



workfront

Return Mail Processing Center
PO Box 6336
Portland, OR 97228-6336

<<Mail ID>>
<<Name 1>>
<<Name 2>>
<<Address 1>>
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<<Address 5>>
<<City>><<State>><<Zip>>
<<Country>>

<<Date>>

Dear <<Name1>>:

As a follow-up to the email you received on October 13, 2017, we are writing to provide you with additional information and some steps you can take in response to a security incident that we recently identified that may have involved your personal information.

What Happened?

SyncHR is a third-party vendor retained by WorkFront to manage benefits information. On August 23, 2017, SyncHR inadvertently made a report containing some of our employees and dependents' information available to an HR representative at another SyncHR customer.

What Information was Involved?

The report contained employment and benefit information, including your name, address, date of birth, and social security number. This was an accidental exposure and was not the result of a malicious external attack. The recipients of the report promptly deleted the information and reported the incident to SyncHR.

What We Are Doing

While we have no reason to believe that your information has been misused in any way, we are letting you know this happened and assure you we take it very seriously. As a precaution, we are offering all affected individuals a free one-year membership of Experian's® IdentityWorks. This product helps detect possible misuse of personal information and provides identity protection services focused on immediate identification and resolution of identity theft. It also includes \$1 Million Identity Theft Insurance and access to a toll-free US-based Identify Theft Resolution agent who will guide affected individuals through the process of fraud resolution from start to finish. Agents will investigate each incident; help with contacting credit grantors to dispute charges and close accounts (including credit, debit, and medical insurance cards); assist with freezing credit files; contact government agencies. IdentityWorks is completely free to you and enrolling in this program will not hurt your credit score.

What You Can Do

We encourage you to take advantage of the identity theft protection services being offered. For more information on identity theft prevention and IdentityWorks, including instructions on how to activate your complimentary membership, please see the additional information provided in this letter.

For More Information

We deeply regret any inconvenience this incident may cause. We will be working closely with SyncHR to ensure appropriate remedies and processes are in place and we are re-enforcing education with our staff regarding the importance of protecting personal information. Should you have further questions regarding this incident, you may contact Kate Stewart by phone at (801) 477-9886 or via email at katestewart@workfront.com.

Sincerely,



Laura Butler
SVP People and Culture

Additional details regarding your 12-MONTH EXPERIAN IDENTITYWORKS Membership

1. Ensure that you **enroll by:** <<Enrollment Date>> (Your code will not work after this date.)
2. **Visit** the Experian IdentityWorks website to enroll: <https://www.experianidworks.com/creditone>
3. Provide your **activation code:** <<Enrollment Code>>

If you have questions about the product, need assistance with identity restoration that arose as a result of this incident or would like an alternative to enrolling in Experian IdentityWorks online, please contact Experian's customer care team at 877-890-9332 by <<Enrollment Date>>. Be prepared to provide engagement number <<Engagement Number>> as proof of eligibility for the identity restoration services by Experian.

A credit card is **not** required for enrollment in Experian IdentityWorks.

You can contact Experian **immediately** regarding any fraud issues, and have access to the following features once you enroll in Experian IdentityWorks:

- **Experian credit report at signup:** See what information is associated with your credit file. Daily credit reports are available for online members only.¹
- **Credit Monitoring:** Actively monitors Experian, Equifax and Transunion files for indicators of fraud.
- **Identity Restoration:** Identity Restoration specialists are immediately available to help you address credit and non-credit related fraud.
- **Experian IdentityWorks ExtendCARE™:** You receive the same high-level of Identity Restoration support even after your Experian IdentityWorks membership has expired.
- **\$1 Million Identity Theft Insurance²:** Provides coverage for certain costs and unauthorized electronic fund transfers.

What you can do to protect your information: There are additional actions you can consider taking to reduce the chances of identity theft or fraud on your account(s). Please refer to www.ExperianIDWorks.com/restoration

¹ Offline members will be eligible to call for additional reports quarterly after enrolling.

² Identity theft insurance is underwritten by insurance company subsidiaries or affiliates of American International Group, Inc. (AIG). The description herein is a summary and intended for informational purposes only and does not include all terms, conditions and exclusions of the policies described. Please refer to the actual policies for terms, conditions, and exclusions of coverage. Coverage may not be available in all jurisdictions.

MORE INFORMATION ON WAYS TO PROTECT YOURSELF

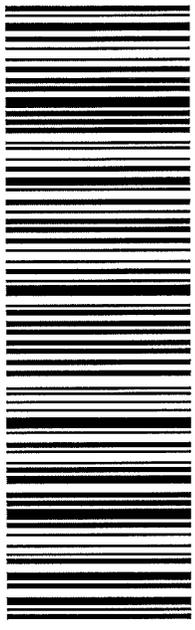
Even if you choose not to take advantage of this free credit monitoring, we recommend that you remain vigilant for incidents of fraud or identity theft by reviewing your account statements and free credit reports for any unauthorized activity. You may obtain a copy of your credit report, free of charge, once every 12 months from each of the three nationwide credit reporting companies. To order your annual free credit report, please visit www.annualcreditreport.com or call toll free at 1-877-322-8228. Contact information for the three nationwide credit reporting companies is as follows:

