Report Screen

5.1.1.2 Audit Report Results

The report lists the administrator account information (who changed the account details), the target user's account details (whose account was changed), the company and group of the target user, the action taken on the account (i.e. email, login, create), as well as the date and time the account was changed.

eport Results					
<u>««</u>	▲ 1 2 3	4 5 6 7	8 9 10 11 12 13 14 15	» »»	
Admin User ID	Admin First Name	Admin Last Name	Admin Email	Target User ID	Targ
admin	admin	admin	test@experian.com	admin	adm
admin	admin	admin	test@experian.com	admin	admi
admin	admin	admin	test@experian.com	admin	adm
admin	admin	admin	test@experian.com	admin	adm
admin	admin	admin	test@experian.com	admin	adm
admin	admin	admin	test@experian.com	admin	adm
admin	admin	admin	test@experian.com	admin	adm
admin	admin	admin	test@experian.com	admin	adm
admin	admin	admin	test@experian.com	admin	adm
admin	admin	admin	test@experian.com	admin	adn
admin	admin	admin	test@experian.com	admin	adn
admin	admin	admin	test@experian.com	admin	adn
admin	admin	admin	test@experian.com	admin	adn
admin	admin	admin	test@experian.com	admin	adn
admin	admin	admin	test@experian.com	admin	adn
admin	admin	admin	test@experian.com	admin	adr
admin	admin	admin	test@experian.com	admin	adn
admin	admin	admin	test@experian.com	admin	adn
admin	admin	admin	test@experian.com	admin	adn
admin	admin	admin	test@experian.com	admin	adn
(
			SV Close	aumm	

Figure 65 - Audit Report Result Screen

5.1.2 Email Report

5.1.2.1 Email Report Criteria

This report traces all emails sent out by SSO system to a specific user or group. Press "Run" button once all desired fields have been populated.

experian.	Language: Select One - Region: US	User ID: (Secu	ecdes urity Designate) rity, designate Test
me Users Groups Re	ports Help L	og Off	
Report Template			
Report Template: Email Report 🔹			
Email Report			
Target User ID:			
Group (Select One)			
Mar 21, 2017			
	Run Save		

Figure 66 - Email Report

5.1.2.2 Email Report Results

The sender is the administrator account that trigger the Email. The report lists the sender user account, sender email address, the date the email was sent, the receiver email address as well as the subject of the email sent.

Sender User ID	Sender First Name	Sender Last Name	Sender Email	Email Date	Target User ID
secdesuser	Designate	Security	here congressings seems or	MAY 23 2017 16:17:24	secdesuser
enterior_362	4074	141	inte destrigen perfection	MAY 23 2017 12:48:16	2000 gadmanda ana
and an all plants	1554	sais .	Note An appropriation	MAY 23 2017 12:48:05	7000 Quebeccia and
enteener_164	4/14	1.01	tota testi (proprior see	MAY 23 2017 12:48:04	antennal (seat
advanta (test	anta.	sais .	KINA AND DEVELOPMENT OF	MAY 23 2017 12:48:04	2000 Quinter de la com
enteener, Jeel	40%4	1.01	tota instigreptionen	MAY 23 2017 12:45:41	10005(048-048
advanta jani	anta.	sais -	Koha Artes Genoema com	MAY 23 2017 12:45:19	70008@###.cm
enterner, fest	4474	4.67	tota destrigençarias com	MAY 23 2017 12:45:19	19805044-04
automatic fault	and a	nair	Hote Artis Gergerich one	MAY 23 2017 12:45:19	inites at just
enterner, last		1.07	tota deskiĝespeternos	MAY 23 2017 12:42:54	10000500-000.000
extension (and	and a	nair	Hote Ante@elogitation	MAY 23 2017 12:42:31	7000 high rate care
schemen, last	and a	1.07	inte insignpator con	MAY 23 2017 12:42:31	rectogenes.com
enteener_teet	anha -	nair	Hote Antel@eloante.com	MAY 23 2017 12:42:30	anite main jimai
advance, but	and a	1.01	inte insignpationen	MAY 23 2017 12:39:46	TOTAL CONTRACTOR OF
education (and	anha -	nait .	Note Antel@elgenon.com	MAY 23 2017 12:37:50	7000 light sectors a
and a second plant	ante -	100	Auto Arabijanparten com	MAY 23 2017 12:37:50	TOTAL CONTRACTOR OF
enterneh_bed	ante-	nair -	лина ликафекралиские	MAY 23 2017 12:37:49	and an and given
phage entropy and	Jack Contracts	0e	information and	MAY 22 2017 23:00:23	p Tesperadorement
enterner_ted	4/14	141	taka destrijen prise nam	MAY 22 2017 23:00:16	whereit_text
(Phapmainisted	100	de la	attenting separate son	MAY 22 2017 23:00:16	p Theorem 10 million

