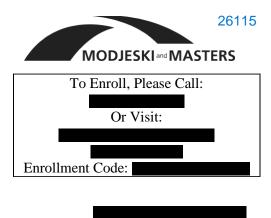
Modjeski and Masters, Inc. 10300 SW Greenburg Rd., Suite 570 Portland, OR 97223





Dear :

Modjeski and Masters, Inc. is writing to provide you with information regarding a data security incident that involved your personal information.

It has recently come to our attention that a former Modjeski and Masters, Inc. employee, acting in his separate role as a member of the Reserves, was storing your personal information on Modjeski and Masters, Inc.'s systems unbeknownst to Modjeski and Masters, Inc. It is important to note that the collection and storage of your personal information by this former employee was not related to Modjeski and Masters, Inc. in any capacity. Modjeski and Masters, Inc. has since deleted your personal information from our systems. This letter provides you with information about the incident and the services we will be providing to you.

Modjeski and Masters, Inc. became aware of potential unauthorized access to its network that occurred on August 29, 2021. Upon learning of the issue, we immediately commenced a prompt and thorough investigation. As part of our investigation, we have been working very closely with external cybersecurity professionals experienced in handling these types of incidents. After an extensive forensic investigation and manual document review, we discovered on February 10, 2022 that certain files containing your personal information were potentially acquired from out network.

Specifically, the personal information that may have been acquired included have no evidence your personal information has been misused. Nonetheless, we want to notify you about this incident out of an abundance of caution.

We have no forensic evidence that any of your information has been misused. Nevertheless, out of an abundance of caution, we wanted to make you aware of the incident.

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

This letter also provides other precautionary measures you can take to protect your personal information, including placing a Fraud Alert and Security Freeze on your credit files, and obtaining a free credit report. Additionally, you should always remain vigilant in reviewing your financial account statements and credit reports for fraudulent or irregular activity on a regular basis.

Please accept our apologies that this incident occurred. We remain fully committed to maintaining the privacy of personal information in our possession and have taken many precautions to safeguard it. We continually evaluate and modify our practices to enhance the security and privacy of personal information.

If you have any further questions regarding this incident, please call our toll-free response line at This response line is available Monday through Friday, 8 am to 8 pm Central Time.

Sincerely,

Modjeski and Masters, Inc.

#### - OTHER IMPORTANT INFORMATION -

## 1. Enrolling in Complimentary 24-Month Credit Monitoring.

**Website and Enrollment.** Go to and follow the instructions for enrollment using your Enrollment Code provided at the top of the letter. Please note the enrollment deadline is June 3, 2022.

**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.

### 2. Placing a Fraud Alert on Your Credit File.

Whether or not you choose to use the complimentary credit monitoring services, we recommend that you place an initial 1-year "fraud alert" on your credit files, at no charge. A fraud alert tells creditors to contact you personally before they open any new accounts. To place a fraud alert, call any <u>one</u> of the three major credit bureaus at the numbers listed below. As soon as one credit bureau confirms your fraud alert, they will notify the others.

**Equifax** Experian TransUnion LLC P.O. Box 105788 P.O. Box 9554 P.O. Box 6790 Atlanta, GA 30348 Allen, TX 75013 Fullerton, PA 92834-6790 https://www.equifax.com/persona https://www.experian.com/ https://www.transunion.com/ l/credit-report-services/creditfraud/center.html fraud-alerts fraud-alerts/ (888) 397-3742 (800) 680-7289 (800) 525-6285

# 3. Placing a Security Freeze on Your Credit File.

If you are very concerned about becoming a victim of fraud or identity theft, you may request a "security freeze" be placed on your credit file, at no charge. A security freeze prohibits, with certain specific exceptions, the consumer reporting agencies from releasing your credit report or any information from it without your express authorization. You may place a security freeze on your credit report by sending a request in writing or by mail, to all three nationwide credit reporting companies. To find out more about how to place a security freeze, you can use the following contact information:

Equifax Security Freeze Experian Security Freeze TransUnion Security Freeze P.O. Box 105788 P.O. Box 9554 P.O. Box 2000 Allen, TX 75013 Chester, PA 19016 Atlanta, GA 30348 http://www.transunion.com/credithttps://www.equifax.com/personal/ http://experian.com/freeze credit-report-services/credit-(888) 397-3742 freeze freeze/ (888) 909-8872 (800) 349-9960

In order to place the security freeze, you'll need to supply your name, address, date of birth, Social Security number and other personal information. After receiving your freeze request, each credit monitoring company will send you a confirmation letter containing a unique PIN (personal identification number) or password. Keep the PIN or password in a safe place. You will need it if you choose to lift the freeze.

If you do place a security freeze *prior* to enrolling in the credit monitoring service as described above, you will need to remove the freeze in order to sign up for the credit monitoring service. After you sign up for the credit monitoring service, you may refreeze your credit file.

#### 4. Obtaining a Free Credit Report.

Under federal law, you are entitled to one free credit report every 12 months from <u>each</u> of the above three major nationwide credit reporting companies. Call **1-877-322-8228** or request your free credit reports online at <u>www.annualcreditreport.com</u>. Once you receive your credit reports, review them for discrepancies. Identify any accounts you did not open or inquiries from creditors that you did not authorize. Verify all information is correct. If you have questions or notice incorrect information, contact the credit reporting company.

**Massachusetts Residents:** Under Massachusetts law, you have the right to obtain a police report in regard to 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.

# 5. Additional Helpful Resources.

Even if you do not find any suspicious activity on your initial credit reports, the Federal Trade Commission (FTC) recommends that you check your credit reports periodically. Checking your credit report periodically can help you spot problems and address them quickly.

If you find suspicious activity on your credit reports or have reason to believe your information is being misused, call your local law enforcement agency and file a police report. Be sure to obtain a copy of the police report, as many creditors will want the information it contains to absolve you of the fraudulent debts. You may also file a complaint with the FTC by contacting them on the web at <a href="https://www.ftc.gov/idtheft">www.ftc.gov/idtheft</a>, by phone at 1-877-IDTHEFT (1-877-438-4338), or by mail at Federal Trade Commission, Consumer Response Center, 600 Pennsylvania Avenue, NW, Washington, DC 20580. Your complaint will be added to the FTC's Identity Theft Data Clearinghouse, where it will be accessible to law enforcement for their investigations. In addition, you may obtain information from the FTC about fraud alerts and security freezes.

If this notice letter states that your financial account information and/or credit or debit card information was impacted, we recommend that you contact your financial institution to inquire about steps to take to protect your account, including whether you should close your account or obtain a new account number.

If your personal information has been used to file a false tax return, to open an account or to attempt to open an account in your name or to commit fraud or other crimes against you, you may file a police report in the city in which you currently reside.