

## Your Role

- ✓ **You are responsible to safeguard your username, password, ATM PIN, Telephone PIN or other authentication credentials.** Take the necessary precautions to prevent discovery of all your authentication credentials and the unauthorised access of your card account, which would include ensuring that no one is watching you while you key in your username, password and/or PIN. You should NOT disclose your authentication credentials to anyone over the telephone, mail, SMS or over the internet, **including the staff of FINEXUS Cards or regulatory bodies.**
- ✓ **Do not use easy-to-guess numbers** as your ATM PIN and Telephone PIN such as your date of birth, telephone number or simple sequential numbers such as 1111, 1234, etc. Once a PIN is chosen, memorize it and never write it down on anything that you carry with you, including the back of your card.
- ✓ **Do not use a shared computer or device** that cannot be trusted for online transactions such as an internet cafe computer.
- ✓ **If you believe that your username, password, ATM PIN, Telephone PIN is compromised** or that someone has used your card account or otherwise has operated or access your account without your permission, you should notify us immediately by calling +6 03 8318 3100 **and change your PIN immediately.**
- ✓ **Do not leave your computer unattended** while you are still engaged in an online session.
- ✓ **Read the websites privacy policies** prior to providing any confidential information.
- ✓ **Regularly read information and security warnings** posted here for the latest updates.
- ✓ **Check your statements regularly** to ensure transactions are accurate. **Practice safe social networking.** Do not use the same username and password to log into social networking sites that you use to access your Citi accounts. Never post any information which may help identity theft, for example your contact and employment details. Understand, update, and frequently check the account, privacy and security settings on your social networking profiles. Know what information you are sharing and with whom.