

USER PASSWORD PROTECTION FOR MNAONLINE USERS

You are reminded to strictly adhere to the followings rules:

1. Safeguard your User ID, Password and Trading PIN at all times;
2. Do not write your Password and/or Trading PIN down or send your Password and/or Trading PIN through email;
3. Do not share or reveal your User ID, Password and Trading PIN with other person;
4. Change your Password and or Trading PIN as soon as you receive the temporary Password or Trading PIN;
5. Login Password will be expired every ninety (90) days and must be changed by user only. Password defined by users must not be easily guessed, i.e.:
 - i. Password must not be the same as the User ID;
 - ii. Password must not be composed of repeating characters;
 - iii. Password should be not be user's family or pet names or car registration numbers;
 - iv. Password should not be reused;
 - v. Password should have combination of both alphabetical and numeric characters.
6. User ID will be disabled after two (2) consecutive unsuccessful log-in attempts;
7. Simultaneous log-in at two or more terminals using same User ID is prohibited;
8. Lock your computer when leaving your terminal. Enable your password protected screen savers to protect your computer within 5 minutes of inactivity;
9. Contact our Customer Service personally if you wish to change your Password, Trading PIN and/or Email; and
10. Report to our IT Department immediately at 03-2283 2055/03-2282 1577 if you suspect or become aware of :
 - i. Any loss, theft or tempering of your User ID, Password, Trading PIN or Email; and
 - ii. Any unauthorised use of your User ID, Password, Trading PIN or Email.

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