**Attention eSearch Users:**

The office of <INSERT OFFICE NAME HERE> uses Cott System’s eSearch site to manage public digital access to our records. Please follow the instructions below to change your password to conform to new security standards at your earliest convenience.



In the near future, Cott will be updating their eSearch site to require a more robust password be created by all users. This is for added security and protection of your account data, as well as elevated protection of system access.

If your current password already meets the new requirements, then you do not need to take any action.

If your current password does not meet the new requirements, you have the ability to update it BEFORE the official site update. We encourage you to do this as soon as possible so you won’t be inconvenienced, or experience any time where you cannot access eSearch.  For your benefit we are providing the new requirements here.

New password requirements are as follows:

* + A minimum length of 10 characters
	+ A maximum length of 18 characters
	+ A minimum of one Upper Case letter
	+ A minimum of one lower case letter
	+ A minimum of one Number
	+ A minimum of one Special symbol

Making this new password change should be a quick and easy process for you. If you have any questions or need any assistance, please feel free to reach out to the Cott Customer Service team at **800-234-2688** or by email to **support@cottsystems.com**.

