



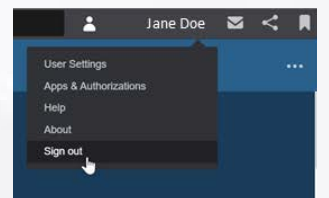
## Do your part to keep your data safe.

Protect confidential employee information by following these helpful steps for using Luma securely.



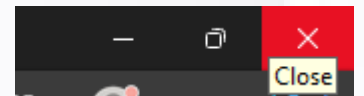
### Log Out

Log out of your Luma account once you have completed your task.



### Close Your Browser

Click the red "X" to close your browser window after logging out to ensure your Luma session has ended.



### Lock Your Computer

Always lock your computer when you walk away from your workstation.



### Beware When You Share

If you use a shared workstation, take extra precautions to log off of Luma and close your browser, not just your browser tab.