



Your Business Identity Security Checklist

Use this checklist to audit and improve your organization's identity management practices:

Immediate Actions:

- Enable MFA on all business email accounts (Microsoft 365, Google Workspace)
- Enable MFA on financial systems and banking portals
- Enable MFA on cloud infrastructure and admin panels
- Replace SMS-based MFA with app-based authenticators or hardware keys
- Deploy a business password manager (1Password, Bitwarden, LastPass)

Ongoing Security:

- Schedule quarterly password security training for all employees
- Audit user access permissions monthly (remove unnecessary access)
- Monitor for compromised credentials using breach notification services
- Test MFA enforcement with simulated phishing attacks
- Review and update access controls when employees change roles or leave

Policy Enforcement:

- Require 15+ character passwords across all systems
- Ban password reuse across different accounts
- Disable shared generic accounts (use individual credentials instead)
- Implement automatic account lockouts after 5 failed login attempts
- Enable passkeys on platforms that support them (Google, Microsoft, Apple)

