

A strong password is the first line of defense against fraud

When creating a password:

Make your password meaningful to you, but avoid using personal details about yourself that are publicly available from social media or other sources that may make your password easy to guess.

THINGS TO DO:



- Use a mix of lower and uppercase letters, numbers and symbols
- Use at least 8 characters
- Use the first letter of each word of a memorable phrase

THINGS TO AVOID:



- Consecutive numbers or letters
- ID, login, or account numbers
- Family member's or pet's names
- Favorite holiday or sports team
- Place or date of birth

Smart password management:

- Create a new password every 90 days.
- Use different passwords for different online and system accounts.
- Don't use your company password on public sites.
- Don't use your company password on multiple sites.
- When purchasing online, check out as a "guest user" instead of registering.

Password storage:

- It's best not to write down passwords or store them on your computer in spreadsheets or other documents.
- Consider using a password manager, or "password vault," a software program that keeps a number of passwords in a secure digital location. By encrypting the password storage, it offers the ability to use a single master password for accessing a number of different passwords used for different websites or services.