Figure 67 - Email Report Result Screen

5.1.3 Password Reset Report

5.1.3.1 Password Reset Report Criteria

This report traces the password resets done in SSO system. Press button once all desired fields have been populated.

e	xperian.			Language Region:	x Select One US	User ID: Name: Company: <u>Manage your p</u>	testsecdes (Security Designate) security, designate Mark Test rofile		
Home	Users	Groups	Reports		Help Lo	g Off		_	
Repo	ort Template								
	oort Template: Passwor	d Reset Report 💌							
Repo	Password Reset Report								
[farget User ID:								
[Start Date: Mar 21, 2017								
	nd Date: Apr 20, 2017								
					Run Save				
Experian	Legal terms Cookies Int 2014. All rights reserved. and the Experian marks h			demarks of E	xperian.				

Figure 68 - Password Reset Report Screen

5.1.3.2 Password Reset Report Results

The report displays the account id of the user, the account details of the user like first name, last name and email address, the password reset date, the IP address of the machine from where the password reset was done, the type of the user who performed the password reset, the status of the action taken.

Target User ID	Target First Name	Target Last Name	Target Email	Reset Date (US/Central time)	IP Address	Reset Type
secdesuser	Designate	Security	here delight through a section of	MAY 23 2017 16:19:51	N/A	R_Super_Adm
distinguishing with the	Reidige	ilen:	nation receipting reprint con-	MAY 22 2017 13:25:04	N/A	R_Super_Adm
strap particip	8.9	454	kerp disiglar danga asarim ter	MAY 22 2017 13:19:19	N/A	R_Super_Adm
all the payment in the	Reitige	item (nitiga menergalari (inspecies sure	MAY 22 2017 12:55:58	N/A	R_Super_Adn
10073,004	Epres 1	Class.	stational coded as particulars	MAY 19 2017 10:37:11	N/A	R_Super_Adn
Cherri gene	Serg.	Dei	hang shelijin sharps toporter are	MAY 17 2017 10:27:44	N/A	R_Super_Adm
071046	age of the second se	194	tong thogoschargs experience	MAY 17 2017 10:24:01	N/A	R_Super_Adm
C Preview	(here)	ilingia -	dente parte la com	MAY 15 2017 17:53:38	N/A	R_Super_Adm
217 et./94	(New York)	0.00	there participates and on	MAY 15 2017 17:53:06	N/A	R_Super_Adm
CT works	(here)	ingte -	denti polojinanimon	MAY 15 2017 17:20:43	N/A	R_Super_Adm
Cel residences	(194)	ren:	etter vanggesperaturpe	MAY 15 2017 16:37:55	N/A	R_Super_Adm
a second design to	hear.	fingina -	presente regionalitati (inspector)	MAY 15 2017 15:09:46	N/A	R_Super_Adm
mteu201705121509	test	test	energingergenderen	MAY 12 2017 16:14:17	N/A	R_Super_Adm
nteuthththt	t	t	definition in the state of the	MAY 12 2017 15:07:37		R_Security_A
est20147	t	t	analyzer and a second second second	MAY 12 2017 14:48:29	N/A	R_Super_Adm
(مطريعيهم والالالة)	shrinker .	liferan	the state of the second property second	MAY 12 2017 14:44:59	N/A	R_Super_Adm
ALL NOT T			In the second second second second	MAY 12 2017 14:38:52	N/A	R_Super_Adm
- 19 (21 M			(is insident and	MAY 12 2017 14:31:38	N/A	R_Super_Adm
were ended	nough the	reday.	Provension and	MAY 12 2017 12:36:19	N/A	R_Super_Adn
Statute and the	(en delegios)	(en rising)es	Experiment 1	MAY 11 2017 16:22:19	N/A	R_Super_Adm

