

Name of Business: _____

Computer Security

- Network/Computer firewall installed
- Dedicated computer for electronic banking (ie, NOT used for email nor web browsing), for primary and backup users only
- Automated Operating System updates
- Commercial anti-virus software (not freeware), with automated updates and regularly scheduled anti-virus scans
- Automated updates for third party software such as Microsoft Office, Java, Adobe Reader, Adobe Flash, etc.
- Limited administration rights on the computer
- Install Trusteer Rapport malware protection

Administration

- Dual Control (ie, one user creates/edits users, another user approves)
- Administrators and users with "least privilege" - access to the minimal set of accounts and functions to do their jobs
- Establish IP Address restrictions
- Establish day/time access restrictions

ACH/Wires

- Dual Control (ie, oner user creates a transaction, another user approves/transmits/rejects)
- Transaction Limits
- Daily Limits
- Email alerts, to multiple users

Daily Operations

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- Change password every 60-90 days
- Different passwords for each website
- Passwords of at least 8 characters, with letters, numbers, and special characters
- Never share passwords with anyone! **NWFCU staff will not ask for passwords**
- Do not write password on desk notes
- Don't click on suspicious email links
- Don't select "save my password" options
- Email alerts, to multiple users

Upon receipt of all required documents the account will be opened within three (3) business days.

Please complete, sign and mail, fax or email all of the required documents.

Fax: 703-925-5122
Email: businesslending@nwfcu.org
Mailing Address: Northwest Federal Credit Union
Attention: New Accounts
200 Spring Street
Herndon, VA, 20170