

## CONWAY CORPORATION EMAIL PASSWORD POLICY

In an effort to ensure the security of our customer email accounts, Conway Corporation has adopted a new password policy. The purpose of this policy is to provide additional security to the email system, as well as help to ensure the free use and continued enjoyment of our email service for our customers.

It is the policy of Conway Corporation to regulate the length and difficulty of email account passwords to improve security. Accounts with unsatisfactory passwords will be disabled until a “strong” password has been used. The use of your username as your password is no longer allowed. All passwords must contain a minimum of 8 characters up to maximum of 16 characters. In addition, at least 2 of the following specifications must be met:

- The use of a number
- The use of a symbol (acceptable symbols: ‘!’ ‘\$’ ‘+’ ‘@’ ‘\_’ ‘space’)
- The use of a capital letter

All password changes must be completed through the password change tool on our website at <https://my.conwaycorp.com/www/EmailPasswordChange.aspx>. Customer service is available at 501-450-6000 if there are any questions, however, they will not be able to access current passwords, or change them. Below are examples of “strong” and “weak” passwords:

### Strong

- conwayCorp1 (if account is not conwaycorp)
- c0nwaycorP
- Testthi\$
- T3stthis
- THIS1ISGOOD

### Weak

- test (too short)
- 07152006 (no letters, no symbol or capital)
- conwaycorp (no number, no symbol or capital)
- Any example password that is listed here or on the website