

Reduce Your Risk of Cyberfraud by Practicing **Good Cyber Hygiene**

- Do not click on suspicious emails, attachments or links.
- 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.
- 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.

