



## INTEROFFICE MEMORANDUM

---

---

**TO:** [RECIPIENT NAME]  
**FROM:** [YOUR NAME]  
**SUBJECT:** STRONG PASSWORDS  
**DATE:** [CLICK TO SELECT DATE]  
**CC:** [NAME]

---

One of the greatest threats to our clients and our firm is the risk of an electronic breach (getting hacked.) We will talk about two very simple but effective measures to reduce this risk by strengthening passwords.

1. Don't share passwords and make sure your passwords are strong. **The best indicator of password strength is the length of the password.** Any 8 character password can be cracked in less than 30 minutes with readily available hacker tools on the internet. However a 16 character password would take weeks to crack. An easy method of creating strong passwords is the technique of padding.
  - A. For example MarengoPasadenaCA123123123 is a 26 character password that would be extremely difficult to crack. MarengoPasadenaCA was padded with 123123123. It could have been padded with any repetitive character such as 9 periods, dollar signs, pound signs or exclamation points.
  - B. Padding is an easy way to lengthen your passwords and thus significantly increase their strength. Padding overcomes the two common objections to long passwords because they are easy to remember and easy to type.
2. Password keepers are highly recommended. There are many free password keepers but here are two examples:

RoboForm [www.roboform.com](http://www.roboform.com)  
Lastpass <https://lastpass.com>
3. Using a password keeper will allow you to not use the same password for multiple sites without sacrificing convenience. Roboform and Lastpass will not only securely maintain your passwords, it will make logging in a one-button function so you don't need to look up and enter the password. Roboform and Lastpass are simple, effective and very convenient.