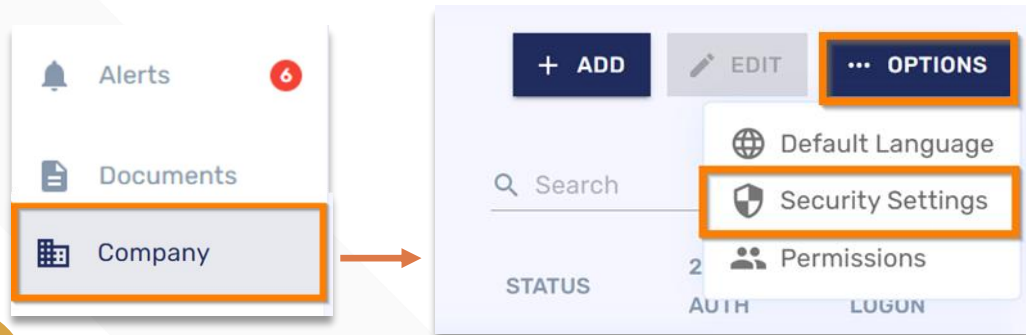


# USER SECURITY SETTINGS

- Access advanced user settings in the Company page. Only SuperUsers will have access to customize this.
- Modify to adapt password rules to fit your company's needs.



## Editing Security Settings

- To edit your company's login security settings for all users, go to the Company page and click on **...Options -> Security Settings**
- Modify password complexity rules.
  - Specify minimum character limits.
  - Set maximum failed login attempts
    - When met, user status is set to "inactive" and a SuperUser must update the status to "active" for that user to regain portal access.
  - Add conditions for complexity (include upper/lower case characters, numbers or symbols).
- Toggle Google two-factor authentication ON/OFF for all users that have selected to have this on.
- To save your changes\*, click on **Save Changes**  
**The selected settings will be applied to all accounts on their next login.**

### Security Settings

**Password Complexity Rules**

Minimum Character Limit \*  Maximum Failed Login Attempts \*

Include Uppercase Characters  Include Lowercase Characters  Include Numbers  Include Symbols

**Two-Factor Authentication**

2FA

Changes made on this page apply to all users.  
Users will be prompted to comply with current security settings at next login.