



Cybersecurity Quick Guide

Essential safeguards for small businesses, associations and home offices.

Protect Accounts

- Use unique passwords and a reputable password manager.
- Require multifactor authentication.
- Remove access immediately when a user leaves.

Protect Devices

- Keep operating systems and applications updated.
- Use business-grade endpoint security and disk encryption.
- Avoid administrator accounts for routine daily work.

Protect Data

- Back up critical files using the 3-2-1 principle.
- Test recovery procedures.
- Limit sensitive information to users who need it.

Prepare for Incidents

- Create a contact list and response checklist.
- Preserve logs and evidence after a suspected incident.
- Contact financial institutions immediately for payment fraud.