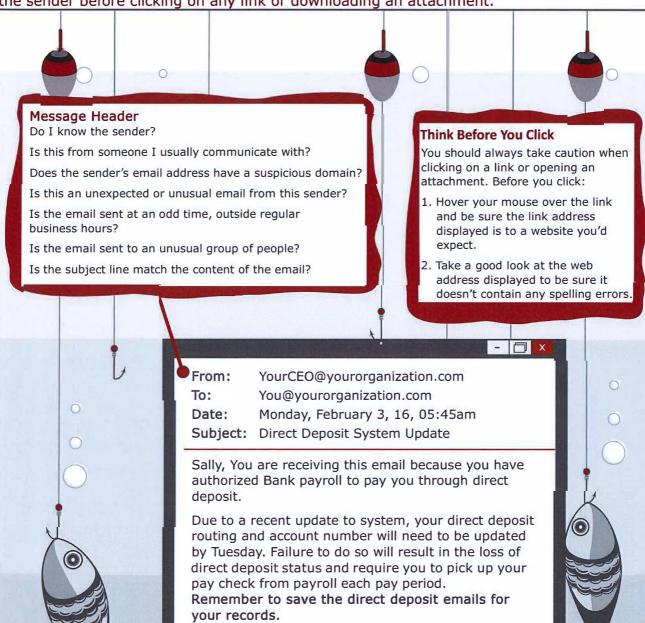
DON'T TAKE THE BAIT!

When in doubt, check it out. If an email sent to you has any of these red flags, verify with the sender before clicking on any link or downloading an attachment.



To update your direct deposit information please click the link below and verify your account:

Employee Portal_

Office of Payroll Your CEO

Message Body

Is the email written in a style consistent with the sender?

Does the email contain bad grammar, odd styling, or spelling errors?

Is there a link or attachment?

Does the email just seem "off" or give you an uneasy feeling?

Is the sender asking for personal, financial, or customer information?

