



C/O IDX
10300 SW Greenburg Rd. Suite 570
Portland, OR 97223

10810

To Enroll, Please Call:
833-726-0940
Or Visit:
<https://app.idx.us/account-creation/protect>
Enrollment Code: [XXXXXXXXXX]

<<First Name>> <<Last Name>>
<<Address1>>
<<Address2>>
<<City>>, <<State>> <<Zip>>

March 4, 2021

Re: Notice of Data Security Incident

Dear Valued SCI Vendor/Service Provider,

I am writing on behalf of SCI Shared Resources, LLC and its affiliated companies (“SCI”) with respect to a recent incident involving the 2020 Form 1099-NEC (Nonemployee Compensation) issued in connection with services provided to an SCI company by you.

The 2020 Form 1099-NEC contains the following information: (i) your business name and taxpayer identification number (which may be an employer identification number or a social security number), as provided to SCI by you, and (ii) the amount of nonemployee compensation paid by SCI to your business in 2020.

Please note that we are not aware of any actual misuse of the affected information. Nonetheless, we take this incident very seriously. In addition to providing this notification, we are reviewing our processes and procedures in order to prevent a similar occurrence from happening in the future.

We urge you to be vigilant and to review your accounts for any unusual activity. The rest of this letter sets forth important information concerning ways to guard against identity theft, as well as identity protection services and credit monitoring that we have obtained for you as a precautionary measure free-of-charge.

In addition, we are offering identity theft protection services through ID Experts (“IDX”), the data breach and recovery services expert. IDX identity protection services include: 24 months of credit and CyberScan monitoring, a \$1,000,000 insurance reimbursement policy, and fully managed identity theft recovery services. With this protection, IDX will help you resolve issues if your identity is compromised.

We encourage you to contact IDX with any questions and to enroll in the free identity protection services by calling **833-726-0940** or going to <https://app.idx.us/account-creation/protect> and using the Enrollment Code provided above. IDX representatives are available Monday through Friday from 8:00 a.m. to 8:00 p.m. Central Time. Please note the deadline to enroll is June 4, 2021.

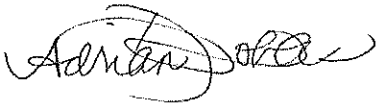
Be on the lookout for scams that attempt to lure you into providing personal information. SCI will not call you or send any e-mail messages to you asking for your personal information or payment card information, or ask you to click on any links to activate credit monitoring or to update your SCI account. You should not provide information in response to any such calls or e-mail messages, and you should not click on any links within such e-mail messages. The only ways to sign up for credit monitoring are described in this letter.

We also recommend that you review and consider the guidance provided in the enclosed “Information about Identity Theft Protection” document. You will also find detailed instructions for enrollment in this enclosed document.

For additional information and assistance, please call **833-726-0940**, Monday through Friday, 8:00 a.m. to 8:00 p.m. Central Time. You will need to reference the enrollment code at the top of this letter when calling or enrolling online, so please do not discard this letter.

We apologize for any inconvenience that this incident may have caused.

Sincerely,

A handwritten signature in black ink, appearing to read "Adrian Robles". The signature is fluid and cursive, with the first name "Adrian" being more prominent than the last name "Robles".

Adrian Robles
Assistant Vice President of Accounting
SCI Shared Resources, LLC
1929 Allen Parkway
Houston, TX 77019

Enclosure

Information about Identity Theft Protection

We recommend that you regularly review statements from your accounts and periodically obtain your credit report from one or more of the national credit reporting agencies. 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. Purchase a copy of your credit report by contacting the national credit reporting agencies listed below.

Equifax: P.O. Box 740241, Atlanta, GA 30374, 1-866-349-5191, www.equifax.com

Experian: P.O. Box 9532, Allen, TX 75013, 1-888-397-3742, www.experian.com

TransUnion: P.O. Box 1000, Chester, PA 19016, 1-800-916-8800, www.transunion.com

When you receive your credit reports, review them carefully. Look for accounts or creditor inquiries that you do not recognize. Look for inaccurate information, such as home address or Social Security number. If you see anything you do not understand or that looks incorrect, call the credit reporting agency at the telephone number on the report.

We recommend you vigilantly review your account statements and credit reports and promptly report any suspicious activity or suspected identity theft to 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 information about avoiding identity theft. Contact the FTC at Federal Trade Commission, Consumer Response Center, 600 Pennsylvania Avenue, NW, Washington, DC 20580, 1-877-IDTHEFT (438-4338), www.ftc.gov/idtheft.

Fraud Alerts: You can place two (2) types of fraud alerts on your credit report to notify creditors: an initial alert and an extended alert. You may place an initial fraud alert on your credit report if you suspect you have been, or are about to be, a victim of identity theft. An initial fraud alert lasts for one (1) year. You may place an extended alert on your credit report by mail if you have been a victim of identity theft with the appropriate documentary proof. An extended fraud alert lasts for seven (7) years. You can place a fraud alert on your credit report by calling the toll-free fraud number or visiting the website of any of the three (3) national credit reporting agencies listed below. You only need to notify one (1) agency, because it must notify the other two (2) agencies.

