

Tips to Help Secure Your BenefitsNavigator Account



Tip #1: Create a Strong Password

- Choose a password that is familiar to you but hard for others to know or guess
- Create a unique password; don't use it for anything else
- Avoid the following:
 - Family or pet names
 - Your telephone number, ZIP code, initials, or address
 - Sequences from the alphabet (for example, abcdefg) or a keyboard (for example, asdfghjkl)
 - The word "password"
 - Part or all of an old password

Tip #2: Protect Your Password

- To protect your password, do NOT:
 - Share it with others
 - Write it down
 - Change it in a public place
 - Let others watch you use it
 - Reuse it in your user ID or password hint
- Change your password if:
 - You've used it for more than six months
 - You've shared it with someone
 - You wrote it down and misplaced it

Tip #3: Secure Your Information

- Keep your contact information up to date
- Have a mobile phone number on file when available
- Add security questions for another layer of protection when available
- Contact the BAE Systems Benefit Center 1-888-900-4223 immediately if:
 1. Your account logon information was compromised or your account-related information was affected by identity theft (for example, if someone is using your credentials to impersonate you).
 2. You receive any communications about suspicious account activity—within one business day after a text notification and within three days for all other notifications.

Tip #4: Secure Your Device

- Update security software on any device that you use to access your account
- Download the latest operating system
- Don't save your logon information on a device
- Use a private device and a protected wireless connection. Browsing the Internet can present security risks; limiting access to sensitive sites can help protect you.

