



One Minute Memo®



PERM Passwords Set to Expire in November

By *Gabriel Mozes, Jason E. Burritt and Michelle Gergerian*

On Monday, August 25, 2014, the U.S. Department of Labor ("DOL") announced that all Program Electronic Review Management System (PERM) accounts that are used for the preparation and submission of labor certification applications (step one of the green card process) will be required to comply with new password requirements for enhanced security. These new requirements will be consistent with existing DOL and Federal Government standards in an effort to guard accounts against security breaches.

What You Need to Know

All PERM account passwords must be changed by Sunday, November 23, 2014 and will need to be changed every 90 days. Your new password must consist of: 8 to 15 characters; one uppercase letter; one lowercase letter; one number; and one special character. You may not reuse any of your previous 12 passwords.

To change your password, log in to your PERM account using your existing password and follow these steps:

1. Select the "My Profile" tab;
2. Select the "Login Information" tab;
3. Select the checkbox to change your password;
4. Enter your new password
5. Re-enter the new password in the "Confirm Password" field; and
6. Select "Save"

Alternatively, when logging in to your PERM account as you approach your password's expiration, a Password Expiration Warning will appear. You will have the option to select "Change Password" from this message.

The PERM system will also send reminder emails to the account's registered users on the 75th, 80th, 85th, 88th, 89th and 90th days, as the password ages.

If you do not know your existing password and need assistance resetting your password, you should contact the PERM Help Desk (plc.help@dol.gov) and provide them with your company name, Federal Employer Identification Number (FEIN), headquarters address, and your contact information. The PERM Help Desk will be able to reset your password or issue you a temporary password.

What Happens If You Do Not Change Your Password?

If your password is not changed, it is considered expired on the 91st day. If your password expires, you will be required to reactivate your account the next time that you attempt to log into your PERM account. To reactivate your account, you will need to enter your old password, your new password, and answer your Secret Question accurately.

Recommendations

We recommend that you log into your PERM account immediately and take the following action:

1. 1. Verify your User Information (in the My Profile tab) to ensure that the correct contact person's name and email address is listed; and
2. 2. Update your PERM account password based on the criteria listed above.

Gabriel Mozes is an associate in the firm's Boston office, *Jason E. Burritt* is a partner in Seyfarth's New York office and *Michelle Gergerian* is an associate in the firm's Boston office. If you would like further information, please contact any member of your Seyfarth Shaw Account Team.

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