BE SAFE

In the technological world today, Security Bank ^{USA} would like to stress the importance of being safe with your critical and confidential information. In order to help facilitate this process, Security Bank ^{USA} has a few recommendations. These are only recommendation and your network administrator or a computer specialist should be consulted on all information listed below.

GENERAL SYSTEM INFORMATION

Whether your computer is a stand-alone machine or you are on a network, ensure that your system is sufficiently protected with a minimum of:

- Firewall
  - Up-to-date and monitored
- Patch Management
  - Regular installation / monitoring of current patches for your software / hardware
- Anti Virus Software
- Malware Software
- Intrusion Prevention Systems

TRANSFERRING FUNDS

When transferring funds from your accounts, these are processes or items that should minimally be implemented and reviewed on a regular basis:

- Dual Control
- Verifications / Confirmations
  - Automatically from Online Banking
  - Manually sent to the bank
- Risk Limits that are set to the Rule not the Exception
- Update the bank if there are changes in
  - The Process *(i.e.: payroll changes from bi-monthly to every two weeks)*
  - Authorized Individuals

AUDITS

With Security Bank ^{USA}, you are currently using the Cash Management option. Within this option there are various ways to monitor and audit usage. It is recommended that you review this information on a regular basis and add it to your internal audit process.