Figure 69 - Password Reset Report Result Screen

5.1.4 User Entitlements Report

5.1.4.1 User Entitlement Report Criteria

This report would present status of the different entitlements each user has on the selected products. Press "Run" button once all desired fields have been populated.

ex	perian.			Languag Region:	e: Select One US	User ID: Name: Company: <u>Manage your p</u>	testsecdes (Security Designate) security, designate Mark Test <u>profile</u>	
lome	Users	Groups	Reports		Help Lo	og Off		_
Report Report G G C S S S C Pit Pit C C U	t Template vrt Template: User Ent t Parameters User Entitlement Report roup Select One) satus Select One) roduct Select One) select One) select One) Select One) Select One) Select One)							
					Run Save			
Experian 2	egal terms <u>Cookies</u> <u>Int</u> 2014. All rights reserved. Ind the Experian marks h			demarks of	Experian.			

Figure 70 - User Entitlements Report Screen

5.1.4.2 User Entitlements Report Results

The report displays the user entitlements details under a specified group with information of the status (ACTIVE, LOCK or ALL) of the user for each product, product options, and user role.

		x x	» »»			
User ID	First Name	Last Name	User Status	Company Code	Group Name	
oulk_tst53	bulkFirst	bulkLast	LOCK	20000	Company 2 Group 1	SS
oulk_tst53	bulkFirst	bulkLast	LOCK	20000	Company 2 Group 1	SS
ulk_tst53	bulkFirst	bulkLast	LOCK	20000	Company 2 Group 1	S
	m					

Figure 71 - User Entitlements Report Result Screen

5.1.5 User Inactivity/Delete Report

5.1.5.1 User Inactivity/Delete Report Criteria

This report helps search users that have been locked or deleted due to inactivity. Press "Run" button once all desired fields have been populated.

ex	perian.			Language Region:	e: <mark>Select One</mark> ▼ US	User ID: Name: Company: Manage your (testsecdes (Security Designate) security, designate Mark Test <u>profile</u>		
Home	Users	Groups	Reports		Help Lo	og Off		_	
Report Report U Tar Sta Sta Sta Enc	Template t Template: User In: Parameters iser Inactivity/Delete F get User ID: Dup: elect One) st Name: rt Date: ar 21, 2017 d Date: r 20, 2017	activity/Delete Report	ort.						Î
	tus: elect One)	•			Run Save				

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5.1.5.2 User Inactivity/Delete Report Results

The report displays the user account details, the date the user last accessed the application, the date when the user account was locked/deleted, as well as the company and group of the user.

port Results					
		«« « 123	4 5 » »»		
Target User ID	First Name	Last Name	Company	Group	Locked/Deleted
reprint temperature	angen des	forers.	EXTERNATION DELITE	173 Crystyne Drosp	MAY 03 2017
(evening over	jeanite .	dana i	NTERNET MOVIEM	arrat 200	MAY 03 2017
parted parent	(And the second s	deex.	ExperienCompany	TEL Operate Design	MAY 03 2017
Webs-percently	christina	10750	EVERYTA SEA 6A	Onlying Group	MAY 03 2017
payments .	(and the	deex1	WTERHET DECLARY	400 A 104	MAY 03 2017
key verified	(serile)	deexi	Search Sergery	575 Experier Smath	MAY 03 2017
heysee 10	shrinks.	1010	DPERANDA DIA CA	Online Online	MAY 03 2017
and the problem	christina -	toritoria.	EVERYTHIN SEA OA	(Infailte Group	MAY 03 2017
ophies P			Equation Company	Address	MAY 03 2017
NOT NOT A PROPERTY.	christina -	toritoria.	EVERYTHING SEA OA	Onlying Onlying	MAY 03 2017
onto his provide	alajamina -	dama.	DPERMANYS ISLAND	Citi Beng	MAY 10 2017
ward-blo-day 6	angel des	fires	EXTERNING SELVER	05 Sec. 6	MAY 10 2017
(existing)	(earlier)	dented	enseen security	area (23)	MAY 10 2017
a constant of the	00780	feer l	STERET SECURITY	-enter (19)	MAY 10 2017
(existing of	(earlier)	desati	enseen security	eres/201	MAY 10 2017
0.040222	perme.	feer l	Descendences	OTE Departer Streep	MAY 10 2017
Ref System (shrining .	10105	DPRASMA BELCA	Christian Group	MAY 10 2017
CONTRACTOR OF CONTRACTOR	00000	(bear)	Antipage because	173 Sel-Orace - Diam 1	MAY 10 2017
NUMBER OF STREET	shrinking .	10108	DPENANTA SEA CA	Christian Christy	MAY 10 2017
Networks C	(sense)	deex.	Deeran Content	173 Opener Strup	MAY 10 2017
•					

