

## A Personal Guide to Staying Safe Online

Cybercriminals want your bank account and credit card numbers so they can take your money and use your credit while stiffing you or your bank with the bill. They want your social security number so they can apply for credit in your name, stealing your identity. They want your medical id so they can have medical care in your name. They want control of your computer so they can use it to commit other cybercrimes.

Cybercriminals want to take control of your computer. This control lets them install rogue programs on your computer, turning your computer into a *zombie* under their control—the cyber-equivalent of *Night of the Living Dead*. These control programs make money by stealing your information, sending spam, displaying pop-up ads, and committing sophisticated computer crime.

### Defense Strategy 1: Keep Cybercriminals Off Your Computer

- a. **Keep Systems Patched:** Software manufacturers issue program updates containing *patches* to fix known vulnerabilities. Set *Microsoft Windows* and *Office* to automatically update. Manually update other programs like *Adobe Acrobat*, *iTunes*, *Flash* and *Java*. **Subscribe to Citadel's FREE Weekend Vulnerability and Patch Report.**
- b. **Limit Exposure:** Create separate accounts for all family members. This is done in the *Control Panel*. Set *account type* to "Limited" unless the account needs to run programs as "Administrator." **This makes it harder for cybercriminals to install malware on your computer.**
- c. **Protect Your Desktop:** Install a *reputable antivirus / antispymware product* & keep it up-to-date. If you're technical, run *Firefox* with the *NoScript* add-on and install a *host intrusion prevention system*. **Sophisticated cybercriminals can get past basic antivirus/antispymware software. Antivirus is necessary. It is not sufficient.**
- d. **Secure Your WiFi:** If you have a wireless network, encrypt it with WPA2 encryption. **Otherwise anyone near you can eavesdrop on your communications and piggy-back on your connection.**
- e. **Stay Away from P2P Networks:** Don't run Peer-to-Peer or other file sharing programs, such as *Kazaa*, *Limewire* or *BitTorrent*. **These networks provide strangers access to your computer.**
- f. **Beware of Scams, 1:** Don't open unusual or unexpected attachments, not even from people you know. **It's easy to send an email so it looks like it came from someone else. Also, how do you know your friend's computer hasn't been taken over? Always be wary.**
- g. **Beware of Scams, 2:** Don't follow links in unfamiliar or unusual emails, especially those requesting your user names, passwords, or financial information. **While a SPAM filter can help, you must be on guard for emails that get past your SPAM filter. Always be wary.**
- h. **Beware of Scams, 3:** Don't click on web-site ads or pop-ups offering to scan your computer for free. **Cybercriminals love to take advantage of people's fear of getting a virus. Instead of scanning your computer, these programs will infect it. Always be wary.**

### Defense Strategy 2: Be Careful With Your Financial Information On-Line

- a. Never send your Social Security Number, bank account numbers or credit card numbers in unencrypted email.

- b. Use different strong passwords [12+ characters, upper & lower case, numbers, characters] for all eCommerce websites. Use a program like *Keepass* or *RoboForm* to securely manage online passwords.
- c. Only buy on-line from merchants whose internet connection is encrypted. In Firefox, look for either a gray globe or a green padlock on the left side of the address bar. In Internet Explorer, look for a lock to the right of the address bar. In Chrome, look for a green lock icon to the left of the address bar.
- d. Use a credit card rather than a debit card when shopping on-line. Link PayPal to your credit card, not your bank account. Federal law limits your credit card exposure to \$50. There is no corresponding limit if you use a debit card (even though many banks cover debit card fraud).

### **Defense Strategy 3: Protect Your Information Away from Home**

- a. Use your operating system's built-in encryption to encrypt the hard drive of your laptop, protecting it with a strong 15+ character passphrase. If you lose the laptop, the information is still safe.
- b. Keep WiFi and Bluetooth turned off except when you are using them.
- c. Never use a public computer, Kiosk, or public WiFi for online banking, shopping or to access sensitive information. **Since you don't know how secure these are, prudence requires you to assume they are insecure.**

### **Defense Strategy 4: Watch Your Credit**

- a. Subscribe to a basic credit monitoring service (AAA California offers members a free service)
- b. Regularly review your bank, credit card and investment accounts for fraudulent activity.
- c. Check your credit report regularly. You can get a free annual credit report from each of the 3 bureaus. <https://www.annualcreditreport.com/index.action>.
- d. For more tips, including freezing and locking your credit, see <http://citadel-information.com/2014/12/sony-hackers-personal-information-can/>.

### **Defense Strategy 5: Better Safe Than Sorry**

- a. Always think about the information you are giving out.
- b. Stay up-to-date with our *Cyber Security News of the Week* and our *Weekend Vulnerability & Patch Report* available Sunday. **Sign up for FREE at [www.citadel-information.com](http://www.citadel-information.com)**
- c. When in doubt, don't.
- d. If you want to be sure, just ask: [info@citadel-information.com](mailto:info@citadel-information.com).

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