

## **Online Security Tips - How You Can Protect Yourself**

The Australian Registry of Wills, Deeds and Documents aims to provide you with a highly secure service. Here are some simple steps you can take to help protect your information.

- Don't disclose your username or password to anyone.
- Create a strong password using a combination of letters, numbers and characters, with a minimum of five digits.
- Always access your account by typing [www.theaustralianregistry.com.au](http://www.theaustralianregistry.com.au) into the address bar on your browser.
- Look for the blue address bar when accessing the Australian Registry website, when you use compatible web browsers.
- Upon successful log in to your account, ensure there is a padlock icon on the bottom right hand corner of your browser window and your name is displayed in the top right hand corner of the screen. This will verify that you are using the correct website.
- Avoid accessing your account on public computers such as libraries and internet cafes.
- Create your own account Security Question (upon registration), and for any people you nominate to access your registered information. This will ensure the Security Question is specific to only you or the people you nominate.
- Always log out of your account once you have completed your session.
- Install anti-virus software on your computer and keep it updated.
- Regularly scan your computer for viruses.
- Install a personal firewall on your computer to create a security barrier between your computer and the Internet.
- Avoid installing spyware on your computer, which can transmit information to third-parties without your knowledge. To avoid downloading spyware, don't open unknown email attachments or visit questionable websites.
- Keep your computer software updated. You can do this by enabling the 'Automatic Updates' feature on your software.
- Use the latest version of your web browser.
- If you see any suspicious changes to the Australian Registry of Wills, Deeds and Documents' website, please notify us via the 'Contact Us' icon.