Figure 73 - User Inactivity/Delete Report Results Screen

5.1.6 Users by IP Address Report

5.1.6.1 Users by IP Address Report Criteria

This report helps search users under specific IP address. Press "Run" button once all desired fields have been populated.

experian.			: Select One US	User ID: Name: Company: <u>Manage your p</u>	testsecdes (Security Designate) security, designate Mark Test rofile	
Home Users	Groups Re	ports	Help Lo	g Off		_
Report Template Report Template: Users by Report Parameters Users By IP Address Re IP Address:			Run Save			

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Figure 74 - Users by IP Address Report Screen

5.1.6.2 Users by IP Address Report Results

The report displays the user account details accessed with specific IP address.

			αα α 1	2 »	30-30-			
User ID	Date/Time	IP Address	Company	Company ID	Company Group	Role	Last Name	
ing and	11-02-2016 12:00:22	10.10.*.*	processing and	10414-04	press present	Security Con-	ngtu	18
No.25220 (254-56)	25-05-2012 02:46:01	10.10.*.*	000004054.08	88,2754	Christine Smith	Service Service	144	1
NUMBER OF CONTRACTOR	04-04-2012 18:56:46	10.10.*.*	CONTRACTOR NO. 108-1	16.734	Drides image	Security Secu	inst .	
Sectored.	21-12-2011 09:51:12	10.10.*.*	CHERKS INFO.1.	2700	Des/Orbig	Dig town	1997	
ination (21-12-2011 09:59:59	10.10.*.*	CONTRACTOR -	47.6	ine/inee	End lines	wany:	
Second .	21-12-2011 09:58:39	10.10.*.*	COMPANY REC 1.	2700	Interformer	Col Conc.	1819	
henij, milar i	20-10-2016 14:05:47	10.10.*.*	0.25940.54.56	15734	Sect	End lines:	popla	1
1944,000	12-07-2013 13:55:50	10.10.*.*	CHERON IN CO.	80,000	Christine Smap	Deg Speed	ins .	
Eler, musique	10-08-2016 16:06:19	10.10.*.*	WINNET SECURITY	011584	phene const.	Col low:	Autority .	
destinet, and	10-08-2016 11:11:21	10.10.*.*	ATTRACT DOUBLY	8.000	phaselept	Deg Speed	torrest sheet	
0000	10-08-2016 07:40:49	10.10.*.*	WINDOW SOURCE	81586	OT SALES	Cristian .	kerne dist	
destinet, and	09-08-2016 16:21:20	10.10.*.*	ATTRACT DECUSITY	0.000	phase server.	Del Cont	terminal set	
ang dia	03-08-2011 12:02:00	10.10.*.*	CONSIGNATION	175	sector.	Service in		
114444	23-05-2011 17:21:37	10.10.*.*	CPERMINECT.	2700	Inty/State	Despity Des	and my	
- wint_pillin	14-02-2014 15:42:57	10.10.*.*	CARDING INFO: 5.	175	05-5/948	04 (bar)	particular.	1
10000	22-12-2011 13:44:15	10.10.*.*	CHERRIC REC L.	27.0	ing/Sear	Set from	any .	
invite part	22-12-2011 13:42:35	10.10.*.*	CARDING INFORM	170	104/0100	04 (bar)	uery.	
ALC: NO.	22-12-2011 13:40:03	10.10.*.*	CPERING INFO L.	27.0	ing/ing	Ind Sec.	wany.	
invite part	22-12-2011 13:39:09	10.10.*.*	CHERNE MADE.	170	100/0100	24 Berl	1914	
10000	22-12-2011 13:28:19	10.10.*.*	COMPANY INFO L.	27.0	ing/inse	Int law	wary.	

