



Information Security Measures

Secure your computing devices using antivirus software, updates, and personal firewalls.

- Install antivirus software to protect your operating system from malware.
- Make sure your software is up-to-date and enable automatic updates whenever possible to ensure protection from viruses.

Strongly encrypt files with sensitive personal information.

- Use BitLocker to encrypt files on a Windows computer and FileVault on a Mac (BitLocker and FileVault are not affiliated with Raymond James).

Password Protection:

- Change your password or passphrase regularly.
- Do not store your password or passphrase within websites.
- Do not share passwords or passphrases.
- Use an app like 1Password to store many unique passwords in one safe place.
- Use a mixture of upper and lower case letters, numbers, and punctuation such as !, @, #, etc.
- Use “Two Factor Authentication” when available.

Use multiple personal emails.

- Use separate email accounts for things such as shopping, scheduling appointments, web browsing, or other personal activities to prevent the loss of sensitive information if someone hacks into your generic web account.

Use a separate computer for online banking/payroll.

- Use a private/personal computer for managing banking and payroll.
- Avoid checking sites with sensitive information on public computers in hotels and libraries.

Restrict browsing behavior by avoiding porn, gambling, or gaming websites.

- There is a much higher risk of being subject to a computer virus if you visit these types of webpages (this is not a moral judgment).

Insist on verbal/phone confirmation of “high risk” transactions.

- This is why we insist on a phone call. We like to hear from you to be sure that nobody else is making decisions on your behalf.

Evaluate secure communications options.

- Kreitler Financial team members use Raymond James secure email.

Always make sure to back up your data!

- Back up all important data onto an external hard drive or an online service in the event of your computer being stolen or a virus that wipes a hard drive clean.