

01



Enforce MFA Across All Financial Platforms

Prevent compromised credentials and unauthorized account access by mandating multi-factor authentication.

02



Authenticate Every Fund Transfer Request

Verify fund transfer emails directly through a phone call to the client before initiating any transactions.

03



Scrutinize Emails Impersonating CEOs or Clients

Pause and confirm via alternative communication channels before responding to suspicious emails.

04



Maintain a Clutter- Free Desk

Never leave client statements, checkbooks, or passwords exposed or unattended.

05



Share Sensitive Files via Secure Platforms Only

Use encrypted, authorized file-sharing tools—never email attachments—to safeguard confidential data.

06



Always Lock Your Workstation When Away

Never leave your computer unlocked, especially in shared or open work environments.

07



Audit Client Portfolio Access Regularly

Deactivate old accounts and revoke access promptly for departing personnel.

08



Restrict Client Files to Approved Systems

Avoid storing client data on public cloud drives; always use your firm's approved document management system.

09



Identify and Avoid Phishing Disguised as Regulatory Notices

Validate all FINRA or SEC communications through official sources before engagement.

10



Maintain Compliance- Ready, Encrypted Backups

Ensure all data backups are encrypted, archived, and accessible for audits.

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Need help securing
your organization?