

# IP Address Restriction

User guide

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## User guide

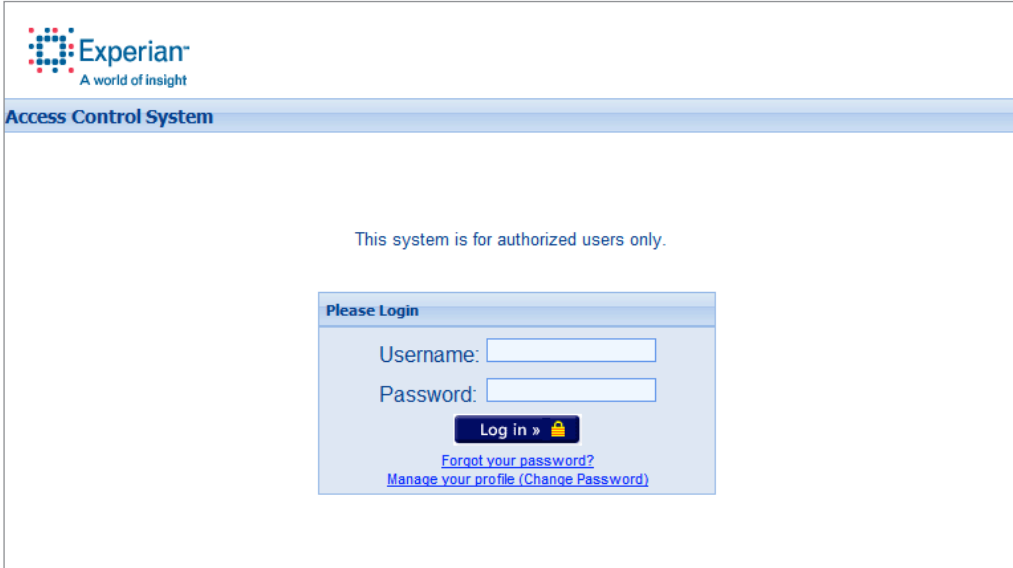
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Experian®, together with our clients, manages extremely sensitive information requiring the strongest controls to ensure security, confidentiality and integrity. This fact sheet documents IP address restrictions for your users to ensure that access to your company's Experian accounts occurs only from the physical locations you define.

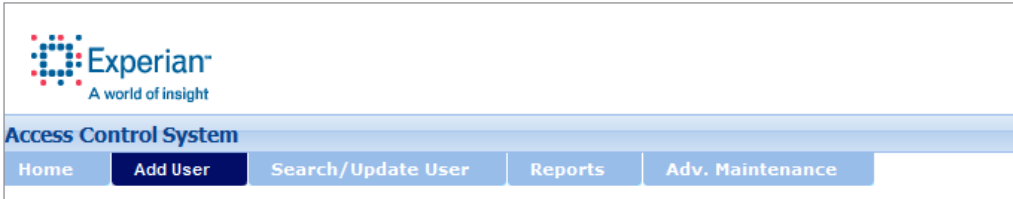
### How to set up IP address restrictions

This document includes step-by-step instructions to activate IP address restrictions to Experian Web application users. IP address restrictions help ensure that access to your company's Experian accounts occurs only from physical locations you define. Head designates and designates have the ability to set IP address restrictions through the Access Control System (ACS).

**Step 1:** Log in to the ACS at <https://ss1.experian.com/ssp/jsp/acs.jsp>.



**Step 2:** Add a new user or search/update an existing user.



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**Step 3:** Enter the IP address under the **IP Address Restrictions** section of the **Account Information** page and click **Add IP**. Up to 10 IP addresses or IP address ranges can be entered. The IP address entered should be the Internet-facing IP address. Contact your network administrator or Internet service provider (ISP) to ensure accurate assigning of the IP addresses.

