Entriq Cybersecurity

SMALL BUSINESS CYBERSECURITY CHECKLIST

WELCOME! THIS CHECKLIST COVERS THE ESSENTIAL CYBERSECURITY STEPS EVERY SMALL BUSINESS SHOULD TAKE. YOU DON'T NEED TO BE A TECH EXPERT - JUST WORK THROUGH THIS LIST AT YOUR OWN PACE. START WITH THE "HIGH PRIORITY" ITEMS FIRST, THEN WORK YOUR WAY THROUGH THE REST. MOST TASKS TAKE 15-30 MINUTES AND COST LITTLE TO NOTHING. YOUR BUSINESS IS WORTH PROTECTING!

PASSWORDS & ACCESS CONTROL ⏰ 1-2 HOURS

Get a Password Manager HIGH PRIORITY

- [ ] Sign up for LastPass, 1Password, or Dashlane ($3-5/month). Create ONE strong master password you'll remember. Let the password manager create and store all other passwords.

Change Your Top 5 Passwords HIGH PRIORITY

- [ ] Update passwords for: (1) Bank account, (2) Email, (3) Payroll system, (4) CRM/customer database, (5) Accounting software. Use password manager to create strong, unique passwords for each.

Enable Two-Factor Authentication (2FA) HIGH PRIORITY

- [ ] Add 2FA to all critical accounts: email, banking, payment processors, CRM, cloud storage. This means even if your password is stolen, hackers can't get in without the second factor (usually your phone).

Remove Former Employee Access HIGH PRIORITY

- [ ] List all former employees from the past 2 years. Check EVERY system and remove their access: email, file storage, CRM, accounting, social media, building access, etc. Change any passwords they knew.

Audit Current User Access MEDIUMPRIORITY

- [ ] Review who has access to what systems. Does everyone really need admin access? Follow the principle of "least privilege" - give people only the access they need to do their job.

Stop Sharing Passwords MEDIUMPRIORITY

- [ ] Create individual accounts for each employee instead of sharing one login. This creates accountability and makes it easier to remove access when someone leaves.

Stop Sharing Passwords MEDIUMPRIORITY

- [ ] Consistently meets commitments and responsibilities.
  Demonstrates punctuality and good attendance.
  Can be relied upon to complete tasks independently.

PRO TIP: Password Requirements

Strong passwords should be: 12+ characters, include upper/lowercase letters, numbers, and symbols.

Better yet: Use a password manager and let it create random 20+ character passwords!

📊 TRACK YOUR PROGRESS

As you complete each item, check the box! Aim to complete all **HIGH PRIORITY** items this week, **MEDIUM PRIORITY** items this month, and **LOW PRIORITY** items this quarter.

COMMENTS AND FEEDBACK

REVIEWER ACKNOWLEDGMENT

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Reviewer Signature

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Date

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DATA BACKUP & RECOVERY ⏰ 1 HOUR

Verify Backup is Actually Running HIGH PRIORITY

- [ ] Don't assume it's working! Check your backup system right now. When was the last successful backup? Look at the logs or dashboard. If it's been more than 24 hours, something's wrong.

TEST Your Backup (Actually Restore Something) HIGH PRIORITY

- [ ] Pick one file and try to restore it from backup. Can you do it? Does it work? If you can't successfully restore data, your backup is useless. Test this quarterly!

Implement 3-2-1 Backup Rule HIGH PRIORITY

- [ ] You need: 3 copies of your data, on 2 different types of media, with 1 copy offsite/cloud. Example: Original data + local backup + cloud backup. This protects against ransomware, fire, theft, etc.

Set Up Cloud Backup MEDIUM PRIORITY

- [ ] List all former employees from the past 2 years. Check EVERY system and remove their access: email, file storage, CRM, accounting, social media, building access, etc. Change any passwords they knew.

Document Backup Procedures LOW PRIORITY

- [ ] Review who has access to what systems. Does everyone really need admin access? Follow the principle of "least privilege" - give people only the access they need to do their job.

Schedule Quarterly Backup Tests LOW PRIORITY

- [ ] Put a reminder in your calendar for every 3 months: "Test backup restore." Spend 15 minutes restoring a file to verify everything still works.

⚠️WARNING: Common Backup Mistakes

1) Backup connected to network (ransomware can encrypt it too!)

2) Never testing restores (backup might be corrupted)

3) Only backing up to one location (fire/theft = total loss)

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EMPLOYEE SECURITY AWARENESS ⏰30 MIN

Conduct 15-Minute Team Security Training — HIGH PRIORITY

- [ ] Gather your team and cover: (1) Verify before you act, (2) Hover before you click links, (3) When in doubt, ask, (4) Trust your gut, (5) Report suspicious activity. Make it safe to ask questions!

Show Real Phishing Examples — HIGH PRIORITY

- [ ] Share actual phishing emails your business has received. Point out the red flags: suspicious sender, urgent language, requests for information, strange links. Make it tangible and real.

Create Reporting Process — MEDIUM PRIORITY

- [ ] Who should employees tell if they see something suspicious? Make it simple: "Forward suspicious emails to security@yourcompany.com or tell [Manager Name] immediately." NO punishment for reporting!

Test with Phishing Simulation — MEDIUM PRIORITY

- [ ] Use services like KnowBe4 or PhishMe to send fake phishing emails to your team. See who clicks. Use it as a learning opportunity (not punishment!). Retest quarterly to measure improvement.

Establish "Verify Verbal" Policy — MEDIUM PRIORITY

- [ ] Rule: Any request for money, wire transfers, or sensitive data must be verified verbally (call the person back at a number you already have). This stops CEO fraud and business email compromise scams.

Create Security Champion Program — LOW PRIORITY

- [ ] Designate one employee as your "security champion" - someone who stays updated on threats and shares tips with the team. Give them 1-2 hours per month for this role.

QUICK WIN: The 5 Rules Poster

Print and post these 5 rules where employees can see them:

(1) Verify before you act
(2) Hover before you click
(3) When in doubt, ask
(4) Trust your gut
(5) Report suspicious activity

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SYSTEM & SOFTWARE SECURITY ⏰ 1 HOUR

Update All Software & Operating Systems HIGH PRIORITY

- [ ] Run Windows Update or Mac Software Update on ALL computers. Update: antivirus, web browsers, Adobe products, Java, and all business software. Enable automatic updates where possible.

Install/Update Antivirus on All Devices HIGH PRIORITY

- [ ] Every computer and server needs antivirus: Windows Defender (built-in), Bitdefender, Norton, Kaspersky, or Malwarebytes. Verify it's running and updating automatically. Include mobile devices!

Enable Firewall on All Computers HIGH PRIORITY

- [ ] Windows and Mac have built-in firewalls - make sure they're turned ON. Check: Control Panel > Windows Defender Firewall (Windows) or System Preferences > Security & Privacy > Firewall (Mac).

Secure Your WiFi Network MEDIUM PRIORITY

- [ ] Change default router password, use WPA3 or WPA2 encryption, hide SSID broadcast (optional), create separate guest network for visitors. Change WiFi password if it's been >1 year.

Encrypt Laptops & Mobile Devices MEDIUM PRIORITY

- [ ] Review who has access to what systems. Does everyone really need admin access? Follow the principle of "least privilege" - give people only the access they need to do their job.

Implement Mobile Device Management (MDM) LOW PRIORITY

- [ ] If employees use personal devices for work, consider MDM software to: enforce passwords, enable remote wipe, control app installations, separate work/personal data.

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