

MULTI-FACTOR AUTHENTICATION (MFA) CHECKLIST

Our Multi-Factor Authentication (MFA) checklist has been created to help your organisation and people show you have adequate levels for cyber-crime prevention in place. Its a basic framework which is designed to be customised by you and your employees. Your organisation may go above MFA requirements, however, this is a now a minimum standard for most insurers.

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 in reducing the chance of data breach. This completed document is good evidence that you have MFA in place if you ever experience a breach.

Please action the below and aim to complete all sections.

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

CONFIRM PLATFORMS THAT REQUIRE MFA	NOTES	MFA ACTIVE
EMAIL PLATFORMS		
Office 365		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
Gmail		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
Add additional: _____		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A

CONFIRM PLATFORMS THAT REQUIRE MFA	NOTES	MFA ACTIVE
INTERNAL SYSTEMS		
CRM		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
Meta		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
Google Workspace		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
Office 365		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
Add additional: _____		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
SERVICE PROVIDERS & SUPPLIERS		
Energy		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
Telco		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
Web registry		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
Australia Post		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
Office suppliers		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
Material suppliers		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
Australia Post		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
Add additional: _____		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
FINANCE		
Banking, credit cards		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
PayPal		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
Xero, Quicken, etc.		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
ATO portals		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
ASIC & Registry		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
Add additional: _____		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
Add additional: _____		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A

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

CONFIRM PLATFORMS THAT REQUIRE MFA	NOTES	MFA ACTIVE			
<hr/>		<table border="1"><tr><td>Y</td><td>N</td><td>N/A</td></tr></table>	Y	N	N/A
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Y	N	N/A			

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.