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Return Mail Processing Center
P.O. Box 6336
Portland, OR 97228-6336

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Dear <<Name 1>><<Name 2>>:

Web Courseworks Ltd. ("WCW") recently became aware of a potential information security incident that may affect the personal information of certain customers of the American Association of Nurse Anesthetists ("AANA"). WCW is providing this notice to inform you of the incident and to call your attention to some steps you can take to help protect yourself.

What Happened

WCW is a third-party service provider of learning management system products and services to AANA that includes hosting AANA's e-commerce website. AANA has the relationship to the potentially affected individuals.

We believe that the incident may have affected limited personal information of individuals who used AANA's e-commerce website, such as first name, last name, billing address, credit card type, credit card number, credit card verification value or credit card expiration date. Please note, at this time, we have no evidence that the code actually captured any personal information.

What WCW Is Doing

Upon learning of this potential incident, WCW promptly launched an investigation and remediated the issue by removing the modified code that was designed to capture information on AANA's website. WCW also engaged a leading cybersecurity investigation firm to assist with its investigation, and is continuing to review and enhance the company's security measures to help prevent something like this from happening again in the future. WCW also contacted law enforcement and will cooperate with any investigation of this incident.

What You Can Do

We want to make you aware of steps you can take to help guard against fraud or identity theft. Carefully check your credit reports for accounts you did not open or for inquiries from creditors you did not initiate. If you see anything you do not understand, call the credit agency immediately. If you find any suspicious activity on your credit reports, call your local police or sheriff's office, and file a police report for identity theft and get a copy of the report. You may need to give copies of the police report to creditors to clear up your records.

You may choose to notify your bank to see if there are any additional protections available to help to prevent someone from accessing your account or initiating transactions without your permission. As a general practice, you can regularly monitor your accounts for unusual activity or any transactions you do not recognize. If you find anything unusual, contact your bank immediately.

You may also carefully review credit and debit card account statements as soon as possible in order to determine if there are any discrepancies or unusual activity listed. We urge you to remain vigilant and continue to monitor statements for any unusual activity going forward. If you see anything you do not recognize, you should immediately notify the issuer of the credit or debit card as well as the proper law enforcement authorities, including local law enforcement, your state's attorney general, and/or the Federal Trade Commission ("FTC"). In instances of payment card fraud, it is important to note that cardholders are typically not responsible for any fraudulent activity that is reported in a timely fashion.

Other Important Information

We have included the "Information about Identity Theft Protection" reference guide below, which describes additional steps that you may take to help protect yourself, including recommendations by the FTC regarding identity theft protection and details on placing a fraud alert or a security freeze on your credit file.

For More Information

For more information about this potential incident, or if you have questions or concerns, you may contact our call center at 833-947-1401 between the hours of 9am – 9pm Eastern time, Monday through Friday excluding holidays. We sincerely regret any concern this incident may cause.

Sincerely,

A handwritten signature in black ink that reads "Scott Hinkelman". The signature is written in a cursive style with a large initial "S".

Scott Hinkelman
Chief Operating Officer, WCW

INFORMATION ABOUT IDENTITY THEFT PROTECTION

Review Accounts and Credit Reports: You can regularly review statements from your accounts and periodically obtain your credit report from one or more of the national credit reporting companies. You may obtain a free copy of your credit report online at www.annualcreditreport.com, by calling toll-free 1-877-322-8228, or by mailing an Annual Credit Report Request Form (available at www.annualcreditreport.com) to: Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA, 30348-5281. You may also purchase a copy of your credit report by contacting one or more of the three national credit reporting agencies listed at the bottom of this page.

You should remain vigilant with respect to reviewing your account statements and credit reports, and you should promptly report any suspicious activity or suspected identity theft to the proper law enforcement authorities, including local law enforcement, your state's attorney general, and/or the Federal Trade Commission ("FTC"). You may contact the FTC or your state's regulatory authority to obtain additional information about avoiding and protection against identity theft: Federal Trade Commission, Consumer Response Center 600 Pennsylvania Avenue, NW, Washington, DC 20580, 1-877-IDTHEFT (438-4338), www.ftc.gov/idtheft.

Security Freezes and Fraud Alerts: You have a right to place a security freeze on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements. Please contact the three major credit reporting companies as specified below to find out more information about placing a security freeze on your credit report.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is placed on a consumer's credit file. Upon seeing a fraud alert display on a consumer's credit file, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years. You can place a fraud alert on your credit report by contacting any of the three national credit reporting agencies at the addresses or toll-free numbers listed at the bottom of this page.

Additional Information for Massachusetts Residents: Massachusetts law gives you the right to place a security freeze on your consumer reports. By law, you have a right to obtain a police report relating to this incident, and if you are the victim of identity theft, you also have the right to file a police report and obtain a copy of it. You may request that a freeze be placed on your credit report, at no charge, by sending a request to a credit reporting agency by certified mail, overnight mail or regular stamped mail to one of the addresses below. The following information should be included when requesting a security freeze (documentation for you and your spouse must be submitted when freezing a spouse's credit report): full name, with middle initial and any suffixes; Social Security number; date of birth (month, day and year); current address and previous addresses for the past five (5) years; and an incident report or complaint with a law enforcement agency or the Department of Motor Vehicles. The request should also include a copy of a government-issued identification card, such as a driver's license, state or military ID card, and a copy of a utility bill, bank or insurance statement. Each copy should be legible, display your name and current mailing address, and the date of issue (statement dates must be recent).

You can obtain more information about fraud alerts and credit freezes by contacting the FTC or one of the national credit reporting agencies listed below.

National Credit Reporting Agencies' Contact Information

Equifax
(www.equifax.com)
General Contact:
P.O. Box 740241
Atlanta, GA 30374
800-685-1111
Fraud Alerts and Security Freezes:
P.O. Box 740256
Atlanta, GA 30374

Experian
(www.experian.com)
General Contact:
P.O. Box 2002
Allen, TX 75013
888-397-3742
Fraud Alerts and Security Freezes:
P.O. Box 9556
Allen, TX 75013

TransUnion
(www.transunion.com)
**General Contact, Fraud Alerts
and Security Freezes:**
P.O. Box 2000
Chester, PA 19022
888-909-8872