

**Annexure – 3****Password Policy applicable from November 01, 2018**

All users should take in to account below mentioned password policy for log-in to EBP platform:

1. The length of password should be of exact **8 characters**.
2. The password shall be case sensitive and should contain at least one each of the following characters with no space :
  - a. Uppercase : A to Z
  - b. Lowercase : a to z
  - c. Digit : 0 to 9
  - d. Non- alphanumeric : Special characters @ # \$ % & \* / \
3. User shall be compulsorily required to change password after the lapse of **14 days**
4. New password must be different from previous 5 passwords
5. User Id shall be locked after **3** invalid login attempts
6. Reset of password shall set the password to a default password

User shall not be allowed to set the default password as new password