

2024-610



4145 SW Watson Ave.
Suite 400
Beaverton, OR 97005

Enrollment Code: <<XXXXXXXXXX>>

To Enroll, Scan the QR Code Below:



Or Visit:

<https://app.idx.us/account-creation/protect>

March 28, 2024

Notice of Data Breach

Dear <<First Name>> <<Last Name>>,

We would like to inform you about a recent cybersecurity incident involving the unauthorized access of your information as a current or former employee of Advanced Project Solutions, LLP (“APS,” “we,” “our”). We are contacting you to provide you with information about the incident. We deeply value the security and privacy of your personal information and are committed to ensuring your understanding of the resources you have available to secure and protect your personal information going forward. Please know we are taking this matter very seriously.

What Happened

On January 30, 2024, APS discovered the cybersecurity incident and began recovering and restoring its systems and investigating to determine what information was affected. We hired a skilled incident response team, including counsel that specializes in security incidents and a third-party cybersecurity company. Through the investigation, we learned on March 15, 2024 that the unauthorized third-party accessed current and former employee data.

What Information Was Involved

The impacted information included personal information related to your employment with APS, such as your name, date of birth, home address, Social Security number, passport number, driver’s license number, and information contained on a W-4 or an I-9. Please note that the exact nature and extent of personal information impacted may vary by individual.

What We Are Doing

Please know the privacy and security of your information is of utmost importance to us. In addition to fully investigating this incident internally and providing you notice through this letter, we are working to improve our security and mitigate potential risks in the future. We responded immediately to recover and restore our systems and hired a skilled incident response team to help assist us. We have implemented additional technical safeguards to improve data security on our servers, and we are proactively working to assist those affected by the matter.

In addition, we are offering identity theft protection services through IDX, A ZeroFox Company, 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 for identity theft, and fully managed identity theft recovery services. With this protection, IDX will help you resolve issues if your identity is compromised.

What You Can Do

We encourage you to contact IDX with any questions and to enroll in free identity protection services by calling 1-800-939-4170, going to <https://app.idx.us/account-creation/protect>, or scanning the QR image and using the Enrollment Code provided above. IDX representatives are available Monday through Friday from 8:00 AM – 8:00 PM Central Time. Please note the deadline to enroll is June 28, 2024.

We encourage you to take full advantage of this service offering. IDX representatives have been fully versed on the incident and can answer questions or concerns you may have regarding protection of your personal information.

For More Information

You will find detailed instructions for enrollment on the enclosed Recommended Steps to Help Protect Your Information document. Also, 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.

Please call 1-800-939-4170 or go to <https://app.idx.us/account-creation/protect> for assistance or for any additional questions you may have.

Sincerely,

Andrew Nelson
Helpdesk Coordinator
Advanced Project Solutions, LLP

(Enclosure)



Recommended Steps to Help Protect your Information

1. Website and enrollment. Scan the QR image or go to <https://app.idx.us/account-creation/protect> and follow the instructions for enrollment using your Enrollment Code provided at the top 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 1-800-939-4170 to gain additional information about this event and speak with knowledgeable representatives about the appropriate steps to take to protect your credit identity.

4. Review your credit reports. We recommend that you remain vigilant by reviewing account statements and monitoring credit reports. Under federal law, you also are entitled every 12 months to one free copy of your credit report from each of the three major credit reporting companies. To obtain a free annual credit report, go to www.annualcreditreport.com or call 1-877-322-8228. You may wish to stagger your requests so that you receive a free report by one of the three credit bureaus every four months.

If you discover any suspicious items and have enrolled in IDX identity protection, notify them immediately by calling or by logging into the IDX website and filing a request for help.

If you file a request for help or report suspicious activity, you will be contacted by a member of our ID Care Team who will help you determine the cause of the suspicious items. In the unlikely event that you fall victim to identity theft as a consequence of this incident, you will be assigned an ID Care Specialist who will work on your behalf to identify, stop, and reverse the damage quickly.

You should also know that you have the right to file a police report if you ever experience identity fraud. Please note that in order to file a crime report or incident report with law enforcement for identity theft, you will likely need to provide some kind of proof that you have been a victim. A police report is often required to dispute fraudulent items. You can report suspected incidents of identity theft to local law enforcement or to your state's Attorney General.

5. Place fraud alerts with the three credit bureaus. If you choose to place a fraud alert, we recommend you do this after activating your credit monitoring. You can place a fraud alert at one of the three major credit bureaus by phone or via Experian's or Equifax's website. A fraud alert tells creditors to follow certain procedures, including contacting you, before they open any new accounts or change your existing accounts. For that reason, placing a fraud alert can protect you, but also may delay you when you seek to obtain credit. The contact information for all three bureaus is as follows:

Credit Bureaus

Equifax Information Services, LLC
1-800-685-1111
P.O. Box 105069
Atlanta, GA 30348-5069
www.equifax.com

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

TransUnion Fraud Victim Assistance
Department
1-800-680-7289
P.O. Box 2000
Chester, PA 19022-2000
www.transunion.com

It is only necessary to contact ONE of these bureaus and use ONE of these methods. As soon as one of the three bureaus confirms your fraud alert, the others are notified to place alerts on their records as well. You will receive confirmation letters in the mail and will then be able to order all three credit reports, free of charge, for your review. An initial fraud alert will last for one year.

Please Note: No one is allowed to place a fraud alert on your credit report except you.

6. Security freeze. By placing a security freeze on your credit accounts, someone who fraudulently acquires your personal identifying information will not be able to use that information to open new accounts or borrow money in your name. You will need to contact the three national credit reporting bureaus listed above to place the freeze. The following information must be included when requesting a security freeze (note that, if you are requesting a credit report for your spouse, this information must be provided for him/her as well): (1) full name, with middle initial and any suffixes; (2) Social Security number; (3) date of birth; (4) current address and any previous addresses for the past 5 years; and (5) any applicable incident report or complaint with a law enforcement agency or the Registry of Motor Vehicles. The request must also include a copy of a government-issued identification card and a copy of a recent utility bill or bank or insurance statement. It is essential that each copy be legible, and display your name, current mailing address, and the date of issue. Keep in mind that when you place the freeze, you will not be able to borrow money, obtain instant credit, or get a new credit card until you temporarily lift or permanently remove the freeze. There is no cost to freeze or unfreeze your credit files.

7. You can obtain additional information about the steps you can take to avoid identity theft from the following agencies. The Federal Trade Commission also encourages those who discover that their information has been misused to file a complaint with them.

You may contact the Federal Trade Commission, Consumer Response Center, 600 Pennsylvania Avenue, NW Washington, DC 20580, www.consumer.gov/features/idtheft, 1-877-IDTHEFT (438-4338), Telephone: 1-866-653-4261.