



Password Practices & Tips

Protecting your access to the HealthPartners Provider Portal is important work. Here are some vital tips you can use to protect your portal account and password, along with other accounts you may use.

1. Password Practices:

- ✓ **Longer = Stronger:** Use phrases instead of a word. As passwords get longer, they get exponentially stronger. Quotes, phrases, lyrics, movie lines, and song titles make great passwords
- ✓ **Special Characters:** Use capitals, numbers, and special characters
- ✓ **Easy to remember:** Paired with these other practices, make sure your passwords are something you can recall and type
- ✓ **Multiple Passwords:** Use different passwords for different accounts. Don't use your provider password for other websites or services
- ✓ **Keep it Secret:** Don't share your provider password or account with anyone else. If you write them down, always lock them away
- ✓ **Change it Up:** Change your passwords regularly and if you think they've been exposed
- ✓ **Be unique** Avoid using common passwords e.g., *password*, *spring2022*, *qwerty123*, *123456*, etc.

2. Password Creation Tips:

Use these steps to create strong passwords:

<u>Step:</u>	<u>Example*:</u>
1. Think of a quote, phrase, lyric, title, or saying	passwords are fun
2. Add capital letters	passwords ARE fun
3. Add numbers	10passwords ARE 4fun
4. Add special characters	10passwords-ARE-4fun

**Don't use this example, it's no longer secure*