

Small-Business Cybersecurity Checklist

25 checks that stop the most common attacks on small businesses

Most breaches at small businesses start with a stolen password, a phishing email or an unpatched computer. Work through this list once, then review it every quarter. Tick each box when it is true for your business.

Accounts & passwords

- ☐ Every person has their own login — no shared accounts or passwords.
- ☐ A password manager is used for all business passwords.
- ☐ Multi-factor authentication (MFA) is on for email, banking, payroll and admin accounts.
- ☐ Former employees' access is removed the same day they leave.
- ☐ Admin rights are limited to the people who truly need them.

Email & phishing

- ☐ Staff know how to spot phishing and report suspicious emails.
- ☐ Payment or banking changes are always confirmed by phone, never by email alone.
- ☐ SPF, DKIM and DMARC are set up for your email domain.
- ☐ Spam and attachment filtering is turned on.

Devices

- ☐ Every computer has automatic updates turned on.
- ☐ Antivirus / endpoint protection is installed and active on every device.
- ☐ Laptops and phones are encrypted and lock automatically.
- ☐ Lost or stolen devices can be located or wiped remotely.
- ☐ Old, unsupported computers and software are replaced.

Network & Wi-Fi

- ☐ The router admin password has been changed from the default.
- ☐ Guest Wi-Fi is separate from the business network.
- ☐ Router and firewall firmware is up to date.
- ☐ Remote access uses a VPN or secure gateway, not open ports.

Backups & recovery

- ☐ Important files are backed up automatically every day.
- ☐ At least one backup is stored off-site or in the cloud and cannot be changed by ransomware.
- ☐ You have restored a file from backup in the last 90 days to prove it works.
- ☐ You know who to call and what to do first if you are hacked.

People & policy

- ☐ New hires receive basic security training in their first week.
- ☐ There is a simple written policy for passwords, devices and acceptable use.
- ☐ Customer and payment data is only kept as long as needed.

Scored under 20? Book a free 20-minute IT risk review and we'll show you what to fix first — call 813-797-1196 or visit nstechglobal.com.

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