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September 1, 2023

VIA EMAIL (IDTHEFT@OAG.STATE.MD.US)

Anthony G. Brown
Attorney General
Office of the Attorney General
Attn: Security Breach Notification
200 St. Paul Place
Baltimore, MD 21202

Re: Incident Notification

Dear Attorney General Brown:

I write on behalf of our client, CBIZ, Inc. to notify your office that the MOVEit Transfer global data incident involved Maryland residents' information.¹

On or around May 31, 2023, Progress Software, the provider of MOVEit Transfer software disclosed a vulnerability that had been exploited by an unauthorized third party. CBIZ utilizes MOVEit to securely transfer files. Progress Software made patches available, which CBIZ applied. CBIZ also promptly launched an investigation, with the assistance of cybersecurity professionals, into the nature and scope of the MOVEit vulnerability. Through the investigation, CBIZ learned that an unauthorized party accessed the MOVEit Transfer server between May 29 and June 5, 2023, and downloaded data. CBIZ conducted a review of the files involved, which took a substantial amount of time and effort, and determined that the name, date of birth, and Social Security number of 3,422 Maryland residents were involved.

On September 1, 2023, CBIZ will be mailing notifications to the Maryland residents via U.S. First-Class mail in accordance with Md. Code Ann., Com. Law § 14-3504.² A copy of the

¹ Several companies receive accounting and other services from Mayer Hoffman McCann P.C. (MHM). CBIZ provides MHM with its IT environment. CBIZ and MHM utilize MOVEit in the regular course of business operations to securely transfer files. This notice is filed on behalf of CBIZ, MHM and their clients.

² This report does not waive any objections CBIZ, MHM, or any companies that receive services from CBIZ and/or MHM may have that Maryland lacks regulatory authority over them related to any claims that may arise from this incident, or that Maryland lacks jurisdiction over them.

September 1, 2023

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notification is enclosed. CBIZ is offering complimentary credit monitoring, fraud consultation, and identity theft restoration services through Kroll to all Maryland residents whose Social Security number or driver's license number was involved in the incident.

To help prevent something like this from happening again CBIZ has reviewed the protocols in place with its vendors and, as noted above, applied the patches from Progress Software.

Please do not hesitate to contact me if you have any questions regarding this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "Patrick Haggerty", is positioned above the printed name.

Patrick H. Haggerty
Partner



<<Date>> (Format: Month Day, Year)

<<first_name>> <<middle_name>> <<last_name>> <<suffix>>
<<address_1>>
<<address_2>>
<<city>>, <<state_province>> <<postal_code>>
<<country>>

Dear <<first_name>> <<middle_name>> <<last_name>> <<suffix>>:

CBIZ, Inc. is providing notice of a global data incident involving software used by many prominent organizations around the world. CBIZ provides Mayer Hoffman McCann P.C. ("MHM") with its IT environment. MHM is a CPA firm that provides accounting and other services for organizations, including <<b2b_text_1 (DataOwner)>>. <<b2b_text_1 (DataOwner)>>'s systems and servers were not involved in this incident. This letter provides you with information about the event, our response, and additional measures you can take to help protect your information, should you feel it appropriate to do so.

What Happened? On or around May 31, 2023, Progress Software, the provider of MOVEit Transfer software, which is used by global organizations, disclosed a vulnerability in their software that had been exploited by an unauthorized third party. CBIZ and MHM utilize MOVEit in the regular course of our business operations to securely transfer files. Progress Software made patches available and CBIZ promptly launched an investigation, with the assistance of cybersecurity professionals, into the nature and scope of the MOVEit vulnerability. Through the investigation, we learned that an unauthorized party accessed one of our MOVEit Transfer servers between May 29 and June 5, 2023, and downloaded data. We then conducted a review of the files involved.

What Information Was Involved? Our investigation determined that the following types of information related to you were in a file involved: name, date of birth, and Social Security number.

What We Are Doing. CBIZ takes the responsibility of safeguarding your information very seriously. We have since patched the MOVEit vulnerability, and reviewed the protocols we have in place with our vendors to help prevent something like this from happening again.

As a precaution, we are offering you two free years of identity monitoring services through Kroll. You will not be billed for this service. The identity monitoring services we are making available to you include credit monitoring, fraud consultation and identity theft restoration. These services will expire at the conclusion of the complimentary period and will not automatically renew.

Visit <https://enroll.krollmonitoring.com> to activate and take advantage of your identity monitoring services.

You have until <<b2b_text_6 (activation date)>> to activate your identity monitoring services.

