Password Policy and Procedure for freight.gepower.com.

<u>Password Policy</u>

1.0 Overview
Passwords are an important aspect of computer security. A poorly chosen password may result in unauthorized access and/or exploitation of freight.gepower.com resources. All freight.gepower.com users, including contractors and vendors with access to freight.gepower.com systems, are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords.

2.0 Purpose
The purpose of this policy is to establish a standard for creation of strong passwords, the protection of those passwords, and the frequency of change.

3.0 Scope
The scope of this policy includes all GE Power employees, contractors and vendors who have or are responsible for an account (or any form of access that supports or requires a password) on freight.gepower.com.

4.0 Policy
4.1 General
- Passwords must be changed every 90 days
- All passwords must meet the definition of a Strong password below
- Users may not re-use any of their previous five (5) passwords
- Any temporary password will expire at 23:59:59 of the date issued
- A user account will be temporarily locked for five (5) minutes after 3 consecutive failed logins

4.2 Strong Password Construction Guidelines

Strong passwords have the following characteristics:

- Contain at least three of the five following character classes:
  - Lower case characters
  - Upper case characters
  - Numbers
  - "Special" characters (e.g. @#$%^&*()_+|~-=\`{}[]:";'<>/ etc)
- Contain at least eight alphanumeric characters.

<u>Procedure</u>

1.0 Password Expiration
- Beginning 30 days before your password will expire, you will be presented with a countdown notification in the Routing Guide (freight.gepower.com) menu bar *(fig. 1)* and in the Freight Management System (freight.gepower.com/fm) under the menu bar *(fig. 2).*
- If you fail to change your password before the 90 day password expiration date, your account will be locked. There will be no grace period or further notification.

Figure 1: Routing Guide Countdown Element
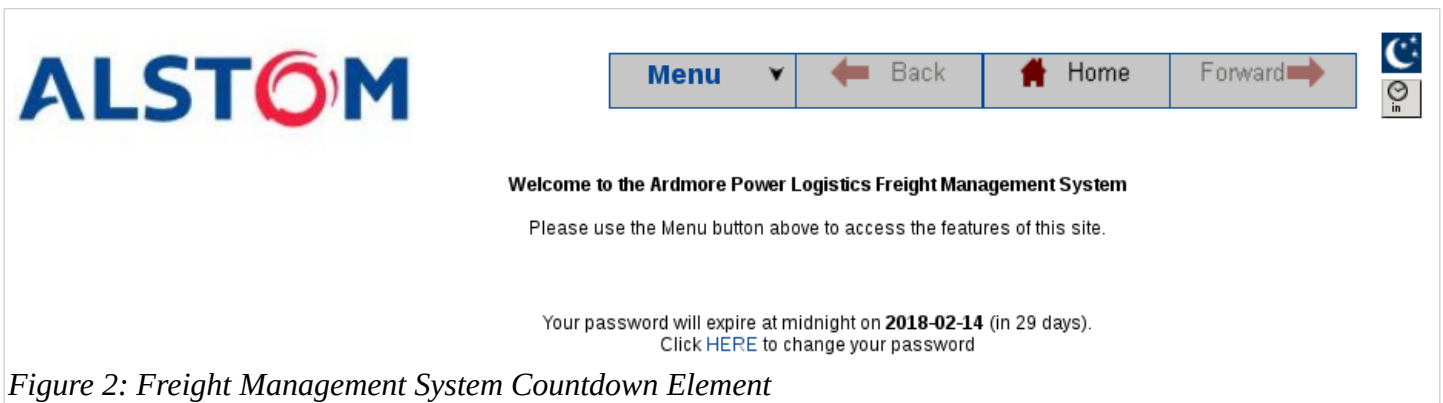
Figure 2: Freight Management System Countdown Element

2.0 Manually changing a password

- From the Routing Guide (freight.gepower.com), click on the "My Profile" button in the menu bar.
- OR, from the Freight Management System (freight.gepower.com/fm/) select "Menu => My Stuff => My Profile"
- The "My Profile" page will open. (*fig. 3*).
- Enter a new password and password confirmation, then click "Save Changes".
- If the password does not meet the criteria defined in the policy, an error will appear and the password will not be changed. (*fig. 4, fig. 5*)
- If no error appears, the password has been changed successfully and the expiration counter will be reset to 90 days.
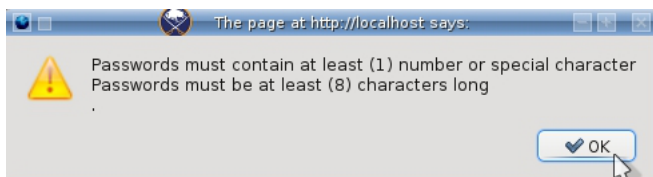

Figure 3: My Profile Screen
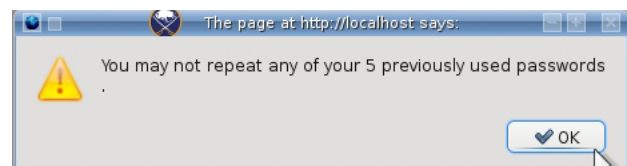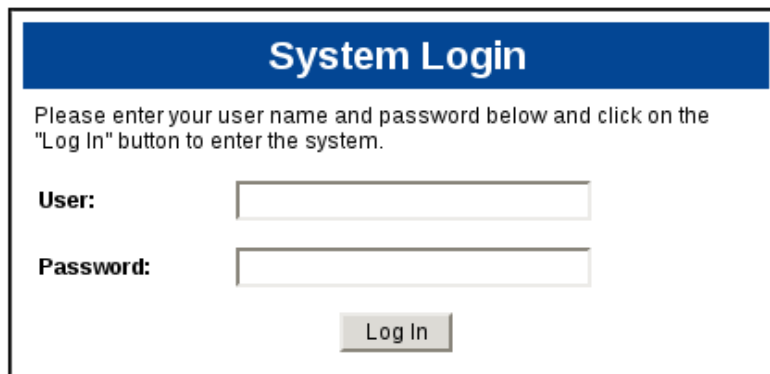

Figure 4: Character Rules

Figure 5: Re-use Rules

3.0 Resetting a lost or forgotten password
- On the Routing Guide or Freight Management System login page, click the link "*Click Here to retrieve forgotten User ID or Password*" (*fig. 6*)
- Enter your user id OR email address, and click "Submit". (*fig. 7, fig. 8*)
- An email containing a new random password will be sent to the email address we have on file for that user id.
- The new randomly assigned password will expire at 23:59:59 the same day.
- If the user does not change his/her password before the reset password expires, his/her account will be locked. There will be no grace period or further notification.

Figure 6: Password Reset Link

Figure 7: Enter Identifying Information

Figure 8: Success!