

For Your Security

Ensuring your online safety



Security Tips

- Keep operating and security software systems up to date with all security patches.
- Never email your account number or other sensitive information.
- Never disclose your password or passcode.
- Implement dual control policy (one person initiates and another approves) where applicable.
- Don't use account numbers when creating account nicknames.
- Limit where you log in. Never log in at a public or unsecured computer. If possible, use a separate PC dedicated to financial transactions (no email or Internet browsing).
- Assume that unsolicited email attachments and links to websites are infected: Infected attachments and links to infectious websites may be sent to you by anyone, including colleagues.
- Avoid browsing dubious websites.
- Don't download or install shareware or free software unless you absolutely trust the source.
- Don't trust portable computer storage media, unless you absolutely trust the source: USB memory sticks, CD-ROM/DVDs and portable hard drives can carry malware.
- Watch out for suspicious PC activities. Most malware does its best to stay hidden. If your machine is infected, you may not notice much but your computer may run more slowly than normal.
- Make sure you're using a secure website when entering any secure information. Secure sites display **https://** instead of **http://** in your browser's address bar and often times a lock icon will appear at the lower right corner of your browser window.

Note: Current U.S. laws and regulations DO NOT remove your responsibility for safeguarding your PC's and related equipment from intrusion. EverBank Commercial Finance, Inc. provides a secure data environment and data transmission capabilities, however the security of your local technology environment is your responsibility.

Additional Resources

- U.S. Chamber of Commerce's "Internet Security Essentials for Small Business: www.uschamber.com/cybersecurity
- Federal Trade Commission (FTC) website, "Computers & the Internet: Privacy and Security" (includes OnGuard Online): www.ftc.gov/bcp/menus/consumer/tech/privacy.shtm
- Department of Homeland Security Cyber Report: www.cyber.st.dhs.gov/
- Microsoft Security Page: www.microsoft.com/security/default.aspx

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