Membership Number: <<Membership Number s_n>>

For more information about Kroll and your Identity Monitoring services, you can visit info.krollmonitoring.com. Additional information describing your services is included with this letter.

What You Can Do. We encourage you to remain vigilant against incidents of identity theft and fraud by reviewing your account statements and monitoring your free credit reports for suspicious activity and to detect errors. Please also review the enclosed *Additional Steps You Can Take*, which contains information on what you can do to safeguard against possible misuse of your information. You can also activate in the free identity monitoring services that we are offering.

For More Information. If you have additional questions, you may call our toll-free assistance line at <<Call Center Number>> Monday through Friday from 9:00 am to 6:30 pm Eastern time (excluding U.S. holidays).

Sincerely,

CBIZ, Inc.



TAKE ADVANTAGE OF YOUR IDENTITY MONITORING SERVICES

You have been provided with access to the following services from Kroll:

Single Bureau Credit Monitoring

You will receive alerts when there are changes to your credit data—for instance, when a new line of credit is applied for in your name. If you do not recognize the activity, you'll have the option to call a Kroll fraud specialist, who will be able to help you determine if it is an indicator of identity theft.

Fraud Consultation

You have unlimited access to consultation with a Kroll fraud specialist. Support includes showing you the most effective ways to protect your identity, explaining your rights and protections under the law, assistance with fraud alerts, and interpreting how personal information is accessed and used, including investigating suspicious activity that could be tied to an identity theft event.

Identity Theft Restoration

If you become a victim of identity theft, an experienced Kroll licensed investigator will work on your behalf to resolve related issues. You will have access to a dedicated investigator who understands your issues and can do most of the work for you. Your investigator will be able to dig deep to uncover the scope of the identity theft, and then work to resolve it.

Kroll's activation website is only compatible with the current version or one version earlier of Chrome, Firefox, Safari and Edge.

To receive credit services, you must be over the age of 18 and have established credit in the U.S., have a Social Security number in your name, and have a U.S. residential address associated with your credit file.

ADDITIONAL STEPS YOU CAN TAKE

We remind you it is always advisable to be vigilant for incidents of fraud or identity theft by reviewing your account statements and free credit reports for any unauthorized activity over the next 12 months. You may obtain a copy of your credit report, free of charge, once every 12 months from each of the three nationwide credit reporting companies. To order your annual free credit report, please visit www.annualcreditreport.com or call toll free at 1-877-322-8228. Contact information for the three nationwide credit reporting companies is as follows:

- *Equifax*, PO Box 740241, Atlanta, GA 30374, www.equifax.com, 1-888-378-4329
- *Experian*, PO Box 2002, Allen, TX 75013, www.experian.com, 1-888-397-3742
- *TransUnion*, PO Box 1000, Chester, PA 19016, www.transunion.com, 1-800-916-8800

If you believe you are the victim of identity theft or have reason to believe your personal information has been misused, you should immediately contact the Federal Trade Commission and/or the Attorney General's office in your state. You can obtain information from these sources about steps an individual can take to avoid identity theft as well as information about fraud alerts and security freezes. You should also contact your local law enforcement authorities and file a police report. Obtain a copy of the police report in case you are asked to provide copies to creditors to correct your records. Contact information for the Federal Trade Commission is as follows:

- *Federal Trade Commission*, Consumer Response Center, 600 Pennsylvania Avenue NW, Washington, DC 20580, 1-877-IDTHEFT (438-4338), www.identitytheft.gov

Fraud Alerts and Credit or Security Freezes:

Fraud Alerts: There are two types of general fraud alerts you can place on your credit report to put your creditors on notice that you may be a victim of fraud—an initial alert and an extended alert. You may ask that an initial fraud alert be placed on your credit report if you suspect you have been, or are about to be, a victim of identity theft. An initial fraud alert stays on your credit report for one year. You may have an extended alert placed on your credit report if you have already been a victim of identity theft with the appropriate documentary proof. An extended fraud alert stays on your credit report for seven years.

To place a fraud alert on your credit reports, contact one of the nationwide credit bureaus. A fraud alert is free. The credit bureau you contact must tell the other two, and all three will place an alert on their versions of your report.

For those in the military who want to protect their credit while deployed, an Active Duty Military Fraud Alert lasts for one year and can be renewed for the length of your deployment. The credit bureaus will also take you off their marketing lists for pre-screened credit card offers for two years, unless you ask them not to.

