

Security & PCI Compliance Rules



Do not share your password with ANYONE.

Do not use words from the dictionary, or personal information for passwords.



Always lock your computer, and always lock cabinets and drawers that contain secure information.

As soon as it's not needed, shred all confidential information.



To enter HMS, a person must either have an HMS badge or sign in as a visitor and get a Visitor's badge.

Don't give out account information over the phone until you have verified who you are speaking with.



If you use a laptop, don't leave it unattended.

Only visit websites that you trust and have a legitimate business purpose to visit.



Do not view/save/download unexpected e-mail attachments.