

## AON MARINE – NEW PASSWORD MANAGEMENT GUIDE 2023

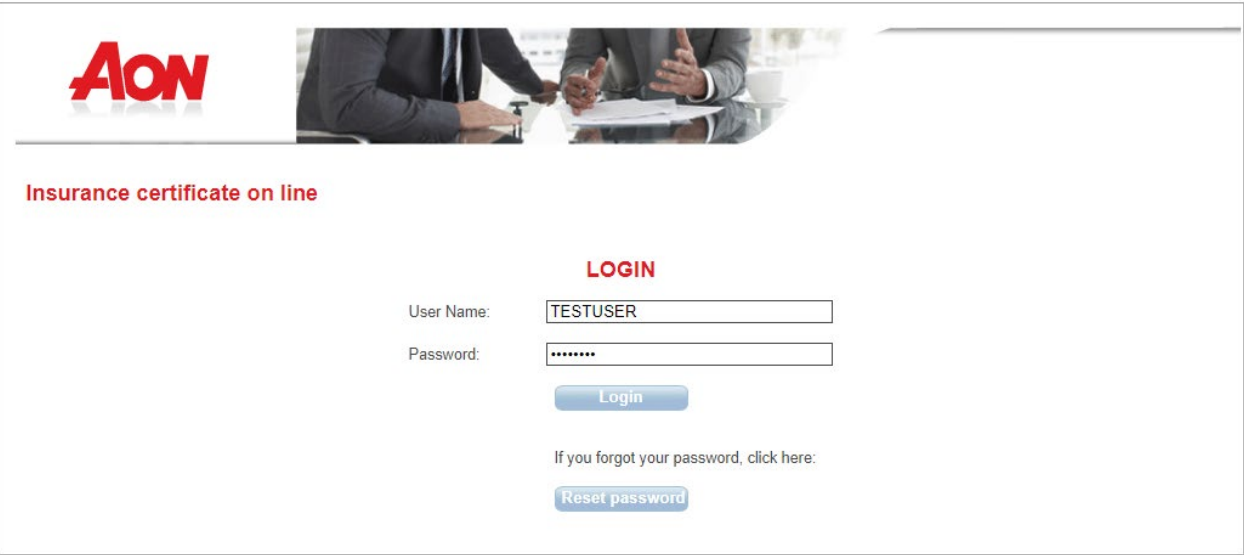
On the next 20th February 2023 All current passwords will be encrypted and set to "expired".

Each user must change his password at the first access indicating one that meets the new requirements:

- Each password must be 10 characters without spaces.
- Must contain at least 3 of the 4 requirements (upper/lower case/numbers/symbols).
- Each password chosen by the user will expire after 90 days.
- It is not possible to re-use a password already used in the last 12 months.

### How to change password (expired or temporary password)

When the user logs in but the password used has expired or is a temporary password assigned automatically by the system, they are prompted to change the password.



**AON**

Insurance certificate on line

**LOGIN**

User Name:

Password:

If you forgot your password, click here:

The user must enter the current password in the "old password" field and repeat the new password twice. After pressing the "OK" button, you must wait for the confirmation page to be sure that the password change has been successful. You will receive an e-mail from Cargoweb@aon.it with the new password.



