REDUCE YOUR RISK OF CYBERFRAUD BY PRACTICING

GOOD CYBER HYGIENE

- Slow down and read every email carefully — even those that appear to come from a trusted source.

- Keep your operating system up-to-date on all devices.

- Install antivirus software on all devices and keep it up-to-date.

- Keep your firewall turned ON.

- Turn off, lock, or set to "time-out" when your computer/device is not in use.

- Use strong passwords and change them every 90 days. Always use multifactor authentication when it is available.

- Do not use personal information for passwords; rather, include one upper/lower case letter; one special character; one number, etc.

- Use individual employee accounts, not shared email accounts.

- Be careful what you download.

- Avoid websites you don't trust.

- Do not send wire instructions or other business-sensitive data to/from a personal email account.

- Encrypt all emails containing wire instructions or other business-sensitive data.

- Use only secured email accounts; avoid using free, web-based email accounts for business communications.

- Be aware that the email accounts of other parties to a transaction may be unsecured or easily hacked.

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