IP Address Restriction

User guide

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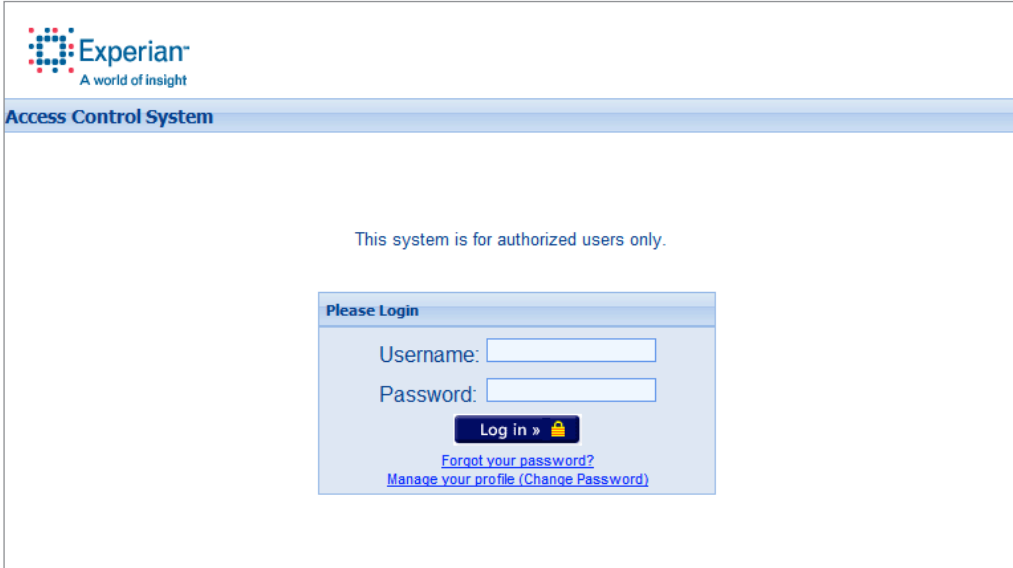## User guide

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.
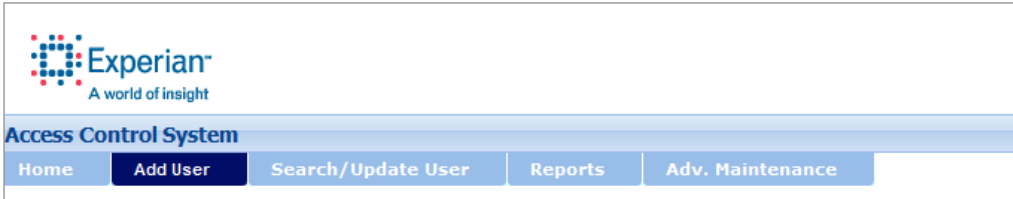
How to set up IP address restrictions

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.

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.
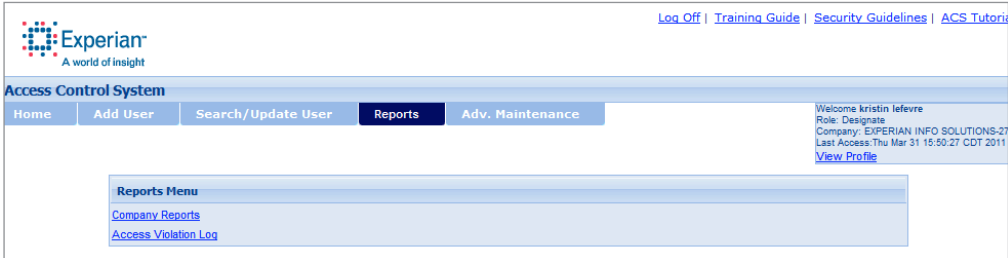

Recommendation: We recommend testing the IP address restrictions with a few users before applying the restrictions to all users to ensure you have the correct IP addresses. Please note that incorrect input of IP addresses can block your access.

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.
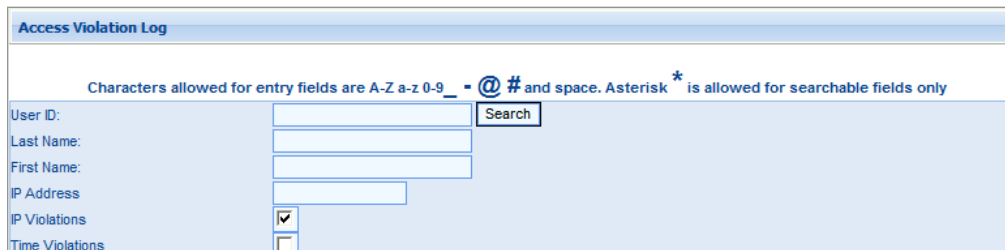
Access Violation Log

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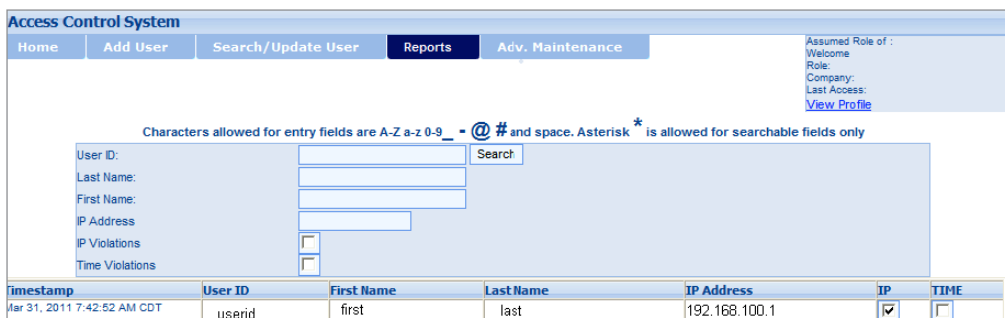
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Check the **IP Violations** box to view the IP address violations.

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.

Support

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

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