



WHEDA-Connect Delegated Administrator Agreement

A WHEDA participating lender requesting access to e-business applications must designate a Delegated Administrator (DA).

The lender understands that the DA is responsible for managing access to WHEDA's nonpublic e-business applications for persons in their organization. The lender understands and acknowledges the following:

- WHEDA is authorized to act upon all information submitted by the DA, any person signing on with the DA's ID and password, and/or any user ID created by the DA.
- Sound security procedures and safeguards are in place to ensure that all submissions of information are authorized and IDs and passwords are protected from unauthorized or otherwise improper use.
- The lender and the designated DA have read the [Terms of Use](#) on behalf of your organization.

Complete a separate form to identify each person in your organization who will be responsible for maintaining your eWHEDA Users list (maximum of five (5) DAs per participating lender). A signature below is required from an authorized signer as indicated on your Corporate Signatory Resolution.

LENDER NUMBER _____

Lender name

Name of Delegated Administrator

Address

Phone Number

City State Zip

e-mail Address

I authorize the individual named above to be our Delegated Administrator.

Authorized Signature

Print/Type Name

Title

Phone Number

Date



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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:
 - Must have a minimum of 10 characters
 - Must include at least 3 of the 4 complexity criteria:
 - One digit (0 – 9)
 - One lower case letter
 - One upper case letter
 - One special character
 - Cannot contain first name, last name or login name.
 - Cannot be a previously used password.
 - Should not consist of common pieces of information about the user (ie: birthday, child's name, anniversary, email address, etc)
 - May not contain 3 consecutive alphabetical or numeric characters in a row
 - Should not be real words that are recognizable in any language
 - Must be changed every 60 days
- 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**

Email completed forms to:
qualitycontrol@wheda.com