

# Exhibit A

## *User Information*

User Office Name: \_\_\_\_\_

User Contact Name: \_\_\_\_\_

User Contact Mailing Address: \_\_\_\_\_

\_\_\_\_\_

User Contact Phone Number: \_\_\_\_\_

User Contact Fax Number: \_\_\_\_\_

User Contact Email Address: \_\_\_\_\_

Tax ID(s) under which claims are submitted: \_\_\_\_\_

\_\_\_\_\_

User Log On: \_\_\_\_\_

*(User choice – maximum of 48 characters)*

User Password: \_\_\_\_\_

*(User choice –see rules below)*

- Minimum length of 6 characters
- Your username cannot be part of your password
- Your password must contain at least 1 numeric character (0-9)
- Your password must not contain sequential characters (ie: abc, 789)
- Your password must not contain repeating characters (ie: 222, zzz)
- Your password must not contain a word found in the dictionary (ie: cat, him, book)

**Do not disclose your password to anyone at any time.**

**Do not store your password in written form in any location.**