



STAY SAFE ONLINE

WhatsApp business safety checklist

Secure the chat tools you use for customers and payments. WhatsApp is not your filing system.

Do these

• CHECKLIST

- ☐ Two-step verification is on
- ☐ Linked devices reviewed; unknown devices removed
- ☐ Phone lock or biometrics on
- ☐ Quotes, invoices and contracts also saved outside WhatsApp

Non-negotiables

1. No payment to changed bank details without verification on a known number
2. No sharing OTPs in chats
3. No clicking unknown links, even from familiar names
4. No releasing goods before payment clears in the bank
5. No sending sensitive documents to unknown numbers

Before releasing goods

1. Has the money cleared?
2. Could this "proof of payment" be fake?

This week

ONE SETTING OR
DEVICE FIX

DONE BY
