INTERNET BANKING SAFETY TIPS

- Read your financial institution's web site privacy policy and be sure you understand and are satisfied with the policy before you use the site.
- Your financial institution should provide safeguards to protect your personal information from being accessed by unauthorized persons:
    - secure method of sending information back and forth
    - scrambled or encrypted information
    - firewall
    - password protection
    - automatic sign off after a certain period of inactivity
    - only authorized persons allowed to access their system

- Obtain on-line banking guidance and safety tips from your financial institution.
- If someone contacts you via e-mail or the Internet and claims to be a representative from your financial institution, do not give them any information. Contact your financial institution to verify the request.
- When choosing a password, avoid using easily available information like your mother's maiden name, your birth date, the last four digits of your Social Security number or phone number, or a series of consecutive numbers.
- Be mindful about where you leave your password and other personal account information in your home, especially if you have roommates or are having work done in your home by others.
- Guard your password -- don't give your account password to anyone.

Change your password periodically.