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## Protect your identity and tax documents from fraud with:

1. Complex passwords—for all of your online financial accounts, whether they are credit cards, bank accounts or investment accounts, protect them with complex passwords. Make sure your passwords are at least eight characters long; utilize upper and lower case letters; and include alpha, numeric and symbol characters.
2. Notifications—turn on notification options to track every transaction on all of your financial accounts. By receiving an email or text alert each time there is activity on your credit card or a transaction hits your bank account, you can be proactive about catching suspicious activity and reporting it immediately should it occur.
3. Credit monitoring—subscribe to a credit monitoring service like Life Lock. This allows you to know when someone applies for credit in your name or with your social security number. There is a cost to services like this, but compared to the damage that can be done to your financial health if a loan or credit card is issued to an identity thief in your name, the cost is pretty inconsequential. Make it a habit to review your credit report annually.
4. Daily review—review your online accounts on a regular basis. I suggest looking at your accounts daily. By logging in to your financial accounts and reviewing them frequently for suspicious activity you will help to nip fraudulent activity in the bud.
5. Shredding—don't throw all your discarded mail in the trash...shred it. Your mail (especially junk mail) contains a wealth of personal information, so don't make it easy for someone with ill intentions to get their hands on it.

Computer Protection – Protect your personal or office computers by using firewalls and anti-spam/virus software. Check with an IT Professional on the proper safeguards to put in place.