

## Computer Safety Measures

- Anti-virus software is your computer's best defense against viruses, Trojan horses and worms – install and update anti-virus software on your computer and regularly scan your computer to make sure it is free from viruses; some viruses may not affect your computer's performance, but could allow unauthorized access to your system
- Use your browser's HELP menu to download the latest updates, which may include important security patches
- Make sure that the security features on your computer software are up to date, and select the automatic update option if possible
- Use spy-ware detection software tools to identify and delete unknown code on your personal computer that may monitor and collect your keystrokes and send personal information to third parties without your knowing it
- Do not access the Internet without first enabling an updated firewall, especially when using DSL or a cable modem
- If your software has identified "virus/spy-ware," you need to remove it and then change your Online Banking and Investing password
- Avoid filling out forms in email messages that ask for personal financial information
- For your security, always type the Key.com URL directly into your browser
- Always close your browser or select Exit after using a secure website
- When your computer is not in use, shut it down or disconnect it from the Internet