



**Columbus Data Services
Website Security**

Valued CDS Client:

In an effort to continue to improve our security for PCI compliance, we are going to make numerous changes to the web-site. First, as of Thursday, November 3rd, every person that logs into the web-site will be prompted at the first login attempt to enter an email address that will be associated with the login. This email address will be utilized for password resets.

Second, when you reset a user's password, you will be required to validate the user by validating their zip code and phone number. Once the password is reset an email will be sent with a temporary password to the user's email. This password will only be temporary and the user will be required to reset the password upon their first login.

Finally, when you create a new user, you will now be required to enter their email address so that it can be used to email their first password as well as email them a new password in the event of a password reset.

We realize that some of these changes make operations more difficult, but they are required to ensure the security of the logins within the website. If you have any questions concerning these changes please contact your account manager.

Sincerely,

Your CDS Team