

## **FRAUD PREVENTION CHECKLIST**

### **How to prevent your financial information from being stolen**

- Store your sensitive documents in a secure location or safe.
- Never provide passwords, PIN numbers, account numbers, etc., over the phone or via text or email.
- Never send PINs (personal identification numbers), credit card numbers, passwords, or personal/financial information in a text or email.
- Sign up for additional safeguards to protect your accounts.
- Enroll in push notifications for mobile banking transactions.
- Keep your contact information up to date.
- Always create difficult-to-guess PIN numbers.
- Protect your PIN.
- Be aware of your surroundings when using your cards at the gas station pump or outside ATMs.
- Utilize an encrypted digital wallet from a secure provider.
- Go paperless.
- Shred all documents with PII (personally identifying information) and financial data.
- Clip or shred old, expired cards.
- Collect your mail daily and set up mail forwarding/holding when you're away.

### **How to protect yourself on social media**

- Limit the amount of information you share online. For instance, travel plans.
- Set your social profile settings to private.
- Monitor your child's social media accounts and ensure they're private.

### **How to Avoid Phishing, Smishing, and Vishing Scams**

- Don't open or respond to unsolicited emails or texts from unknown contacts.
- Never sign into an account using a link in an email or text.
- Be wary of links and attachments in emails, sponsored content pop-ups, and texts.
- Become familiar with the short codes used by your financial institutions.
- Use different emails and usernames/passwords for each financial account.

### **How To Secure Your Online Data and Mobile Devices**

- Only browse secure online websites.
- Enable location services and location-based security permissions.
- Consider upgrading to a VPN (virtual private network).
- Lock your devices with a passcode, and use biometrics.



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- Don't alter, "jailbreak," or remove carrier restrictions from your devices.
- Don't store passwords or sensitive PII on your devices.
- Only download apps and programs from trusted sources.
- Always perform recommended updates on your devices.
- Completely "wipe" or clear your devices and perform a factory reset before selling, trading, or discarding them.
- Never use public or shared WiFi at coffee shops, airports, libraries, etc.
- Don't pair your device with other public devices (rental cars, hotel rooms, etc.).
- Always secure your home router with a strong password and WPA2 – or better, WPA – security.
- Carefully research cloud data providers.

**Become a Secure Password Professional**

- Use hard-to-guess passwords.
- Never use your pet's name, family/friends' names, birthdates, addresses, or other PII.
- Don't recycle or reuse passwords.
- Regularly change your passwords.
- Never share passwords via text, email, or direct messages on social media.
- Always activate Two-Factor Authentication (2FA).
- Migrate to a secure password manager, Dashlane for example.

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