

16660

March 13, 2020

Dear [REDACTED],

On February 4, 2020, we determined that an unauthorized third party had accessed some of our information systems. Those systems included records containing personal information about certain employees and former employees, including you. The type of personal information contained in your records includes your name, address, email address, date of birth, social security number, employment dates, annual salary and 401(k) participant data.

We have notified law enforcement of the unauthorized access. We have also put into place a number of measures in order to protect our data and systems from unauthorized access in the future, such as the implementation of a multifactor authentication ("MFA") system that requires more than one method of authentication to verify the user's identity for a login and for other types of transactions.

Because the security of your information and peace of mind are extremely important to us, we have arranged to provide you with a credit monitoring service one-year membership at no cost. The identity theft protection program offers: one 3-in-1 Credit Report and access to your credit report; comprehensive credit file monitoring and automated alerts of key changes to your **Equifax**, **Experian**, and **TransUnion** credit reports at no cost to you.

To access the free credit monitoring service, please use the information below which includes a unique activation code. Please note that **the last day to enroll is May 31, 2020.**

**Website:** <https://www.experianidworks.com/3bcredit>

**Activation Code:** [REDACTED]

**Engagement Number:** [REDACTED]

**Toll-Free Number:** 1-877-890-9332

In addition, we recommend that you consider taking the following additional steps to be on guard against the risks of fraud:

- **Remain vigilant** over the next 12 to 24 months, and promptly report incidents of suspected identity theft to us.
- **Review your account statements** and immediately report any suspicious activity to the associated financial institution.
- **Add a security alert statement** to your credit file at all three national credit reporting agencies: Equifax, TransUnion and Experian. This security alert will remain on your credit file for 90 days.
- **Temporarily add a security freeze** to your credit file with the three national credit bureaus, which will prevent your credit file from being reported to anyone, unless you specifically authorize access or lift the freeze.
- **Remove your name from mailing lists** of pre-approved offers of credit for approximately six months. Visit [www.optoutprescreen.com](http://www.optoutprescreen.com) for details.

- **Receive additional copies of your credit report** over the next year from each of the three national credit bureaus. You are entitled to one free report per year from each agency:

Experian  
P.O. Box 9554  
Allen, TX 75013  
1-888-397-3742  
www.experian.com/consumer

Equifax  
P.O. Box 740256  
Atlanta, GA 30374  
1-800-685-1111  
www.equifax.com/

TransUnion  
P.O. Box 2000  
Chester, PA 19022  
1-800-888-4213  
www.transunion.com

When you receive your credit reports, review them carefully, checking for mistakes or inaccuracies. If you see anything you do not understand, call the credit reporting agency at the telephone number listed on the report.

The Federal Trade Commission (“FTC”) also offers consumer assistance and educational materials relating to identity theft and privacy issues. The FTC can be contacted either by visiting [www.ftc.gov/bcp/edu/microsites/idtheft/](http://www.ftc.gov/bcp/edu/microsites/idtheft/) or by calling 1-877-438-4338 or 1-877-FTC-HELP (1-877-382-4357).

The Internal Revenue Service (“IRS”) also offers information about identity theft and protection at <https://www.irs.gov/Individuals/Identity-Protection> or by calling the IRS Identity Protection Specialized Unit, toll-free at 1-800-908-4490.

You can obtain information from these sources about fraud alerts and security freezes. We advise you to remain vigilant by reviewing your account statements and monitoring your credit reports.

For your information, our FEIN (federal employer identification number) is 16-1669947.

Please feel free to contact me at 202-296-0601 if you have any additional questions or concerns.

Sincerely,

Tony Anzilotti  
Chief Financial Office