Credit or Security Freezes: You have the right to put a credit freeze, also known as a security freeze, on your credit file, free of charge, which makes it more difficult for identity thieves to open new accounts in your name. That is because most creditors need to see your credit report before they approve a new account. If they cannot see your report, they may not extend the credit.

How do I place a freeze on my credit reports? There is no fee to place or lift a security freeze. Unlike a fraud alert, you must separately place a security freeze on your credit file at each credit reporting company. For information and instructions to place a security freeze, contact each of the credit reporting agencies at the addresses below:

- **Equifax Security Freeze**, PO Box 105788, Atlanta, GA 30348, www.equifax.com
- **Experian Security Freeze**, PO Box 9554, Allen, TX 75013, www.experian.com
- **TransUnion Security Freeze**, PO Box 160, Woodlyn, PA 19094, www.transunion.com

You will need to supply your name, address, date of birth, Social Security number and other personal information.

After receiving your freeze request, each credit bureau will provide you with a unique PIN (personal identification number) or password. Keep the PIN or password in a safe place. You will need it if you choose to lift the freeze.

How do I lift a freeze? A freeze remains in place until you ask the credit bureau to temporarily lift it or remove it altogether. If the request is made online or by phone, a credit bureau must lift a freeze within one hour. If the request is made by mail, then the bureau must lift the freeze no later than three business days after getting your request.

If you opt for a temporary lift because you are applying for credit or a job, and you can find out which credit bureau the business will contact for your file, you can save some time by lifting the freeze only at that particular credit bureau. Otherwise, you need to make the request with all three credit bureaus.

CBIZ's corporate headquarters is located at 6050 Oak Tree Blvd. Suite 500, Cleveland, OH 44131, and CBIZ can be reached by telephone at (216) 447-9000.

Additional information for residents of the following states:

District of Columbia: You may contact and obtain information from your attorney general at: *Office of the Attorney General for the District of Columbia*, 441 4th Street NW, Washington, DC 20001, 1-202-727-3400, www.oag.dc.gov

Maryland: You may contact and obtain information from your state attorney general at: *Maryland Attorney General's Office*, 200 St. Paul Place, Baltimore, MD 21202, 1-888-743-0023 / 1-410-576-6300, www.oag.state.md.us

New York: You may contact and obtain information from these state agencies: *New York Department of State Division of Consumer Protection*, One Commerce Plaza, 99 Washington Ave., Albany, NY 12231-0001, 518-474-8583 / 1-800-697-1220, <http://www.dos.ny.gov/consumerprotection>; and *New York State Office of the Attorney General*, The Capitol, Albany, NY 12224-0341, 1-800-771-7755, <https://ag.ny.gov>



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December 29, 2023

VIA EMAIL (IDTHEFT@OAG.STATE.MD.US)

Anthony G. Brown, Attorney General
Office of the Attorney General
Attn: Security Breach Notification
200 St. Paul Place
Baltimore, MD 21202

Re: Supplemental Incident Notification

Dear Attorney General Brown:

We are writing on behalf of our client, CBIZ, Inc. to provide an update regarding the MOVEit security incident that we reported to your office on September 1, 2023.¹

CBIZ has continued to work with its clients to identify individuals whose information was involved and identify addresses for those individuals. CBIZ has now mailed notification letters via United States Postal Service First-Class mail to a total of 5,161 Maryland residents in accordance with Md. Code Ann., Com. Law § 14-3504.² The personal information varied by Maryland resident but included one or more of the following: name, Social Security number, driver's license number, financial account number and/or health insurance information. CBIZ is offering complimentary credit monitoring, fraud consultation, and identity theft restoration services through Kroll to all Maryland residents whose Social Security number or driver's license number was involved in the incident.

¹ Several companies receive accounting and other services from Mayer Hoffman McCann P.C. (MHM), and revenue assurance and compliance services from CBIZ KA Consulting Services, LLC (CBIZ KA). CBIZ provides MHM and CBIZ KA with its IT environment. This notice is filed on behalf of CBIZ, CBIZ KA, MHM and their clients.

² This report does not waive any objections CBIZ, MHM, CBIZ KA or any companies that receive services from CBIZ, MHM, or CBIZ KA may have that Maryland lacks regulatory authority over them related to any claims that may arise from this incident, or that Maryland lacks jurisdiction over them.

December 29, 2023

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Please do not hesitate to contact me if you have any questions regarding this matter.

Sincerely,

A handwritten signature in purple ink, reading "Patrick Haggerty". The signature is written in a cursive, flowing style.

Patrick H. Haggerty
Partner