

DATE: September 25, 2008

TO: Agency Addressed (No. 04, 2008-2009)

FROM: Douglas A. Darling, Director
Division of Accounting and Auditing
Department of Financial Services

SUBJECT: New Security for the Employees' Information Center Website

We are preparing to implement new security features for the Employees' Information Center (EIC) website. Employees will now be able to create their own unique user name eliminating the use of Social Security Numbers to access the site. There will also be more stringent password requirements. Implementation will occur after normal business hours on October 15, 2008.

Registered employees who visit the EIC site after implementation will enter their Social Security Number and current password as usual. The site will immediately redirect the employee to a conversion page where he or she will create a personal user name and new password. The new password requirements will now be the same as they currently are in People First. Employees will also be required to select three security questions from an expanded list of 14 questions. See the attached Enhanced Security page to view instructions that employees will complete in order to gain access to the EIC site. Employees who have not previously registered will be required to provide the new security information during the registration process before they can access the EIC site.

Employees needing assistance accessing the EIC website should continue to contact the Department of Financial Services Help Desk at (850) 413-3190 or helpdesk@myfloridacfo.com.

Please contact Jack Peterson at (850) 413-5613, jack.peterson@myfloridacfo.com or Becky Rosier at (850) 413-5431, becky.rosier@myfloridacfo.com for questions regarding the implementation of these new security features.

Enhanced Security

The Bureau of State Payrolls is making an effort to provide you as an employee of the State of Florida with a more secure Web site. This is being accomplished through eliminating the use of Social Security Number, the tightening of account passwords and additional security features. Please fill in additional information requested below to gain access to your account.

User Name

- Your user name must be between 7 and 15 characters
- Valid characters for your user name are letters, numbers, and underscores (_)

Password

- Your password must be eight (8) characters
- Your password must begin with a letter
- Your password must contain at least one (1) number
- Your password may not contain spaces
- Your password may not contain any of the following characters: ^ = " { }
- The first three characters of your password must be different from each other
- Your password will not be case sensitive
- We recommend that your password contain at least one special character (such as: \$, @, %)

Question Answers

- Your answer cannot begin with spaces or contain multiple spaces between words.
- Your answer cannot be greater than 50 characters in length.
- Your answer cannot be identical to your Social Security Number or your password.
- Your answer must be at least four (4) characters in length.
- Your answer may contain alpha, numeric, and special characters.
- Your answer can contain both upper and lower case letters.

User Name:

New password:

Confirm password:

Security Questions:

1.

2.

3.

Answer:

Answer:

Answer:

Continue