The screenshot shows the 'Enter Account Information' form. At the top, it states: 'Characters allowed for entry fields are A-Z a-z 0-9 \_ - @ # and space. Asterisk \* is allowed for searchable fields only \* indicates a required field'. The form is divided into 'User Details' and 'Location Details' sections. Under 'User Details', fields include User ID\* (userID), Last Name\* (last), First Name\* (first), and Company Name (EXPERIAN INFO SOLUTIONS-2733). Under 'Location Details', fields include Street Address\* (132 Main St), City/Town\* (City name), State/Province\* (California), Zip/Postal Code\* (92626), and Country\* (USA). Below these is an email section with a checkbox for password distribution and fields for Email Address\* (name@emailaddress.com) and Retype Email\* (name@emailaddress.com). There are also fields for Telephone\*, Start Date, End Date, and Role\* (End User). The 'Time of Day Access' section has dropdowns for 'All Day (CST)' for Mon-Fri and Sat-Sun. The 'IP Address Restrictions' section shows a text input with '123.44.55.6' and an 'Add IP >>' button. At the bottom are 'Save >>' and 'Clear >>' buttons.

This screenshot is identical to the previous one, but with a 'Status' dialog box overlaid in the center. The dialog box contains the text: 'IP Address has been stored. Please click on the Save button to make the change permanent.' and has an 'OK' button. The background form is dimmed, and the IP address '123.44.55.6' in the 'IP Address Restrictions' section now has a red 'X' icon next to it.

Wildcards (\*) can be used to enter IP address ranges and can be placed in the third and fourth set of numbers. If a wildcard is entered, it will allow a user to log in from any IP address within that range. For example, if 123.44.\*.\* is entered, a user would be allowed to log in from computers with IP addresses that dynamically change the last two sets of numbers.

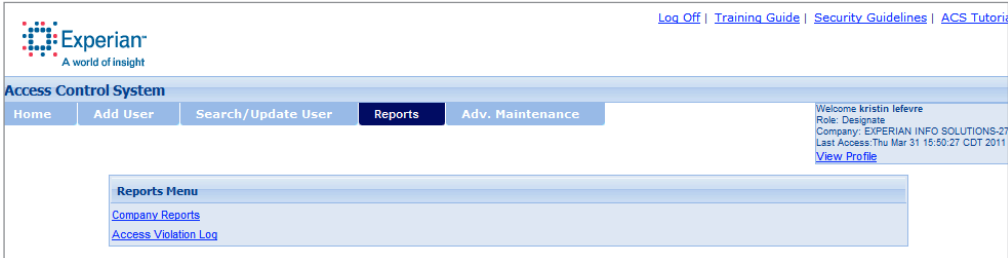


**Recommendation:** We recommend testing the IP address restrictions with a few users before applying the restrictions to all users to ensure you have the correct IP addresses. Please note that incorrect input of IP addresses can block your access.

**Step 4:** Click **Save**. The user will now be allowed to access only the Experian site from the IP address (or IP address range) that was entered. If a user attempts to log in from a different IP address, he or she will get an error and an access violation will be logged. Reports of access violations are available in the Access Violation Log.

### Access Violation Log

Click on the **Reports** tab to view the **Access Violation Log**. These logs list the users who have violated their access, either by restricted IP address or time-of-day restriction.



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Check the **IP Violations** box to view the IP address violations.

The screenshot shows a search interface titled "Access Violation Log". At the top, it states: "Characters allowed for entry fields are A-Z a-z 0-9 \_ - @ # and space. Asterisk \* is allowed for searchable fields only". Below this, there are input fields for "User ID:", "Last Name:", "First Name:", and "IP Address", each followed by a "Search" button. At the bottom, there are two checkboxes: "IP Violations" (checked) and "Time Violations" (unchecked).

A list of violations will display detailing the date and the time the violation occurred, the user and the IP address the attempted access was from.

The screenshot shows the "Access Control System" interface. It includes a navigation menu with "Home", "Add User", "Search/Update User", "Reports", and "Adv. Maintenance". A user profile is visible in the top right corner. Below the navigation, there is a search interface similar to the one above, with the "IP Violations" checkbox checked. Below the search interface, a table displays a list of violations.

timestamp	User ID	First Name	Last Name	IP Address	IP	TIME
Mar 31, 2011 7:42:52 AM CDT	userid	first	last	192.168.100.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## Support

For additional support setting up IP restrictions, contact the Experian Technical Support Center at 1 800 854 7201.

