

HERTECH SOLUTIONS

SMALL BUSINESS CYBERSECURITY CHECKLIST

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IS YOUR BUSINESS PROTECTED?

Cyber threats don't just target large corporations. Small businesses are often targeted because they have fewer security protections in place. Use this checklist to help protect your business, employees, customers, and data.

Business Name: _____

Date Completed: _____

Completed By: _____

PASSWORD SECURITY

- ☐ All employee passwords are at least 12 characters long
- ☐ Passwords include a mix of uppercase, lowercase, numbers, and symbols
- ☐ Employees do not reuse passwords across multiple accounts
- ☐ Passwords are stored in a secure password manager
- ☐ Default passwords on routers, printers, and devices have been changed

Why This Matters

Weak passwords are one of the most common ways hackers gain access to business systems.

MULTI-FACTOR AUTHENTICATION (MFA)

- ☐ MFA is enabled on business email accounts
- ☐ MFA is enabled on banking accounts
- ☐ MFA is enabled on cloud storage platforms
- ☐ MFA is enabled on social media accounts
- ☐ Employees understand how MFA works

 **Why This Matters:** MFA adds an extra layer of protection, making it much harder for attackers to access accounts.

DEVICE SECURITY

- ☐ Computers automatically lock after inactivity
- ☐ Antivirus software is installed and active
- ☐ Operating systems are up to date
- ☐ Software updates are installed regularly
- ☐ Employees use company-approved devices when possible

 **Why This Matters:** Outdated devices and software often contain security vulnerabilities that cybercriminals exploit.

EMAIL & PHISHING PROTECTION

- ☐ Employees know how to identify suspicious emails
- ☐ Unknown links are not clicked without verification
- ☐ Suspicious attachments are not opened
- ☐ Employees verify unusual payment requests
- ☐ Spam filtering is enabled



Why This Matters

Phishing attacks remain one of the most successful ways hackers steal business information.



DATA BACKUPS

- ☐ Critical business data is backed up regularly
- ☐ Backups are stored securely
- ☐ Cloud backups are tested periodically
- ☐ Backup recovery procedures have been verified
- ☐ More than one backup location exists



Why This Matters: Backups help businesses recover quickly from ransomware attacks, hardware failures, and accidental deletions.



NETWORK SECURITY

- ☐ Business Wi-Fi is password protected
- ☐ Guest Wi-Fi is separated from business Wi-Fi

- ☐ Router firmware is updated regularly
- ☐ Unused devices are removed from the network
- ☐ Remote access is secured

 **Why This Matters:** Your network is the foundation of your business technology. A weak network can expose every connected device.

EMPLOYEE SECURITY TRAINING

- ☐ Employees receive cybersecurity awareness training
- ☐ Employees understand phishing risks
- ☐ Security policies are documented
- ☐ Employees know who to contact for IT support
- ☐ New employees receive security onboarding

 **Why This Matters:** Human error remains one of the leading causes of cybersecurity incidents.

CYBERSECURITY SCORE

Count the number of completed items:

0-10: Immediate attention needed

11-20: Basic protection in place

21-30: Good security foundation

31-35: Strong cybersecurity posture



ACTION ITEMS

1. _____
2. _____
3. _____
4. _____
5. _____

NEED HELP SECURING YOUR BUSINESS?

HerTech Solutions helps businesses improve cybersecurity, strengthen networks, secure devices, and reduce technology risks.

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