Figure 75 - Users by IP Address Report Result Screen

5.1.7 PDF/CSV Export Option

TIP: All reports can be exported to PDF or CSV (Excel compatible) format by using the "PDF" or "CSV" button in the report result window respectively.

III
PDF CSV Close
Figure 76 - Export Report Options
You have chosen to open: Report.pdf which is: Adobe Acrobat Document from: http://localhost:8080 What should Firefox do with this file? Open with Adobe Acrobat Reader DC (default) Quen File Do this <u>a</u> utomatically for files like this from now on.
OK Cancel
Figure 77 - PDF Export Report Option
You have chosen to open:

You have chosen to	open:
🔝 Report.csv	
which is: Micro from: http://lo	osoft Excel Comma Separated Values File ocalhost:8080
What should Firefo	x do with this file?
Open with	Microsoft Excel (default)
Save File	
🔲 Do this <u>a</u> uto	matically for files like this from now on.
	OK Cancel

Figure 78 - CSV Export Report Option

5.2 Schedule or Save Reports

When creating a new report instead of running it ad-hoc you can choose to schedule it (daily, weekly, or monthly) or save it for future use.

This is done by using the "Schedule" or "Save" button respectively on the "Create Report" window.

	Group: (Select One)	
	ALL	
-	Run Schedule Save	

Figure 79 - Schedule and Save Options

A pop up screen would show up to name the report and define a list of email recipients for the report. The only difference between the "Schedule" and "Save" popup is the presence of the schedule drop-down.

Schedule	Schedule
Report Schedule Parameters	Report Schedule Parameters
Report Name: Report Template: Audit Report Format: PDF • Schedule Frequency: Daily • Distribution List (separate email addresses with commas):	Report Name: Image: Constraint of the second se
Schedule Cancel	Save Cancel

Figure 80 - Schedule and Save popup

A scheduled report would arrive on the configured frequency to the list of recipients. Saved reports would be available on the "View Report" panel for use or edit.

5.3 View Report

"View Reports" option allows you to view reports which have been previously saved or where created using the schedule functionality.

ex	perian.		Langu Regior	age: <u>Select Or</u> n: US	User ID: Name: Company: Manage your	testsecdes (Security Designate security, designate Mark Test r profile	
Home Search U User ID: Last Nan First Nan	ne:	Groups	Reports Create Report View Reports Users Create C Create U	_	Log Off	Report Reports	
	<u>aal terms</u> <u>Cookies</u> <u>Ir</u> 14. All rights reserved		access to cor feature is local	nsumer data orig	ginates from within		"IP Restrictions" to ensure that roved IP addresses. This h.

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Figure 81 - View Reports

The available reports will be displayed in the "Saved and Scheduled Reports" view. Here you have three main actions: Run (\blacktriangleright), Edit (\checkmark), or Delete (\asymp).

Report Name	Report Template	Schedule Frequency	Format	Distribution List	Action
est_WeeklyReport	Email Report	weekly	PDF	Click to view	🕨 🧷 🗙
est_SaveReport	Audit Report		PDF	Click to view	Þ 🖉 🗙
est_NeverReport	Users by IP Address Report	never	PDF	Click to view	Þ 🖉 🗙

Figure 82 - Saved and Scheduled Reports Screen

6. HELP

EWACS system provides several help documents, which can be selected under the "Help" menu in the Dashboard.

