

MULTI-FACTOR AUTHENTICATION (MFA) CHECKLIST

Our Multi-Factor Authentication (MFA) check list has been created to help your organisation and people confirm they have in place the information you have committed to your Insurer. It a basic framework and designed to be customised by you and your employees. Your organisations may go above MFA, however, this is a now a minimum standard requirement in many cases.

Having two or more authentication factors increases your cyber security. It makes it harder for someone to access your accounts. Ensuring that MFA is in place is crucial to reducing the chance of data breach, cyber crime. This completed document is good evidence that you have MFA in place if you ever suffer a breach.

Please action the below and aim to complete all sections.

ACTIONS	NOTES	COMPLETED
Check list owner		☐ Y ☐ N ☐ N/A
Checklist run-through times		☐ Y ☐ N ☐ N/A
Confirm communication of MFA requirement to all staff, contractors, and other stakeholders.		☐ Y ☐ N ☐ N/A
Confirm MFA requirement included in onboarding of staff, vendors and contractors.		☐ Y ☐ N ☐ N/A
Confirm MFA requirement is included in regular corporate and team updates.		☐ Y ☐ N ☐ N/A
Confirm insurers notified that contractors are in place - professional indemnity, public liability and cyber.		☐ Y ☐ N ☐ N/A
Confirm reward system in place for employees who find gaps in MFA.		☐ Y ☐ N ☐ N/A
If needed amend this document to share internally to empower all staff to confirm MFA at their levels.		☐ Y ☐ N ☐ N/A

CONFIRM PLATFORMS THAT REQUIRE MFA	NOTES	MFA ACTIVE
EMAIL PLATFORMS		
Office 365		☐ Y ☐ N ☐ N/A
Gmail		☐ Y ☐ N ☐ N/A
Add additional: _____		☐ Y ☐ N ☐ N/A

CONFIRM PLATFORMS THAT REQUIRE MFA	NOTES	MFA ACTIVE
INTERNAL SYSTEMS		
CRM		☐ Y ☐ N ☐ N/A
Meta		☐ Y ☐ N ☐ N/A
Google Workspace		☐ Y ☐ N ☐ N/A
Office 365		☐ Y ☐ N ☐ N/A
Add additional: _____		☐ Y ☐ N ☐ N/A
SERVICE PROVIDERS & SUPPLIERS		
Energy		☐ Y ☐ N ☐ N/A
Telco's		☐ Y ☐ N ☐ N/A
Web registry		☐ Y ☐ N ☐ N/A
Australia Post		☐ Y ☐ N ☐ N/A
Office suppliers		☐ Y ☐ N ☐ N/A
Material suppliers		☐ Y ☐ N ☐ N/A
Australia Post		☐ Y ☐ N ☐ N/A
Add additional: _____		☐ Y ☐ N ☐ N/A
FINANCE		
Banking, credit cards		☐ Y ☐ N ☐ N/A
PayPal		☐ Y ☐ N ☐ N/A
Xero, Quicken, etc.		☐ Y ☐ N ☐ N/A
ATO portals		☐ Y ☐ N ☐ N/A
ACIS & Registry		☐ Y ☐ N ☐ N/A
Office 3		☐ Y ☐ N ☐ N/A
Add additional: _____		☐ Y ☐ N ☐ N/A

CONFIRM PLATFORMS THAT REQUIRE MFA	NOTES	MFA ACTIVE
IT ACTIVITIES		
Website hosting		☐ Y ☐ N ☐ N/A
Website plugins		☐ Y ☐ N ☐ N/A
Document management		☐ Y ☐ N ☐ N/A
Web registry		☐ Y ☐ N ☐ N/A
Australia Post		☐ Y ☐ N ☐ N/A
Office suppliers		☐ Y ☐ N ☐ N/A
Material suppliers		☐ Y ☐ N ☐ N/A
Add additional: _____		☐ Y ☐ N ☐ N/A
MARKETING & DESIGN		
Meta - Facebook / Instagram		☐ Y ☐ N ☐ N/A
Google		☐ Y ☐ N ☐ N/A
WhatsApp / Signal		☐ Y ☐ N ☐ N/A
Twitter		☐ Y ☐ N ☐ N/A
Adobe		☐ Y ☐ N ☐ N/A
Canva		☐ Y ☐ N ☐ N/A
Add additional: _____		☐ Y ☐ N ☐ N/A
SUBSCRIPTION SERVICES		
Storage (Box, Dropbox, Google Drive, etc.)		☐ Y ☐ N ☐ N/A
Add additional: _____		☐ Y ☐ N ☐ N/A
OTHER		
Remote access or VPN		☐ Y ☐ N ☐ N/A
_____		☐ Y ☐ N ☐ N/A

[illegible]

Name _____

Signature

Date _____

The information provided is general advice only and does not take into account your personal needs and requirements. You should always consult a qualified insurance or legal adviser to obtain specific advice. The document does not cover all possible scenarios and may not be complete and therefore we recommend you refer to a qualified insurance or legal adviser to obtain specific advice in accordance with your industry requirements.