Equifax: 1-800-525-6285, www.equifax.com/personal/education/identity-theft/fraud-alert-security-freeze-credit-lock/

Experian: 1-888-397-3742, www.experian.com/fraud/

TransUnion: 1-888-909-8872, fraud.transunion.com

Additional Information Required By Massachusetts Law

Under Massachusetts law, you have the right to obtain any police report filed in regard to this incident. However, note that no police report has been filed as a result of this incident. If you are the victim of identity theft, you also have the right to file a police report and obtain a copy of it.

Under Massachusetts law, you may also request a "security freeze" on your consumer report **at no charge**. The security freeze will prohibit a consumer reporting agency from releasing any information in your consumer report without your express written authorization. A security freeze shall be requested by sending a request either by toll-free telephone, secure electronic means (e.g., website), or mail consistent with 15 U.S.C. § 1681c-1 to a consumer reporting agency. The security freeze is designed to prevent credit, loans or services from being approved in your name without your consent. However, you should be aware that using a security freeze may delay, interfere with, or prevent the timely approval of any subsequent request or application you make regarding new loans, credit mortgages, employment, housing, or other services. Under federal law, you cannot be charged to place, lift, or remove a security freeze.

When you place a security freeze on your consumer report, within five (5) business days of receiving your request for a security freeze, the consumer reporting agency shall send confirmation of the security freeze consistent with 15 U.S.C. § 1681c-1. You must place a security freeze on your credit report for each of the three (3) major consumer reporting agencies using its website or dedicated telephone number or by regular, certified, or overnight mail using the information below:

Equifax Security Freeze
P.O. Box 105788
Atlanta, GA 30348
800-685-1111
www.equifax.com/personal/credit-report-services/

Experian Security Freeze
P.O. Box 9554
Allen, TX 75013
888-397-3742
www.experian.com/freeze/

Trans Union Security Freeze
P.O. Box 2000
Chester, PA 19022-2000
888-909-8872
www.transunion.com/credit-freeze

To request a security freeze, you will need to provide some or all of the following information to the credit reporting agency, depending on whether you do so online, by phone, or by mail:

1. Your full name (including middle initial as well as Jr., Sr., II, III, etc.);
2. Postal address and e-mail address;
3. Social Security number;
4. Date of birth;
5. If you have moved in the past five (5) years, provide the addresses where you have lived over the prior five (5) years;
6. Proof of current address such as a current utility bill or telephone bill;
7. A legible photocopy of a government issued identification card (state driver's license or ID card, military identification, etc.); and
8. If you are a victim of identity theft, include a copy of either the police report, investigative report, or complaint to a law enforcement agency concerning identity theft.

The credit reporting agencies have one (1) business day to place the security freeze on your credit report following an online or telephone request and three (3) business days after receiving your mailed request. The credit bureaus must also send written confirmation of your mailed request to you within five (5) business days and provide you with a unique personal identification number (PIN) or password, or both, that can be used by you to authorize the removal or lifting of the security freeze. It is important to maintain this PIN/password in a secure place, as you will need it to lift or remove the security freeze.

To lift the security freeze to permit a specific entity or individual access to your credit report, you may make a request to each of the credit reporting agencies by mail, through their website, or by phone (using the contact information above). You must provide proper identification (including name, address, and Social Security number), the PIN number, and/or password provided to you when you placed the security freeze, and the identities of those entities or individuals you would like to receive access to your credit report or the specific period of time you want the credit report available. You may also temporarily lift a security freeze for a specified period of time rather than for a specific entity or individual, using the same contact information above. The credit reporting agencies have three (3) business days after receiving your mailed request to lift the security freeze for those identified entities or for the specified period of time. If the request is made through a website or by phone, a credit reporting agency will lift a freeze within one (1) hour.

Similarly, to remove the security freeze, you may make the request by telephone or send a written request to each of the three (3) credit bureaus by mail or through its website and include proper identification (name, address, and Social Security number) and the PIN number or password provided to you when you placed the security freeze. The credit bureaus have three (3) business days after receiving your mailed request to remove the security freeze. If the request is made through a website or by phone, a credit reporting agency will remove a freeze within one (1) hour.

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



Additional Product Information from IDX

1. **Website and Enrollment.** Go to <https://app.idx.us/account-creation/protect> and follow the instructions for enrollment using your Enrollment Code provided in the body of the letter.
2. **Activate the credit monitoring** provided as part of your IDX identity protection membership. The monitoring included in the membership must be activated to be effective. Note: You must have established credit and access to a computer and the internet to use this service. If you need assistance, IDX will be able to assist you.
3. **Telephone.** Contact IDX at 833-726-0940 to gain additional information about this event and speak with knowledgeable representatives about the appropriate steps to take to protect your credit identity.