CYBERSECURITY CHECKLIST FOR ACCOUNTANTS

INLAND productivity SOLUTIONS
Your Business Technology Partner
www.inland-prod.com

Password Policies

- **Complexity:** Use a mix of uppercase, lowercase, numbers, and special characters.
- **Password Managers:** Encourage the use of reputable password management tools.
- **Regular Changes:** Update passwords every 60-90 days.

Multi-Factor Authentication (MFA)

- **Activate MFA:** Use for all accounting software, email accounts, and client portals.
- **Encourage Clients:** Advise clients to also use MFA for their financial accounts.

Secure Network and Connection

- **VPN (Virtual Private Network):** Ensure a secure connection when accessing client data remotely.
- **Wi-Fi Security:** Use strong encryption (WPA3) for office networks and avoid public Wi-Fi.

Email Security

- **Spam Filters:** Install advanced spam filters to block phishing emails.
- **Encrypted Communication:** Use email encryption when sending sensitive data.

Advanced Firewall/ Endpoint Security

- **Real-time Monitoring:** Detect and counteract malicious activity instantly.
- **Whitelisting:** Only approved applications should run on company computers.

Robust Backup Strategy

- **Regular Backups:** Daily backup of client data.
- **Offsite Storage:** Use secure cloud storage or physical offsite storage solutions.

Regular Software Updates

- **Patch Management:** Regularly update accounting software, operating systems, and applications.

Secure Client Portals

- **End-to-end Encryption:** Ensure client data remains encrypted during transit and at rest.
- **Expiration on Access Links:** Time-bound access for shared financial documents.

Incident Response Plan

- **Have a Plan:** Outline steps to take in case of a security incident.
- **Regular Drills:** Simulate cybersecurity incidents to test and refine the plan.

PROTECTION FIRST:

Prioritizing cybersecurity ensures the **trustworthiness** of your accounting services and the **safety** of client data!

(909) 256 - 8787
info@inland-prod.com
inland-prod.com