

## **LibertyPay Portal Security Information**

This document outlines the password security requirements for the various portals we provide.

### **CreditCall WebMIS:**

The password requirements for WebMIS are as follows:

- The minimum password length is 8 characters.
- New passwords must not be the same as any of your last 4 passwords.

Your password must meet at least 3 of the following criteria:

- Passwords must contain at least 1 uppercase alphabetic character.
- Passwords must contain at least 1 lowercase alphabetic character.
- Passwords must contain at least 1 standard keyboard symbol.
- Passwords must contain at least 1 numeric character.

\* Inactive user accounts will be disabled after 90 days

\* User accounts are locked for 30 minutes after 6 unsuccessful login attempts

\* Passwords must be changed every 90 days

\* New passwords must not be the same as any of the last 4 passwords

### **MyPayter:**

Payter do not currently impose any password requirements, except for a minimum of 8 characters. There are also no restrictions on old passwords. This will probably change in the future but is not on the immediate roadmap.

### **AIBMS Insights:**

The password requirements for AIBMS Insights are as follows:

- Your User ID (AIBMS – followed by your email address)
- Your email address

When you receive the email click on the “change password” link. Once selected you will be prompted to enter the following information:

- The answer to your application password or security question.
- Your new chosen password

Please note: If you do not know your secret question or application password please contact the AIBMS helpdesk on 0371 200 1436.



When resetting your password, you cannot reuse previous passwords. Your new password must contain at least one of each of the following:

- A capital letter
- A number
- A special character (such as a @ or!)

Example: Winter!34 or Summer!65

### **LibertyPay Donation Portal:**

The password requirements for LibertyPay Donation Portal are as follows:

- You must enter your old password
- You must enter your new password
- You must confirm your new password again

For security we require that all passwords meet our minimum complexity standards.

We suggest:

- Uppercase characters
- Lowercase characters
- At least one number
- Please ensure your password is at least 7 characters in length.

Please also try to avoid common words or phrases and consecutive numbers.