

Manage My Savings Account

You can use these strategies to help you manage your savings account.

Read the rules of your account

Read the rules of your account or ask a customer service representative at your financial institution questions, to ensure you understand the rules. You may want to ask about:

- **Fees.** What kind of fees are there, and when are they charged? What can you do to avoid paying the fees?
- **Balances.** Is there a minimum balance you have to keep in your account? What happens if your account goes below that amount?
- **Transactions.** What is the maximum number of withdrawals you can make each month? What if you go over that number?

Keep track of your deposits and withdrawals

- You can keep your own record each time you deposit or withdraw money.
- Keep track of the scheduled transactions that will take place in the future, such as automatic deposits or automatic withdrawals.
- Using a paper-based log or a mobile app can help you keep on track.

Monitor your account activity frequently

- Monitor your account activity online if possible.
- Many financial institutions have mobile apps that can show you real-time or near real-time transactions and account balances.
- If there are any deposits or withdrawals that don't look right or you know you didn't make, tell your financial institution right away.

Review your monthly account statements

- Some financial institutions give you the option of reviewing your statements online.
- If you request online statements only (choosing "paperless"), you may have to pay a fee if you also want a paper statement. However, if you need a paper copy of your statements as a reasonable accommodation, ask for that.

Set up email or text alerts, if possible

- Many financial institutions offer several alerts regarding your account.
- For example, you may be able to receive an email, a text message, or both when
 - balances fall below a certain level,
 - there is a transaction over a certain amount, and
 - a transaction is made outside of the United States.

Stay safe online

- Make sure websites are secure if you are entering personal or financial information.
- Only give personal and financial information using encrypted websites.
 - Encryption means the information is secure. The data is changed into code before it is transmitted. That masks the information in case it is intercepted by thieves.
 - Check to see how the web browser you use indicates if a website is encrypted. For example, there may be a lock symbol or the letters https:// may be in front of the web address.
- Be careful on public Wi-Fi networks, as they may or may not be secure.
- Make sure your passwords are difficult to guess. Making a password longer is generally the easiest way to increase its strength. Mix lowercase and uppercase letters with numbers and, if permitted, symbols. Avoid keyboard patterns, such as "1234," and don't use names, numbers, or words connected with you, like a birthday, name of pets or relatives, or phone number.
- For more information about online security, visit [OnGuardOnline.gov](https://www.ftc.gov/OnGuardOnline) (ftc.gov).

