



August 12, 2015  
Announcement 957

## Reminder: Password Requirements for the Provider Web Portal

Passwords must meet the following minimum requirements when they are changed or created on the Provider Web Portal:

1. Passwords cannot contain the user's Name.
  - For example if the user's name is John Smith, the password cannot contain the words John or Smith
2. Passwords cannot be the same as the User Id.
3. Passwords must be 8 to 20 characters.
4. Passwords must contain at least 1 character from **three** of the following categories:
  - Uppercase letters
  - Lowercase letters
  - Numeric digits (0 through 9)
  - Non-alphanumeric characters: ~!@#\$%^&\* \_-+=`|\(){}[]:;'"<>,.?/
5. Passwords cannot be the same as any of the previous **24 passwords**.
6. Passwords cannot be changed more than once in a 24-hour period.