**Change password**

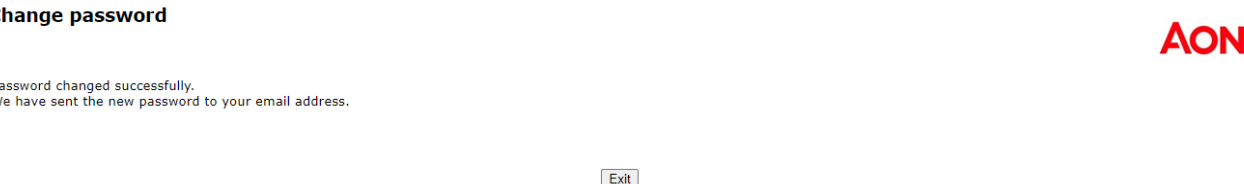
**AON**

Old password

New password

Repeat new password

**Warning: after clicking on the 'OK' button, wait for confirmation.**



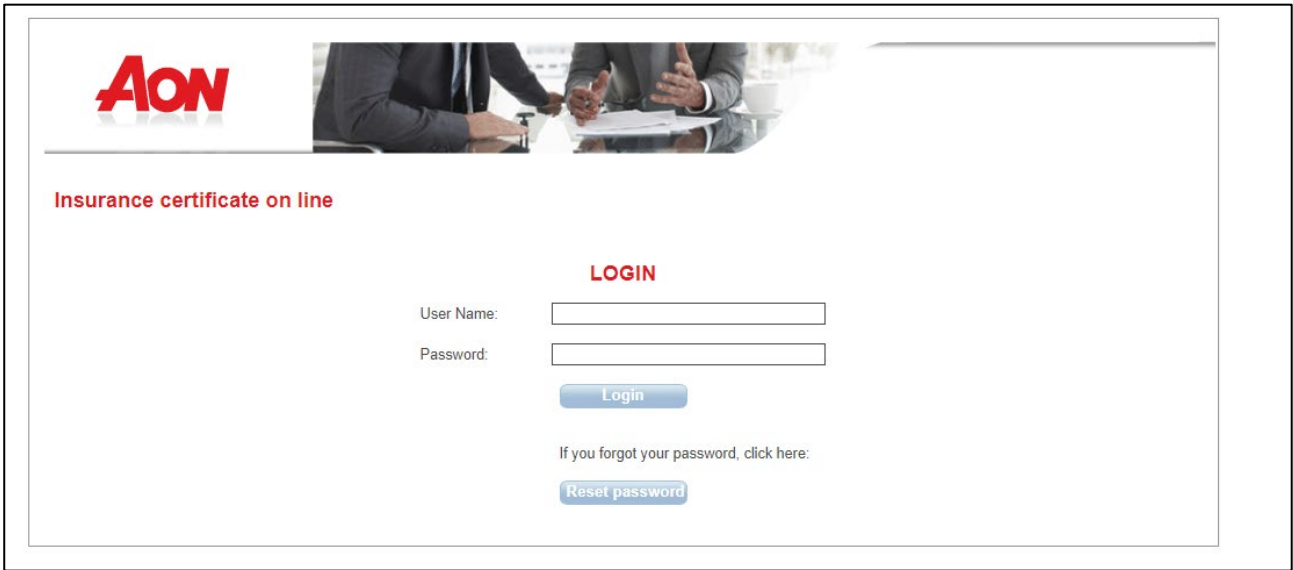
**Change password**

**AON**

Password changed successfully.  
We have sent the new password to your email address.

## Forgot your password (assignment of a temporary password)

If the user does not remember the password can click on "Reset password"



The user will be asked to enter its username and then it will receive an automatic e-mail from Cargoweb@aon.it with a temporary password.

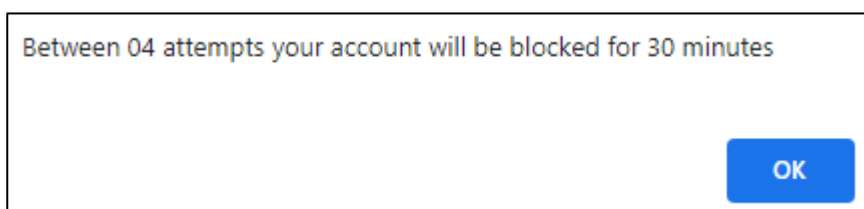


## Wrong password entry:

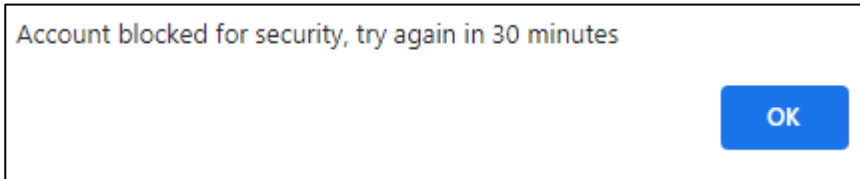
If on the login page the user tries to enter a wrong password he is notified that he has 5 attempts available, after which the username will be blocked for 30 minutes. After this time, it will be possible to try again the access.

Specifically:

- Every time you try to log in with a wrong password, the following message will be displayed: "Between  $N$  attempts your account will be blocked for 30 minutes".



- If the user runs out of 5 attempts, the account will be blocked for 30 minutes and each login attempt will be reported "Account blocked for security, try again in *NN* minutes".



**USERS: Password change procedure from the Homepage drop-down menu**

The user can change his password at any time via a new function "Change my password" accessible from the drop-down menu on the Aon Marine web portal Homepage.

