

# Account Security Review Tool

*Tool · A Reusable Single-Page Audit For Any Online Account.*

**Print as many copies as you have Tier-1 accounts. Run through every checkpoint, score the account, and save the completed sheet in your password manager's Secure Notes.**

## Account Header

Service / website: \_\_\_\_\_ · Login email / username: \_\_\_\_\_

Account tier (1=critical, 2=important, 3=throwaway): \_\_\_\_ · Audit date: \_\_\_\_\_

## Authentication (40 Pts)

- Password is 16+ characters, fully random, unique to this account (10 pts).
- Password is stored in my password manager (5 pts).
- MFA is enabled on this account (10 pts).
- MFA method is authenticator app or hardware key — not SMS (8 pts).
- Recovery codes are stored (in PM Secure Notes + paper) (7 pts).

Section score: \_\_\_\_ / 40

## Account Hygiene (25 Pts)

- Login history shows no unfamiliar locations (5 pts).
- Active sessions reviewed; old devices signed out (5 pts).
- Login alerts / new-device notifications enabled (5 pts).
- Recovery email is set to a different account I control (5 pts).
- Recovery phone is current (5 pts).

Section score: \_\_\_\_ / 25

## Connected Apps & Permissions (15 Pts)

- Third-party app access reviewed; unused apps removed (5 pts).
- API tokens / OAuth grants reviewed (5 pts).
- Email forwarding / filters reviewed for unauthorized rules (5 pts).

Section score: \_\_\_\_ / 15

## Privacy & Public-Facing Settings (10 Pts)

- Privacy settings audited (visibility, tagging, location) (5 pts).
- Profile photo, bio, and connections reviewed for sensitive details (5 pts).

Section score: \_\_\_\_ / 10

## Backup & Recovery (10 Pts)

- I have a documented recovery plan for this account (5 pts).
- A trusted contact / emergency access is set up where supported (5 pts).

Section score: \_\_\_\_ / 10

## Total Score

Total: \_\_\_\_ / 100

- **90-100:** Hardened. Re-audit in 6 months.
- **75-89:** Solid. Address the unticked items this week.
- **60-74:** Average. Schedule the upgrades within 30 days.
- **Below 60:** Vulnerable. Fix immediately, especially Tier-1 accounts.

## Top 3 Items To Fix On This Account

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_

### TEST YOURSELF

#### Can You Spot The Phishing Email? Take The 60-Second Test.

Ten real emails. Some legitimate, some scams. Your score tells you exactly where your inbox-defense weak spots are.

[Visit Making Sense Of Security →](#)