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| **Bonneville Power Administration**  **OUW PIN & Challenge Question Worksheet** | | | | | | | | | | | | |
| Purpose: This worksheet is to be used only by Other Utility Workers (OUWs) who have a need to access Bonneville Power Administration (BPA) controlled areas where a PIN is required for entrance.  BPA’s Physical Access Control System (PACS) requires the use of a 4-digit PIN code for access to specifically identified areas within BPA. These areas include, but are not limited to NERC CIP field sites. OUWs who require physical access permissions for these areas need to establish a personalized PIN, which will be associated with the access card issued to the OUW.  **Note:** The following responses will be required from the OUW during the access card verification and activation process | | | | | | | | | | | | |
| 1. PIN RETRIEVAL | | | | | | | | | | | | |
| If an OUW forgets their PIN, they can contact a designated POC to retrieve their PIN. The POC will ask the OUW their security question and the OUW will provide the answer to their security question in order to validate their identity. The following POC’s may be contacted to retrieve PINs:   * Alarm Monitoring Station *(primary)* – 360-418-2470 * The Badging & Access Hotline *(alternate)* –503-230-4382 | | | | | | | | | | | | |
| 2. PIN SELECTION | | | | | | | | | | | | |
| *Step 1 – Print your name (Please print legibly):* | | | | | | | | | | | | |
| Name *(Last)* | | | | | | | First | | | | MI | |
|  | | | | | | |  | | | |  | |
| *Step 2- Choose a PIN number for your access card. Select 4 numeric digits (example – 1130):* | | | | | | | | | | | | |
| * *Do not choose numbers that are confidential or Personally Identifiable Information (PII) such as the last four digits of your social security number.* * *Numbers that are not accepted include four repeating numbers (e.g. – 5555) or sequential numbers (e.g. – 1234, 9876).* | | | | | | | | | | | | |
| **Write in your selected PIN below:** | | | | | | | | | | | | |
|  | | | |  | |  | |  |  |  | | |
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| ***Step 3 – Select one of the three security questions identified below as your security question:*** | | | | | | | | | | | | |
|  | | |  | | **What was your first car?** | | | | | | | |
|  | | | | | | | | | | | | |
|  | | |  | | **What was your first pet’s name?** | | | | | | | |
|  | | | | | | | | | | | | |
|  | | |  | | **What is your favorite movie or book?** | | | | | | | |
|  | | | | | | | | | | | | |
| ***Step 4 – Provide the answer to your security question:*** | | | | | | | | | | | | |
| ***Write (please print legibly) in the answer to the security question you selected above:*** | | | | | | | | | | | | |
|  | |  | | | | | | | | | |  |
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| ***Step 5 – Return this worksheet, via mail, in a sealed envelope addressed to:***   |  |  | | --- | --- | | **If by First Class Mail:**  Bonneville Power Administration  PO Box 3621  Portland, OR 97208  Employee Badging NNP-B1 | **If by Overnight Delivery Service:**  Bonneville Power Administration  905 NE 11th Avenue  Portland, OR 97232  Employee Badging NNP-B1 | | | | | | | | | | | | | |