N NEXTPOINT

User Security Tips

Nextpoint is built on the **world-class security architecture** of Amazon AWS, so you'll never have to worry about the infrastructure that protects your clients' data.

But just as in any software, it's important that anyone who uses the system follows user-level best practices to prevent an unauthorized person from gaining access to his or her account.

Here are our top six user security recommendations:

❶ Log out of Nextpoint when finished.
This prevents someone with access to your computer from viewing or manipulating your clients' data while you're still logged into the Nextpoint environment.

❷ Don't disable session expiration.
The session expiration feature automatically logs you out of Nextpoint after a period of inactivity. This ensure your data won't be accessible if you leave your device somewhere or forget to log yourself out.

❸ Use a strong password.
Your password should contain at least three of the four following types of characters, and preferably all four:

- *Upper case*
- *Lower case*
- *Numbers*
- *Special characters (including space)*

Consider memorizing a "pass phrase" that uses several words, or even a full sentence.

Never use easy-to-guess elements like your name or birth year.

❹ Rotate passwords regularly.
Set a recurring event in your calendar to change your password, which lowers the chances that it will be compromised. We recommend a password change every 90 days.

❺ Don't share your login credentials.
Your Nextpoint login should be memorized or stored in a password-protected vault. Never write your login on a sticky note or record it somewhere where another person can access it.

❻ Consult your IT manager about using a password-storing application like *LastPass*.
Applications of this sort act like a virtual keychain, holding all your passwords so you don't have to memorize them or record them in a vulnerable location.

For more tips on securing your clients' data, view our joint webinar:
"Cybersecurity for Law Firms"
with speakers from Clio and Atlantic Insurance.