**Company user name and password guidelines**

This document contains the guidelines for creating username and password for administrators. It lists the creation limitations that administrators have to follow.

**Choose a username**

*Limitations:*

* Username filed is required.
* 150 characters or fewer.
* Letters, digits and @/./+/-/\_ only.

Your username is the key to your online identity on company’s website. Here are some tips for choosing a good user name:

1. Pick a username that you can remember. If you create a name that's unusual for you, you may not remember it the next time you log on.
2. Make it simple. Unlike your password, Avoid using too many symbols or upper and lower case letters. It'll slow you down when you type it in.
3. Decide whether you want to remain anonymous. On some community sites, your user name will appear next to each of your public posts.
4. Slow down. If you choose a username in haste, you may not be able to change it later. This is especially important for accounts that stay with you for years.

**Create a password**

*limitations*:

* Your password can't be too similar to your other personal information.
* Your password must contain at least 8 characters.
* Your password can't be a commonly used password.
* Your password can't be entirely numeric.

Here are some tip for creating a strong password:

1. Weak passwords are not difficult to guess which are common words that can be easily cracked. Strong passwords are extremely important.
2. Use a different password for each online account. Using the same password for more than one account risks multiple exposures if one site you use is hacked.
3. Do not use names or special dates as passwords. Avoid any combination of characters that friends or acquaintances can easily guess.
4. Use syllables or acronyms. Avoid using complete words that appear in any dictionary regardless of the language. One option is to start with the first letters of a familiar phrase.
5. Use a combination of upper and lower case letters, numbers, and punctuation/special characters, such as &^$#.
6. Change your password regularly, especially your financial and email accounts. Intuit contacts you via email if there is any activity you need to know about on your account.