



COORDINATED
PLANNING

20507 Nicholas Circle
Suite 108
Elkhorn, NE 68022

<<Name>>

<<Date>>

<<Address>>

<<City>><<State>>

<<Zipcode>>

Dear <<Name>>:

Coordinated Planning writes to notify you of an incident that may have involved some of your personal information as described below. We take the privacy of information in our care seriously. We are providing you with information about the incident, our response, and steps you can take to protect your information.

What Happened: We recently identified suspicious activity related to an employee email account. Upon discovery, we took immediate action to address and investigate the incident, including performing a password reset, resetting MFA, and engaging third- party specialists to assist in conducting a full investigation. The investigation ultimately determined that one employee email account was accessed by an unauthorized person for a brief period of time on April 22, 2025. Based on the investigation, limited unauthorized activity was identified during the period of access. Therefore, we undertook a thorough investigation of the unauthorized activity to identify whether any individuals' information may have been present within the potentially affected data. On or around May 20, 2025, it was determined that your information was contained within an email which may have been potentially accessed in relation to this incident.

What Information Was Involved: The information determined to have been potentially at risk included your first and last name, in combination with your: <<Data Elements>>.

What We Are Doing: Upon learning of this incident, we immediately took the steps outlined above to reset passwords and multifactor authentication sessions. While we have previously implemented protective measures to prevent such incidents, the unauthorized person was able to bypass these measures. Additionally, we are offering you twelve (12) months of complimentary credit monitoring and identity protection services through TransUnion in an abundance of caution.

What You Can Do: You may enroll in the credit monitoring services we are making available to you. We have also provided additional information below, which contains more information about steps you can take to help protect yourself against fraud and identity theft.

For More Information: The security of information is of the utmost importance to us. We stay committed to protecting your trust in us and continue to be thankful for your support. This letter is written in an attempt to fulfill regulatory obligations. I encourage you to call me in order to discuss this in further detail at [XXX-XXX-XXXX].

Sincerely,

Coordinated Planning

STEPS YOU CAN TAKE TO HELP PROTECT YOUR INFORMATION

How do I enroll for the free services?

To enroll in Credit Monitoring services at no charge, please log on to <https://bfs.cyberscout.com/activate> and follow the instructions provided. When prompted please provide the following unique code to receive services: **27281B209C3D**.

In order for you to receive the monitoring services described above, you must enroll within 90 days from the date of this letter. The enrollment requires an internet connection and e-mail account and may not be available to minors under the age of 18 years of age. Please note that when signing up for monitoring services, you may be asked to verify personal information for your own protection to confirm your identity.

Monitor Your Accounts

We encourage you to remain vigilant against incidents of identity theft and fraud by reviewing your credit reports/account statements for suspicious activity and to detect errors. Under U.S. law, you are entitled to one free credit report annually from each of the three major credit reporting bureaus, TransUnion, Experian, and Equifax. To order your free credit report, visit www.annualcreditreport.com or call 1-877-322-8228. Once you receive your credit report, review it for discrepancies and identify any accounts you did not open or inquiries from creditors that you did not authorize. If you have questions or notice incorrect information, contact the credit reporting bureau.

You have the right to place an initial or extended “fraud alert” on a credit file at no cost. An initial fraud alert is a one-year alert that is placed on a consumer’s credit file. Upon seeing a fraud alert, a business is required to take steps to verify the consumer’s identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert lasting seven years. Should you wish to place a fraud alert, please contact any of the three credit reporting bureaus listed below.

As an alternative to a fraud alert, you have the right to place a “credit freeze” on a credit report, which will prohibit a credit bureau from releasing information in the credit report without your express authorization. The credit freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a credit freeze may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit. Pursuant to federal law, you cannot be charged to place or lift a credit freeze on your credit report. To request a credit freeze, you will need to provide the following information:

1. Full name (including middle initial as well as Jr., Sr., III, etc.);
2. Social Security number;
3. Date of birth;
4. Address for the prior two to five years;
5. Proof of current address, such as a current utility or telephone bill;
6. A legible photocopy of a government-issued identification card (e.g., state driver’s license or identification card); and
7. A copy of either the police report, investigative report, or complaint to a law enforcement agency concerning identity theft, if you are a victim of identity theft.

Should you wish to place a fraud alert or credit freeze, please contact the three major credit reporting bureaus listed below:

TransUnion 1-800-680-7289 www.transunion.com TransUnion Fraud Alert P.O. Box 2000 Chester, PA 19016-2000 TransUnion Credit Freeze P.O. Box 160 Woodlyn, PA 19094	Experian 1-888-397-3742 www.experian.com Experian Fraud Alert P.O. Box 9554 Allen, TX 75013 Experian Credit Freeze P.O. Box 9554 Allen, TX 75013	Equifax 1-888-298-0045 www.equifax.com Equifax Fraud Alert P.O. Box 105069 Atlanta, GA 30348-5069 Equifax Credit Freeze P.O. Box 105788 Atlanta, GA 30348-5788
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Additional Information

You can further educate yourself regarding identity theft, fraud alerts, credit freezes, and the steps you can take to protect your personal information by contacting the credit reporting bureaus, the Federal Trade Commission (FTC), or your state Attorney General. The FTC also encourages those who discover that their information has been misused to file a complaint with them. The FTC may be reached at 600 Pennsylvania Ave. NW, Washington, D.C. 20580; www.identitytheft.gov; 1-877-ID-THEFT (1-877-438-4338); and TTY: 1-866-653-4261.

You have the right to file a police report if you ever experience identity theft or fraud. Please note that in order to file a report with law enforcement for identity theft, you will likely need to provide some proof that you have been a victim. Instances of known or suspected identity theft should also be reported to law enforcement, your state Attorney General, and the FTC. This notice has not been delayed by law enforcement.