



June 27, 2018

NOTICE TO ALL REGISTERED ACCOUNT HOLDERS

Re: Information Security for MPI Business Partners

Cybersecurity is a growing issue in our digitally-focused world. Both individuals and organizations, large and small, have become targets of cybercriminals.

As an MPI business partner, it is important that you know how to protect the confidentiality, integrity, and availability of information. The goal is to prevent unauthorized access, use, modification, and destruction of vital information.

Here are some tips to help you with information security:

- **Be vigilant with emails** – Review emails to make sure they apply to you or your business. Avoid clicking links or opening attachments in emails from unfamiliar individuals or organizations.
- **Protect your devices** – Install security software and make sure your operating systems, applications, and devices are set to automatically install updates.
- **Backup your information** – Set up an automated file backup system and check your backups regularly.
- **Secure your router** – Change the default administrator user IDs and passwords, and upgrade to the latest firmware on each device.
- **Set strong passwords** – Develop complex passwords with capitalization, numbers, and/or special characters (if allowed). Use a different password for each application/device, and never give out your password for any reason.
- **Beware of social engineering** – Watch out for people trying to influence or persuade you to share your password or other sensitive information.

You can read more about information security on the MPI Partners website at: <http://mpipartners.ca/LightVehicles/PoliciesProcedures/Information-Security.html>

Thank you.