



## HOW TO PROTECT YOUR ACCOUNTS FROM CORPORATE ACCOUNT TAKEOVER

- ④ Education is key: train your employees.
- ④ Secure your computer and networks.
- ④ Limit administrative rights. Do not allow employees to install software without prior approval.
- ④ Install and maintain spam filters.
- ④ Surf the Internet carefully.
- ④ Install & maintain real-time, anti-virus & anti-spyware desktop firewall & malware detection and removal software. Use these tools regularly to scan your computer. Allow for automatic updates and scheduled scans.
- ④ Install routers & firewalls to prevent unauthorized access to the computer or network. Change default passwords regularly on all network devices.
- ④ Install security updates to operating systems and all applications as they become available.
- ④ Block pop-ups.
- ④ Do not open attachments from unfamiliar email senders.
- ④ Be on the alert for suspicious emails.
- ④ Do not use public Internet access points.
- ④ Reconcile accounts daily.
- ④ Note any changes in computer performance, including: Dramatic loss of speed, freezing, unexpected rebooting, unusual pop-ups, etc.
- ④ Make sure that employees know how and to whom to report suspicious activity at your company and at First Bank.

Contact First Bank if you:

>Suspect a fraudulent transaction.

>Try to process an Online Wire or ACH Batch and receive a maintenance page.

>Receive an email claiming to be from First Bank that requests personal or company information.