



Return Mail Processing Center  
P.O. Box 6336  
Portland, OR 97228-6336

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<<Date>>

**Re: Notice of Data Breach**

Dear <<Name 1>>:

MGS Mfg. Group, Inc. ("MGS") is writing to notify you of a recent incident that may impact your personal information.

**What Happened?** On July 14, 2022, MGS experienced network disruption as the result of a third-party cyber-attack. MGS immediately took steps to secure its network and engaged leading cybersecurity experts to conduct an investigation into the incident. The investigation determined that an unknown actor had access to MGS' network between July 12, 2022 and July 14, 2022, and your personal information was accessible as a result.

**What Information Was Involved?** Your personal information was on MGS' network at the time of the incident and, as a result, was accessible to the unknown actor. This personal information may have included, where applicable, your name, address, Social Security number, wage information, and work injury logs. Unfortunately, we are unable to confirm whether your information was actually accessed by the unknown actor. We are notifying you out of an abundance of caution so that you can take steps to protect your personal information if you feel it necessary to do so.

**What We Are Doing.** We take this incident and the security of your information seriously. In addition to taking the steps detailed above, we implemented additional security features to reduce the risk of a similar incident occurring in the future. Additionally, we are offering you complimentary credit monitoring and identity restoration services for 12 months. While we will cover the cost of the credit monitoring services, you need to complete the enrollment process.

**What You Can Do.** We recommend you review the guidance included with this letter, which includes instructions on how to enroll in the credit monitoring services, as well as additional information on how to protect your personal information.

**More Information.** If you have additional questions, please call our dedicated assistance line at 855-626-2098 (toll-free), Monday through Friday, 9:00 a.m. to 9:00 p.m. EST, excluding holidays. This line will remain open until January 2nd, 2023.

MGS deeply regrets any inconvenience that this incident may cause you.

Sincerely,

Paul Manley  
President & CEO  
MGS Mfg. Group, Inc.

### *Steps You Can Take To Protect Your Information*

**Enroll in credit monitoring:** As a safeguard, we have arranged for you to enroll, at no cost to you, in an online credit monitoring service (myTrueIdentity) for 12 months provided by TransUnion Interactive.

To enroll in this service, go directly to the myTrueIdentity website at [www.mytrueidentity.com](http://www.mytrueidentity.com) and in the space referenced as "Enter Activation Code", enter the following unique 12-letter Activation Code: <<Activation Code>> and follow the three steps to receive your credit monitoring service online within minutes.

If you do not have access to the Internet and wish to enroll in a similar offline, paper based, credit monitoring service, via U.S. Mail delivery, please call the TransUnion Fraud Response Services toll-free hotline at 1-855-288-5422. When prompted, enter the following 6-digit telephone pass code <<Engagement Number>> and follow the steps to enroll in the offline credit monitoring service, add an initial fraud alert to your credit file, or to speak to a TransUnion representative if you believe you may be a victim of identity theft.

Once you are enrolled, you will be able to obtain 12 months of unlimited access to your TransUnion credit report and VantageScore® credit score by TransUnion. The daily credit monitoring service will notify you if there are any critical changes to your credit file at TransUnion®, including fraud alerts, new inquiries, new accounts, new public records, late payments, change of address and more. The service also includes the ability to lock and unlock your TransUnion credit report online, access to identity restoration services that provides assistance in the event your identity is compromised to help you restore your identity and up to \$1,000,000 in identity theft insurance with no deductible. (Policy limitations and exclusions may apply.)

You can sign up for the myTrueIdentity online Credit Monitoring service anytime between now and <<Enrollment Deadline>>. Due to privacy laws, we cannot register you directly. Please note that credit monitoring services might not be available for individuals who do not have credit file at TransUnion®, or an address in the United States (or its territories) and a valid Social Security number, or are under the age of 18. Enrolling in this service will not affect your credit score.

If you have questions about your myTrueIdentity online credit monitoring benefits, need help with your online enrollment, or need help accessing your credit report, or passing identity verification, please contact the myTrueIdentity Customer Service Team toll-free at: 1-844-787-4607, Monday through Friday: 8:00am to 9:00pm, and Saturday through Sunday, 8:00am to 5:00pm EST.

**Review account statements:** 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 or errors.

**Check your credit report:** Under United States law, you are entitled to one free credit report annually from each of the three major credit reporting bureaus. To order your free credit report, visit [www.annualcreditreport.com](http://www.annualcreditreport.com), call toll-free 1-877-322-8228, or complete the Annual Credit Report Request Form and mail it to Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA 30348-5281.

**Place a security freeze:** You may place a security freeze on your credit reports, free of charge. A security freeze prohibits a credit reporting agency from releasing any information from a consumer's credit report without written authorization. However, please be aware that placing a security freeze on your credit report may delay, interfere with, or prevent the timely approval of any requests you make for new loans, credit mortgages, employment, housing, or other services. You will need to place a security freeze separately with each of the three major credit bureaus if you wish to place a freeze on all of your credit files. In order to request a security freeze, you will need to supply your full name, address, date of birth, Social Security number, current address, all addresses for up to five previous years, email address, a copy of your state identification card or driver's license, and a copy of a utility bill, bank or insurance statement, or other statement proving residence. To find out more on how to place a security freeze, contact the credit reporting agencies:

*Equifax:* P.O. Box 105788, Atlanta, GA 30348; 1-888-298-0045; [www.equifax.com](http://www.equifax.com)

*Experian:* P.O. Box 9554, Allen, TX 75013; 1-888-397-3742; [www.experian.com](http://www.experian.com)

*TransUnion:* P.O. Box 2000, Chester, PA 19106; 1-888-909-8872; [www.transunion.com](http://www.transunion.com)

**Place a fraud alert:** At no charge, you can also have the three major credit bureaus place a fraud alert on your file that alerts creditors to take additional steps to verify your identity prior to granting credit in your name. Note, however, that because it tells creditors to follow certain procedures to protect you, it may also delay your ability to obtain credit while the agency verifies your identity. As soon as one credit bureau confirms your fraud alert, the others are notified to place fraud alerts on your file. Should you wish to place a fraud alert, or should you have any questions regarding your credit report, please contact the credit reporting agencies:

*Equifax:* P.O. Box 105069, Atlanta, GA 30348; 1-800-525-6285; [www.equifax.com](http://www.equifax.com)

*Experian:* P.O. Box 9554, Allen, TX 75013; 1-888-397-3742; [www.experian.com](http://www.experian.com)

*TransUnion:* P.O. Box 2000, Chester, PA 19106; 1-800-680-7289; [www.transunion.com](http://www.transunion.com)

**Notify law enforcement:** If you believe you are the victim of identity theft or have reason to believe that your personal information has been misused, you should contact the Federal Trade Commission and/or your state Attorney General. You can obtain information from these sources about additional steps you can take to protect yourself against identity theft and fraud, as well as information on security freezes and fraud alerts. You can contact the Federal Trade Commission at: 600 Pennsylvania Avenue NW, Washington, DC 20580; [www.identitytheft.gov](http://www.identitytheft.gov); and 1-877-ID-THEFT (1-877-438-4338). Instances of known or suspected identity theft should be promptly reported to law enforcement and you have the right to file a police report if you ever experience identity theft or fraud. This notification was not delayed by law enforcement.