## iPhone and iPad users Account use Rules and Regulations

- 1. If you need the password for <u>administrator@elightelectric.com</u>, contact Scott Searles via text at 303-819-4693.
- 2. Don't share the password for the <u>administrator@elightelectric.com</u> account with anyone outside of E Light.
- 3. Do not add any email aliases to the <u>administrator@elightelectric.com</u> account itself.
- 4. Do not **ever** use the 'Forgot Password' or 'Use Two-Factor Authentication' options in the iCloud Account settings
- 5. Only download free, business-related apps directly from the App Store when needed.
- 6. Do not disable the 'Find My iPad' setting this is the only way we can find and control a device if it is lost/stolen.
- 7. If iMessage, Facetime, or any iCloud options other than 'Find My iPad' turn on, turn them off via the Settings screen.
- 8. If you hand an Apple device off to another person for use, make sure to notify them of the items on this list. Also let Scott know who has the device so records can be updated.