Equifax, PO Box 740241, Atlanta, GA 30374, www.equifax.com, 1-800-685-1111
Experian, PO Box 2002, Allen, TX 75013, www.experian.com, 1-888-397-3742
TransUnion, PO Box 2000, Chester, PA 19016, www.transunion.com, 1-800-916-8800

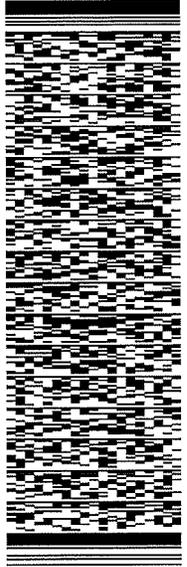
If you believe you are the victim of identity theft or have reason to believe your personal information has been misused, you should immediately contact the Federal Trade Commission and/or the Attorney General's office in your state. You can obtain information from these sources about steps an individual can take to avoid identity theft as well as information about fraud alerts and security freezes. You should also contact your local law enforcement authorities and file a police report. Obtain a copy of the police report in case you are asked to provide copies to creditors to correct your records. Contact information for the Federal Trade Commission is as follows:

Federal Trade Commission, Consumer Response Center, 600 Pennsylvania Avenue, NW
Washington, DC 20580, 1-877-IDTHEFT (438-4338), www.ftc.gov/idtheft

TRK# 7882 3742 8910
 0201
SB HLNA
 MON - 30 OCT 3:00P
 STANDARD OVERNIGHT
 ASR 59601
 MT-US GTF



HELENA MT 59601
 (310) 442-8824
 NV
 PO. DEPT.
 REF: 110423000001-10633
 549J494FC104C



J172117091301uv

TO
 OFFICE OF THE ATTORNEY GENERAL
 555 FULLER AVE
 HELENA MT 59601
 (310) 820-8800
 STEPHANIE LUCAS
 BAKER HOSTETLER LLP
 SUITE 1400
 LOS ANGELES, CA 90025
 UNITED STATES US
 SHIP DATE: 27OCT17
 ACTWGT: 0.50 LB
 CAD: 103236570MWSX2750
 BILL SENDER

 FOLD on this line and place in shipping pouch with bar code and delivery address visible

1. Fold the first printed page in half and use as the shipping label.
2. Place the label in a waybill pouch and affix it to your shipment so that the barcode portion of the label can be read and scanned.
3. Keep the second page as a receipt for your records. The receipt contains the terms and conditions of shipping and information useful for tracking your package.

Legal Terms and Conditions

Tendering packages by using this system constitutes your agreement to the service conditions for the transportation of your shipments as found in the applicable FedEx Service Guide, available upon request. FedEx will not be responsible for any claim in excess of the applicable declared value, whether the result of loss, damage, delay, non-delivery, misdelivery, or misinformation, unless you declare a higher value, pay an additional charge, document your actual loss and file a timely claim. Limitations found in the applicable FedEx Service Guide apply. Your right to recover from FedEx for any loss, including intrinsic value of the package, loss of sales, income interest, profit, attorney's fees, costs, and other forms of damage whether direct, incidental, consequential, or special is limited to the greater of 100 USD or the authorized declared value. Recovery cannot exceed actual documented loss. Maximum for items of extraordinary value is 500 USD, e.g. jewelry, precious metals, negotiable instruments and other items listed in our Service Guide. Written claims must be filed within strict time limits, see applicable FedEx Service Guide. FedEx will not be liable for loss or damage to prohibited items in any event or for your acts or omissions, including, without limitation, improper or insufficient packaging, securing, marking or addressing, or the acts or omissions of the recipient or anyone else with an interest in the package. See the applicable FedEx Service Guide for complete terms and conditions. To obtain information regarding how to file a claim or to obtain a Service Guide, please call 1-800-GO-FEDEX (1-800-463-3339).



<i>package id</i>	<i>from</i>	<i>vendor</i>
0291323	Stephanie Lucas (10633)	FedEx
<i>ship date</i>	Baker Hostetler LLP	<i>tracking number</i>
Fri, Oct 27 2017	11601 Wilshire Boulevard	788237428910
<i>to</i>	Suite 1400	<i>service</i>
Office of the Attorney	Los Angeles , CA 90025-	FedEx Standard
General	0509	Overnight®
555 FULLER AVE	United States	<i>packaging</i>
HELENA , MT 59601-	8608847	FedEx® Envelope
3394	<i>billing</i>	<i>signature</i>
United States	WorkFront, Inc..HIS17:	Adult Signature Required
3104428824	SyncHR Securi...ident	<i>courtesy quote</i>
<i>residential address</i>	(110423.110423.000001)	22.22
No	<i>operator</i>	<i>Quote may not reflect all</i>
<i>return label</i>	Margaret Sweeney	<i>accessorial charges</i>
No	310-442-8824	
<i>notification type</i>	msweeney@bakerlaw.com	
Label Creation	<i>create time</i>	
Exception	10/27/17, 10:03AM	
Delivery		
Tendered		
<i>notification recipients</i>		
msweeney@bakerlaw.com		