DIGITAL JOURNEY COACH

WEBSITE ACCESS GUIDE

Let our checker past your firewall, and only our checker

For IT and firewall teams. If your council shows as "Not checked" on our leaderboard, your security tool turned our checker away. Here's how to let it in safely.

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Send this to your IT team

```
Name:          DigitalJourneyCoachBot/1.0 (in the user
agent)
What it does:  reads public pages, one at a time
When:          once a month, around the 15th
Secret header: X-DJC-Access (we send you the code)
More:          www.digitaljourneycoach.com/our-checker
```

Read this online

WHAT OUR CHECKER DOES

It reads public pages, one at a time, once a month

- It reads the public pages residents use for common tasks, like checking a bin day.
- It runs once a month, around the 15th, and reads one page at a time.
- For most councils that's 5 tasks. For a subscriber, up to 100 tasks and the top 100 pages.
- It doesn't fill in forms, sign in or buy anything.
- Its user agent contains `DigitalJourneyCoachBot/1.0 (+https://www.digitaljourneycoach.com/our-checker)`.

Pick the way in that suits your firewall

Way in	What your team does	How strong
Secret header Best choice	Allow requests carrying the header `X-DJC-Access` with your code.	Strong. Only we have the code.
Bearer code	Allow requests with `Authorization: Bearer <code>`.	Strong.
Address code	Allow requests with `?key=<code>` on the web address.	Good. Use it if your tool can't match headers.
Bot name	Allow user agents containing `DigitalJourneyCoachBot/1.0`.	Weak on its own: anyone can copy a name. Pair it with a code.
Fixed address Coming soon	Add our one UK IP address to your allow list.	Strong, and easy for most firewalls.

For a test site behind a login, we can also use a basic username and password.

Why bother? When our checker can't read your pages, your council shows as "Not checked" on the UK leaderboard, and your web team misses its free monthly report.

So what? One header rule lets our checker in, and nobody else.

SETTING UP THE SECRET HEADER

One rule, placed before your bot checks

1. Ask David for your code. He'll send it by a private route, not in a normal email thread.
2. Add one rule: when the header `X-DJC-Access` equals your code, skip the bot checks.
3. Put the rule before your bot, challenge and rate-limit rules, and limit it to your own host names.
4. Tell David it's in place. He switches it on, and the next check uses it.

Cloudflare WAF custom rule

```
Expression:
  (http.host in {"www.yourcouncil.gov.uk" "yourcouncil.gov.uk"}
   and any(http.request.headers["x-djc-access"][*] eq "YOUR-CODE"))
Action:  Skip
Skip:    all remaining custom rules, rate limiting rules,
         managed rules and Super Bot Fight Mode
Place:   first
```

Azure Front Door or Application Gateway WAF

```
Custom rule: AllowDJCChecker
Priority:    1 (before your other rules)
Match:       RequestHeader  X-DJC-Access  Equal  YOUR-CODE
Action:      Allow
```

Any other web application firewall

Add an allow or bypass rule. Match the request header `X-DJC-Access` exactly against your code, limit it to your own host names, and put it above your bot, challenge and rate-limit rules.

Check it works

```
curl -I -H "X-DJC-Access: YOUR-CODE" \
  -A "Mozilla/5.0 (compatible; DigitalJourneyCoachBot/1.0)" \
  https://www.yourcouncil.gov.uk/
```

You should see `200`. Without the header, your firewall should still block it.

So what? Ten minutes in your firewall, and your council gets its monthly report.

THE FIXED ADDRESS

One UK address, used only by our checker

Coming soon. The address will be published at www.digitaljourneycoach.com/our-checker when it's ready.

Some firewalls can only allow addresses. For those councils, our checker sends requests through one small server in London, with one fixed IP address.

- ✓ Only our checker uses it, and only for councils on our register.
- ✓ You can pair it with the secret header for extra safety.

Your code stays private

- ✓ We encrypt your code as soon as it's saved. Nobody can read it back, not even in our own admin pages.
- ✓ It's only ever sent to your own website. If a page redirects somewhere else, the checker stops.
- ✓ It never appears in our logs, saved pages or reports.
- ✓ You can change it or switch it off at any time. Just tell us.

More about how the service is built

Our IT security briefing covers the data we hold, our suppliers, and how the service is built and watched. Find it at www.digitaljourneycoach.com/subscribe/get-the-go-ahead

Ask for your secret code

David has spent the last 10 years helping councils save time and money by making their websites easier to use. He'll set this up with your team.
www.digitaljourneycoach.com/talk-to-david

So what? Your code is locked away and only ever sent to your own website.