

A former employee
may still have a digital
key to your business.

**That access could
become a serious
security problem.**



When someone leaves, does **EVERY** login get shut down?

Email.

Cloud Files.

Business apps.

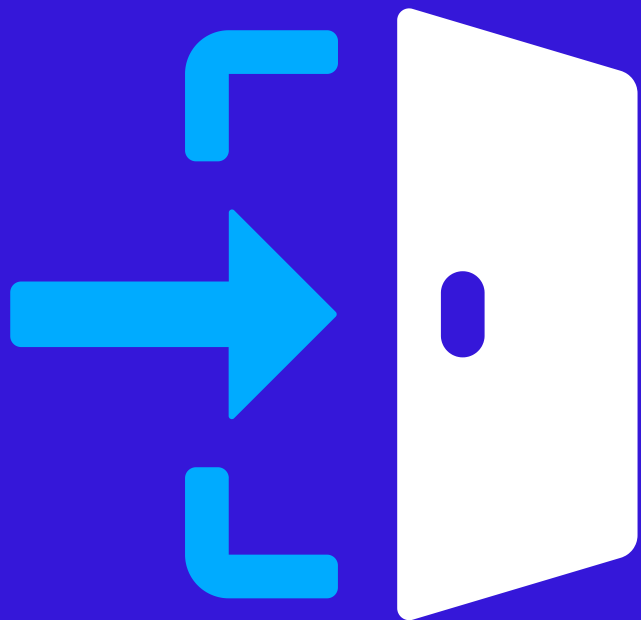
Remote access.

One missed account is enough.



**Old employee
accounts can
provide an easy path
into your systems.**

**No advanced hacking
required.**



**Just a login
that still works.**



Forgotten accounts may **still include:**




- ✘ **Access to confidential information**
- ✘ **Permission to edit or delete data**
- ✘ **Little or no active monitoring**

**That creates room
for **misuse.****



Often, no one intended to leave the door open.

The cause may be:

-  A saved password on a personal device
-  A login overlooked during offboarding
-  Temporary access that was never removed



Could a former employee **still...**

- ✘ Read your emails?**
- ✘ Open client records?**
- ✘ Sign in remotely?**
- ✘ Download business files?**

Uncertainty is a warning sign.



**Access gets missed
because it lives
across multiple
systems:**

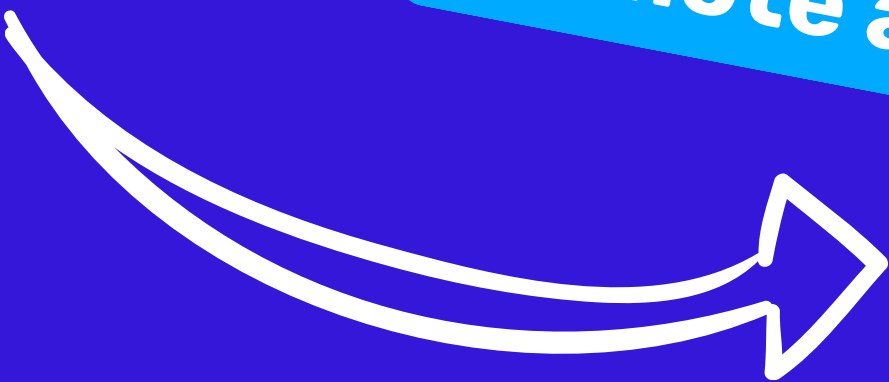
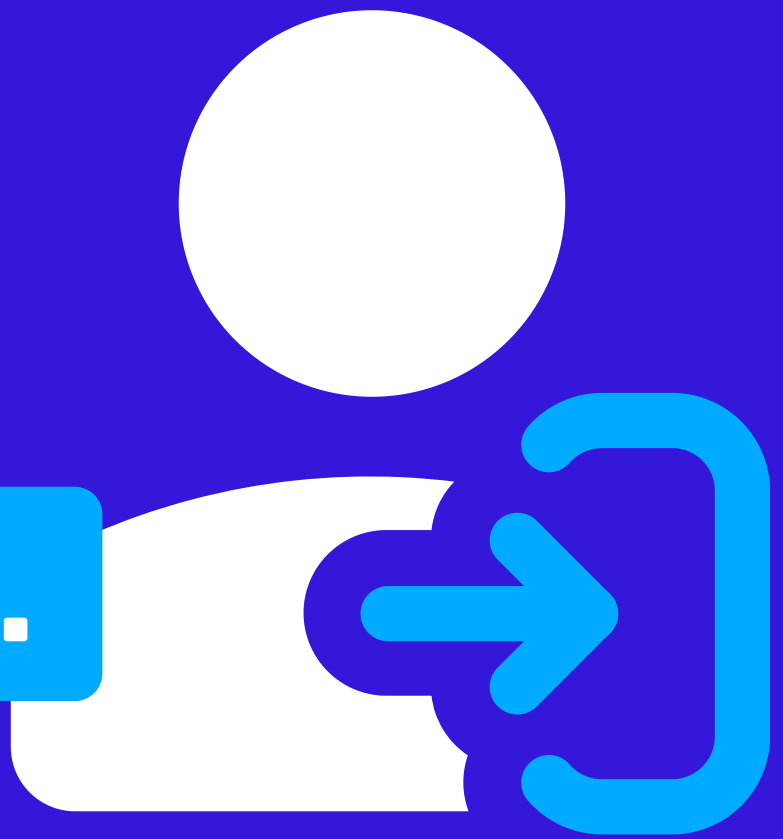
Microsoft 365.

CRM software.

Cloud apps.

Finance tools.

Remote access tools.



Start looking for forgotten access

- ✓ **Review active users regularly**
- ✓ **Flag accounts with little or no recent activity**
- ✓ **Identify duplicate, shared, and generic logins**
- ✓ **Compare account lists with current staff records**



Pay close attention to accounts that:

Have no clear owner

Belong to former employees or vendors

Still use paid licenses

Retain administrator privileges



When someone leaves:

- ✓ **Block sign-in immediately**
- ✓ **End active sessions**
- ✓ **Transfer files, email, and account ownership**
- ✓ **Remove permissions and licenses**
- ✓ **Document what was completed**

Do it the same day.



Create a repeatable
offboarding checklist.

- **Assign responsibility.**
- **Set deadlines.**
- **Verify every system.**

**A consistent process
closes the gaps.**



Former employees should not retain access to your business, even by accident.

We can help you identify forgotten accounts, remove unnecessary access, and strengthen your offboarding process.

Get in touch.

