



FREE GUIDE

Your First 5 High-Impact Security Fixes

Five plain-English actions for small businesses, in the order worth doing them.

Most small-business security problems come down to a handful of basics left undone. The good news: the fixes with the biggest payoff are also the simplest, and most are free. You don't need a security background, and you don't have to do them all at once — even the first one makes a real difference.

A free guide from Sylvan Assurance — plain-English security, without us ever seeing your data.

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Fix 1 — Turn on two-step login (start with your email)

What it is

Two-step login (also called multi-factor authentication, or MFA) asks for a second step — a code or a tap on your phone — in addition to your password. So a stolen password alone isn't enough to get in.

Why it's first

A convincing fake email is the most common way trouble reaches a small business, and a stolen password is what it's usually after. Two-step login shuts that door. Start with your email account, because it's the master key — it's where password resets for everything else are sent.

Do this

Turn on two-step login for your email today, then for anything that holds money or customer data. About ten minutes per account, and it's free.

Fix 2 — Get a backup that's automatic and tested

What it is

A spare copy of your important files that you could actually restore if the originals were lost, stolen, or locked for ransom.

Why it matters

A reliable backup is the single best protection against a bad day becoming a disaster. But two things trip people up: backups that don't run on their own, and backups no one has ever tried to restore.

Do this

Set your important files to back up **automatically**, then do one **test restore** — pick a file, restore it, time it. A backup you've never tested is a hope, not a plan.

Fix 3 — Turn on automatic updates

What it is

Letting your computers, phones, and key software update themselves.

Why it matters

Most attacks rely on known problems that an update would have already fixed. Keeping things current is one of the quietest, highest-value habits there is — and once it's automatic, it costs you nothing.

Do this

Switch on automatic updates on every device used for work. Make a quick list so the older machine or the forgotten phone doesn't slip through.

Fix 4 — Agree on one simple rule for fake messages

What it is

A shared habit for handling messages designed to trick someone into clicking, paying, or handing over a password.

Why it matters

Scams usually succeed by finding the one person who wasn't sure what to look for. A little shared awareness closes that gap — and it's free.

Do this

Agree on one rule with everyone: **when a message asks for money or a password, confirm it by phone or in person before acting.** Spend ten minutes showing the team two or three real examples so the signs are familiar.

Fix 5 — Write a one-page "if something goes wrong" plan

What it is

A single page covering who to call, where your backups are, and the first few steps to take if you discover a breach or lose access to something important.

Why it matters

The worst time to figure out your response is in the moment. A simple plan removes most of the panic — and you'll actually be able to follow it under pressure.

Do this

Write down a one-page plan and keep a copy somewhere you could reach even if your main computer were unavailable. Read it over once a year and update the names and

numbers.

Where to go from here

The free SMB Security Assessment shows you where your business stands across these areas in about five minutes — and it runs entirely in your browser, so we never see your answers: sylvanassurance.com/free/smb-security/

When you're ready to turn that snapshot into a full, prioritised plan with the templates to carry it out, the Full Edition lays it all out — from \$49, one-time, with a 30-day money-back guarantee: sylvanassurance.com/smb-security-assessment



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