You will be presented with a list of documentation for help:

- User Guide (Security Designate Guide)
- Security Guide (Security Requirements)
- Tutorial (EWACS Tutorial)

ex	perian.		Langua Region:	ge: Select One ▼ US	User ID: Name: Company: <u>Manage your</u> (secdesuser (Security Designate) Security, Designate EXPERIAN INFO SOLUTIONS profile
Home	Users	Groups	Reports	Help Lo	og Off	
Search U	isers		Users	User Guide Security Guide Tutorial		
User ID: Last Nar First Nar			Create Gr		Create F	
Experian 20	181 terms <u>Cookies</u> <u>Ir</u> 14. All rights reserved		 access to cons feature is locat 	sumer data originate ed on the "Restrictio	es from within y	ded that you assign "IP Restrictions" to ensure that your company's approved IP addresses. This e user set-up screen.

Figure 83 - Help Menu

7. CREDENTIALS ASSISTANCE

7.1 FORGOT PASSWORD (PASSWORD RESET PROCESS)

The 'Forgot Password' link allows you to reset your password should you forget your current credentials. You must know your answer to the shared secret question before the system will be able to grant you a temporary password.

To reset your password using the forgot password link:

1. Access the EWACS page as you would normally do.

2. Prior to logging on, click on the 'Forgot Password?' link.

experian.	Experian Web Access Control System User ID: Password: Login Forgot Password? Retrieve Account ID User Re-Register
Experian and the I	Privacy Legal terms Experian 2014. All rights reserved. Experian marks herein are service marks or registered trademarks of Experian

Figure 84 - Forgot Password? Link

- 3. Fill in the "Account ID" and the "Email" field.
- 4. Click on the "Submit Request" button.

experian.
Forgot Password (Password Reset Process)
User ID Email Submit Request
Privacy Legal terms Cookies Internet Security Guidelines Experian 2017. All rights reserved. Experian and the Experian marks herein are service marks or registered trademarks of Experian.

Figure 85 - Forgot Password (Password Reset Process)

5. The system will check for your valid Account ID and compare the email address with the stored information and if valid, email a link to the registration page which will allow for resetting/changing the password.

experian.
Request has been processed successfully.
Your request has been processed and an email has been sent to you. The email has instructions that may be time sensitive.
Privacy Legal terms Cookies Internet Security Guidelines Experian 2017. All rights reserved.
Figure 86 - Confirmation Screen

6. The system will email a link to the registration page which will allow for resetting/changing the password.

Dear User,

Please access the following URL to reset the password for your Experian account.

https://ectst025v.aln.experian.com:8150/securecontrol/resetProfile.html?token=IC6aaWH0zJWCQ-BLItKOt8liGhNMzDCNxRv7trY0bfZ3GzZBdSYmlvp7Erdzjic69Ey5bUcCUfpMjQJfsdnGqHXolInNT34n9EGvKRULZPif3geRZ7uu4KRW8cA 0 77BoSr2pVlak9gQWJd kr -2JJ9Bloe1oalgUyTKJIpNE

If you have questions, please call Experian's Technical Support Center at 800.854.7201 between the hours of 5:00 AM to 6:00 PM Pacific (Monday - Friday) and 6:00 AM to 3 PM Pacific (Saturday - Sunday).

*** Do not reply to this e-mail. ***

Figure 88 - Email Sample for Password Reset

7. The registration page will be displayed to the user allowing to create a new password.

		Log Out
Please undate	e your account information	
	secdesuser	
Userib	secuesusei	
New Passwor	d	
New Password		New password
Confirm New		- must be a minimum of 8 characters - must contain combination of upper and lowercase letters
Password		- must contain a numeric character
In case you fo	rget your credentials	
	What is your father's middle name?	•
Answer		
	What is your paternal grandmother's first name	?
Answer Question 3	What is your paternal grandfather's first name?	
Answer	what is your paternal granulatiler's hist hame?	×
	What is the first name of the maid of honor at yo	nur wedding?
Answer		an wedding:
	What was your favorite restaurant in college?	•
Answer		
Terms and co	nditions	
a) I Agree NOT to disclo	se my password or shared secret to any other p	ierson.
b) I Agree NOT to order	credit reports or other data from Experian's site	except in the performance of your official duties for your company.
c) I agree that I will only organization and Experi		this website, in accordance with the terms and conditions of the contract between my
		rmation provided, or execute or use any function which is not directly related to the
performance of my spe		
e) I Agree to inform my :	security designate when my job function no long	er requires access to Experian's systems.
f) I Understand that I an	n responsible for transactions which take place	under the user id I am issued and understand that accounts may be monitored by Experian.
g) I have read, and und	erstood the cookies information <u>link</u> and underst	tand that this site and other Experian sites use cookies.
_		
I have read, une	derstood, and agree to the terms and conditions	above.

