





## ***Delegated Administrator Agreement - Multifamily***

### **Sound Security Procedures and Safeguards:**

- Each user of the system should have a unique user ID
- Users should not set their passwords to be the same as their user ID
- Passwords should not consist of common pieces of information about the user (i.e.: birthday, child's name, anniversary, email address, etc)
- Passwords should consist of both letters and numbers
- Passwords should not be real words that are recognizable in any language
- Users should not share their passwords
- Users should never write their password down
- Users should make a complete change of their password. For example, if your password is **john1**, don't change your password to **john2** or **john11** when your password expires. An example of a complete change would be to change the password to **ca3vhrd1**
- Passwords should be changed every 60 days