



Is your firm

Cyber Compliant?

Stay cyber-safe by following these **8 Cyber Security Commandments**

- 1** Document all approved parties' contact information at the start of a transaction.
- 2** Encrypt all emails containing wire instructions or other business-sensitive data.
- 3** Use ONLY trusted, secure email accounts for business communications and transactions - NEVER use free or web-based accounts.
- 4** Prior to closing, determine the method of funds transfer with the seller/borrower and execute an agreement to that effect.
- 5** Any request for deviation from the established funding agreement should be considered with the highest degree of caution.
- 6** Confirm wiring instructions and receipt of wired funds verbally with documented approved parties.
- 7** Slow down and remain in control. A slow, confirmed closing is always preferred over one that could be compromised.
- 8** DON'T WAIT! If you suspect fraud, act immediately; contact your bank and appropriate authorities.

And always practice good cyber hygiene:

When your computer/device is not in use turn it off, lock it, or at least set it to "time-out".

Keep your firewall turned ON and keep antivirus software up-to-date.

NEVER click suspicious links, and ONLY download files from trusted sources.

Use strong passwords (that do NOT include any personal information) and change them often.



REMEMBER:

Large transactions attract criminals.

**Be Smart. Be Safe.
Be Cyber-Secure!**