Figure 87 - Email Sample for Password Reset

7.2 RETRIEVE ACCOUNT ID

The "Retrieve Account ID" link allows you to retrieve your account ID in case it has been forgotten.

To retrieve your account ID, you need to:

- 1. Access the EWACS page as you would normally do.
- 2. Prior to logging on, click on the "Retrieve Account ID" link.

experian.	Experian Web Access Control System User ID: Password: Login * Forgot Password? Retrieve Account ID * User Re-Redister	
Experian and the Exp	Privacy Legal terms Experian 2014. All rights reserved. Perian marks herein are service marks or registered trademarks of Experian.	

3. 4.	Figure 89 - Retrieve Account ID (Account ID Retrieve Process) Fill in the "Email" field. Click on the "Submit Request" button.
	Retrieve User ID(s) Email Submit Request
	Figure 90 - Request Email for Retrieving User ID(s) Screen

5. A confirmation page would be displayed.

exp	perian	
	equest has been processed successfully.	
An ema	ail has been sent to you with your user(s) account information	

Figure 91 - Retrieve User ID Confirmation

6. Once the request has been successfully processed, the system will send an email containing your account ID(s).

Your user id is: 'secduser' 'secdesiguser'
Please keep this id confidential. Do not share it with your co-workers.
*** Do not reply to this e-mail. ***

Figure 92 - Sample Email for Retrieve User ID(s)

7.3 USER RE-REGISTER

The "User Re-Register" link allows you to register a user who had been created but needs to register again.

To access this link:

- 1. Access the EWACS page as you would normally do.
- 2. Prior to logging on, click on the "User Re-Register" link.

experian.	Experian V User ID: Password:	Web Access Control System
	» Forgot Pass » Retrieve Ac vUser Re-Re	count ID
Experian and the Exp	erian marks herein a	Privacy Legal terms Experian 2014. All rights reserved. Ire service marks or registered trademarks of Experian.

Figure 93 - User Re-Register Link

3. Fill in the "Account ID" and the "Email" field.

4. Click on the "Submit Request" button.

experian.
User Registration
UserID
Email
Submit Request
Figure 94 - User ID and Email for User Registration Screen

5. A confirmation page would be displayed.

Diagon accord the following LIRI to complete the registration process

experic	In.	
-		
	s been processed successfully.	

Figure 95 - Re-Register User Confirmation

6. Once the request has been successfully processed, the system will send an email containing a URL link to re-register.

Please access the following one to complete the registration process.		
https://ectst025v.ain.experian.com:8150/securecontrol/enroliUser.html?token=7p4FxiPMS8zx1oV- 3yw4rYXio80rXHueCc0vSrsoJNJS7MLTmGsBZMXPgb2cNLH24e6uAD0UpxuKbDMqRwGkdMDjtdk2fFw5CstVn18RJHXlxRk0m49KJNcUT0Ocb4Z2H6f3z0NxPTQZFgtC EI8Eny102JFfV2qCXum1bJCqYY		
The above link is valid only for 10 minutes. Please try to register as soon as possible.		
By following this link you can set up your new password, and secret questions and answers. These questions and answers can be used to reset your password if you forget it.		
Please dont write your password or security questions/answers down on paper or share this data with your co-workers.		
You will receive your User ID in a separate e-mail message.		
If you do not receive this message with your User ID, please call Experians Technical Support Center at 800.854.7201 between the hours of 5:00 AM to 6:00 PM Pacific (Monday - Friday) and 6:00 AM to 3 PM Pacific (Saturday - Sunday).		
*** Do not reply to this e-mail. ***		
Figure 96 - Re-registration Email Sample		

Experian® SSO Services Connects your business processes, services, content, and data to channel partners, internal teams, and independent developers in an easy and secure way.

- Global Single Sign On Services