



In today's world, information security is critical for keeping your finances, personal information, and identity protected. As your financial advisory firm, we encourage you to do your part by following these best practices:

## PASSWORD PROTECTION

Use strong, complex passwords ideally 12 or more characters long containing upper- & lower-case characters, numbers, and special symbols. Avoid sharing passwords or using the same password across multiple accounts and change passwords every 90 days.

Consider using a password manager or vault. These services (such as Apple Keychain, 1Password, Dashlane, etc.) help generate and save complex unique passwords for your accounts.

## MULTI-FACTOR AUTHENTICATION (MFA)

MFA adds an additional level of security by requiring a secondary authentication step and typically involves an authenticator app, fingerprint, or one-time code sent to you via text, phone, or email.

When available, enable MFA – especially on important accounts that involve sensitive information.

## BACKUP ESSENTIAL FILES

Essential files should be backed up in a separate location from your phone or computer, such as an external hard drive or a cloud-based storage provider (Dropbox, iCloud, Google Drive, etc.)

## SECURE FILE SHARING

Use encrypted file sharing services. If you need to send sensitive information to Integral, ask us to provide you with a secure upload link.

Never email sensitive information in the message body of an email or as an attachment.

## STAY UP-TO-DATE

Always install the latest updates for your operating system, browser, and any applications installed on your device, so you always have the latest security patch.

## SECURITY SOFTWARE

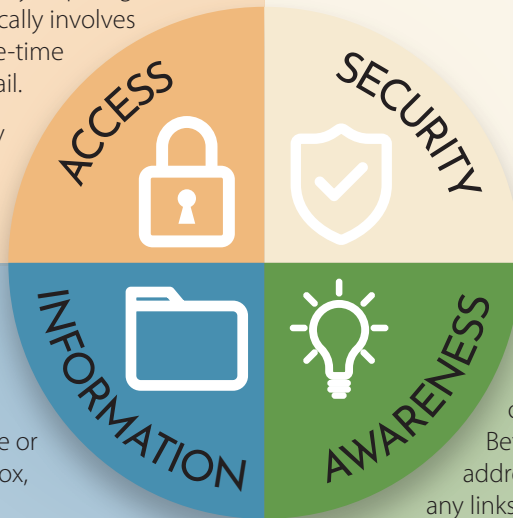
Install a high-quality antivirus software that can automatically detect and remove malicious software.

### LEARN MORE !

<https://us.norton.com/blog/how-to/cybersecurity-basics>

<https://www.cisecurity.org/insights/blog/11-cyber-defense-tips-to-stay-secure-at-work-and-home>

<https://www.medisked.com/knowledge-center/toolkit/csam/>



## THINK BEFORE YOU CLICK

Be wary of emails with file attachments or links when you are not expecting them. Before clicking, check the sender email address and inspect the destination URL of any links to check for authenticity.

If you are uncertain about a link's true destination, search instead for your intended website or enter the URL directly into your browser's navigation bar.

## WI-FI WORRIES

Before using a public or unfamiliar Wi-Fi network, consider what data you might share over the connection.

To minimize the risk of data exposure, consider using your phone as a hot spot or use a virtual private network (VPN).