

DO'S

- Change your password assigned by the bank immediately on accessing Salary portal Services for the first time.
- Password should contain 1 upper case, 1 lower case, 1 special character, 1 number and password length should be 8 characters.
- Change your password on regular basis for reduce the risk.
- Keep your user-id and password confidential and do not reveal them to anyone else
- Memorize your user-id and password and do not record them anywhere else
- Always check the URL address on the address bar of internet browser. This should begin with "https"; the letter 's' at the end of "https" means 'secured' <https://cib.finobank.com/>
- Always update the version of the browser for smooth services
- Always clear your browser cache after each session
- Log off completely from your online banking website, close the browser and log off PC, when not in use.
- Always keep track of your transactions in your account.

DON'TS

- Don't use link in an email message to log in. For access in salary portal always use official website -<https://cib.finobank.com/>
- Don't let any unauthorized person have access to your computer or leave the computer unattended while using salary upload services
- Avoid accessing Salary portal access from cyber cafes or shared PCs.
- Do not at any time provide to any person, with any details of the accounts held by you with the Bank including, account number, User id or Password, OTP which is assigned to you by the Bank from time to time.
- Don't click on save password and always use 'Remember Password' feature provided by browsers to save your Salary portal password.
- . Don't leave your salary upload session unattended. Always logout completely. Make sure:
 - a) Application is logged out by clicking on logout button.
 - b) All the browser windows are closed