

CyberSecurity Tips You Need To Know



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Important Safeguards

- ⇒ **Keep your system protected!** Install software and antivirus updates.
- ⇒ **Never use “free” email accounts.** Always use encrypted email accounts with end-to-end encryption.
- ⇒ **Keep files containing Non-public Personal Information (NPI) off all mobile devices and computers.**
- ⇒ **Use complex passwords with a combination of letters, numbers and symbols and have a minimum of 12 characters OR use a word passphrase for added security.**
- ⇒ **Do NOT use the same password for multiple logins.**

Be careful what you click on!

- ⇒ Wire instructions are unlikely to change.
- ⇒ Call, don't email! Confirm all information and verify any requests to change wire instructions directly with the title agency using existing contact information.
- ⇒ Do NOT use the phone numbers in an email, especially if it contains wire transfer information.
- ⇒ Always use dual or multifactor authentication on all financial transactions and transfers.
- ⇒ Confirm everything, including the name on the account before sending wires and verify receipt within four hours of the transfer.



Reporting Wire Fraud

- ⇒ Immediately notify your financial institution.
- ⇒ Contact your local FBI office and local police to report the incident.
- ⇒ Report the incident to [IC3.gov](https://www.ic3.gov), the FBI's Internet Crime Complaint Center, even if there have not been monetary losses.



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This publication is designed solely to assist real estate professionals and consumers as educational material in protecting against cybercrime. This is for informational purposes only and should not be considered legal advice. For specific assistance please contact your IT professional and legal counsel.