

EMAIL ENCRYPTION INSTRUCTIONS – TO BE SENT AS AN ATTACHMENT WITH THE DESIGNATED SCHEDULING GROUP EMAIL TO REPRESENTATIVES

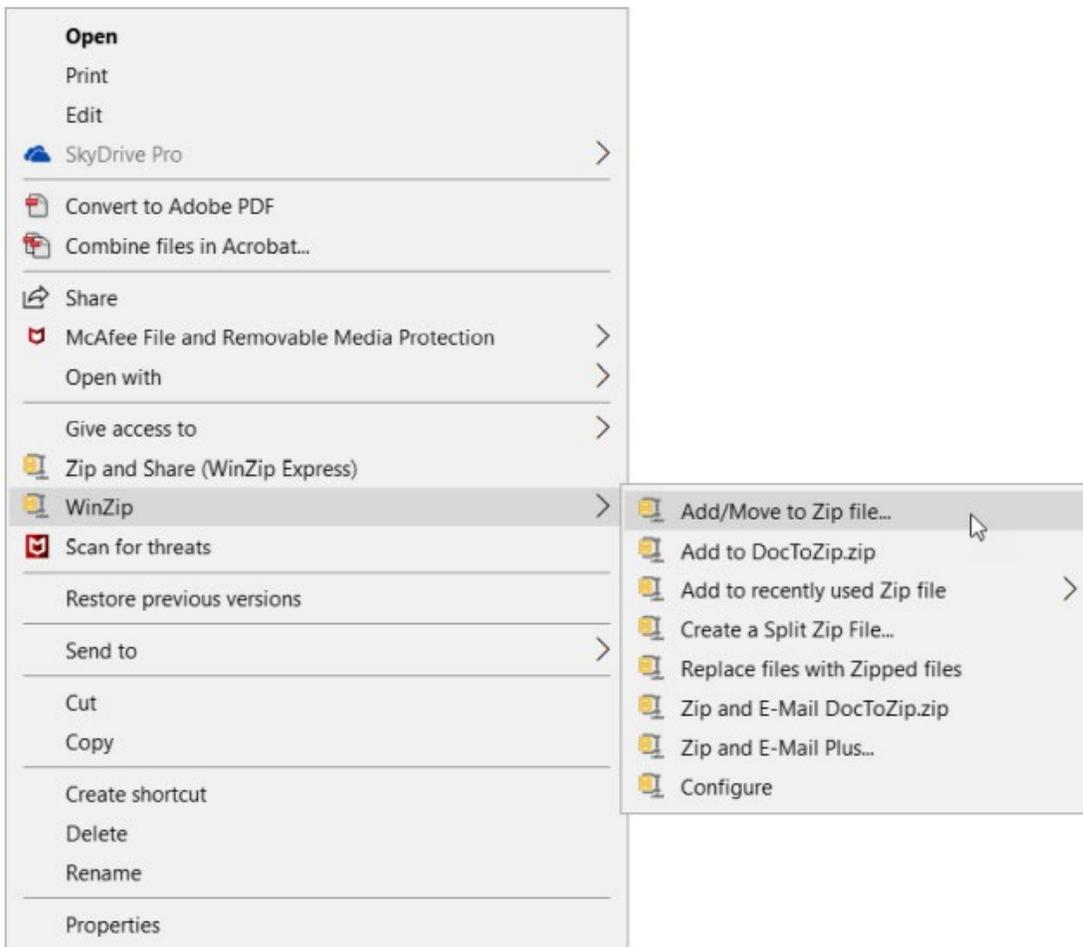
[References & Guides](#)

Encrypted Email Procedures

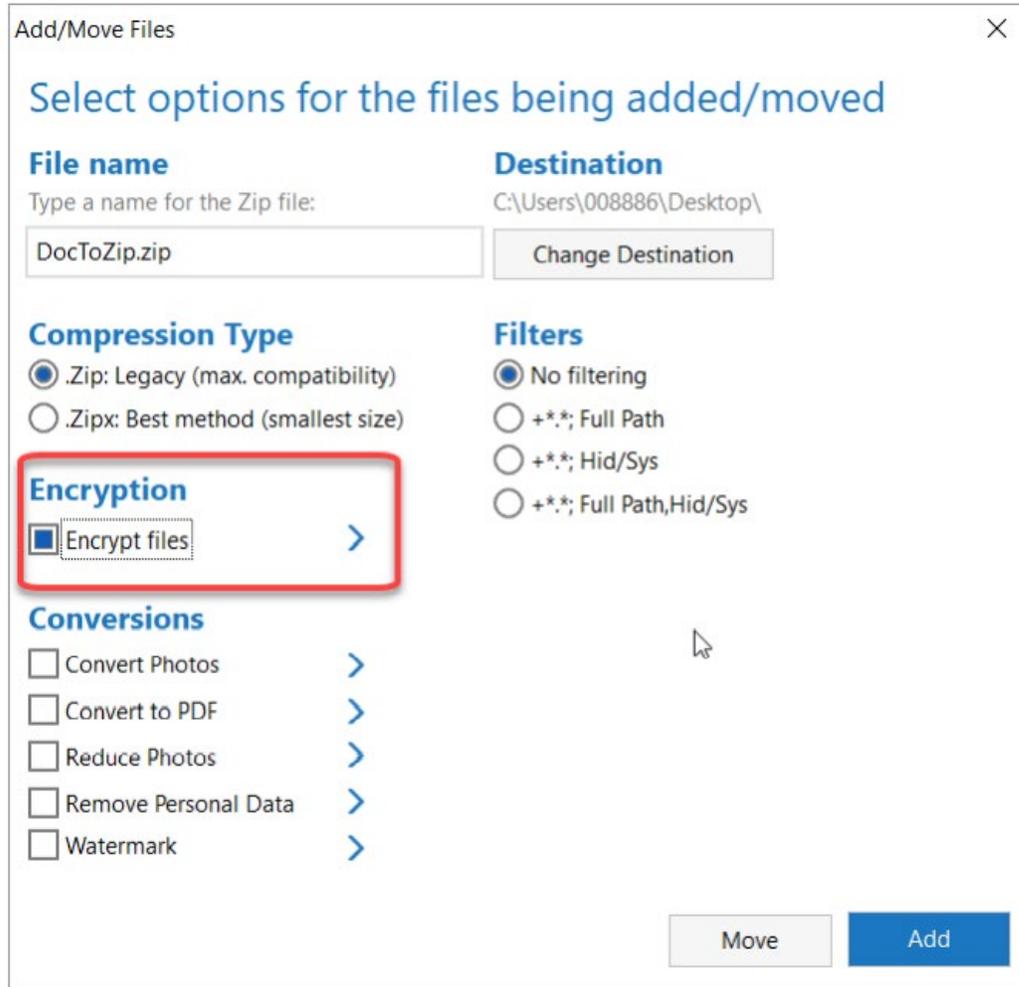
For your convenience, we have included the following instructions to send emails with sensitive documentation or messages containing personally identifiable information (e.g., SSNs, EIN, etc.) securely to an SSA email address. If you utilize an alternate secure email method of transmission, we recommend contacting the recipient to confirm receipt.

To Encrypt a File using WinZip

1. Save the file to your hard drive.
2. Open Windows Explorer and locate the file.
3. Right click on the file.
4. Select “WinZip” and then “Add to Zip File.”



5. An Add box pops up. Near the bottom of the box you will see an “Options” area.
6. Turn on the check box for “Encryption.”

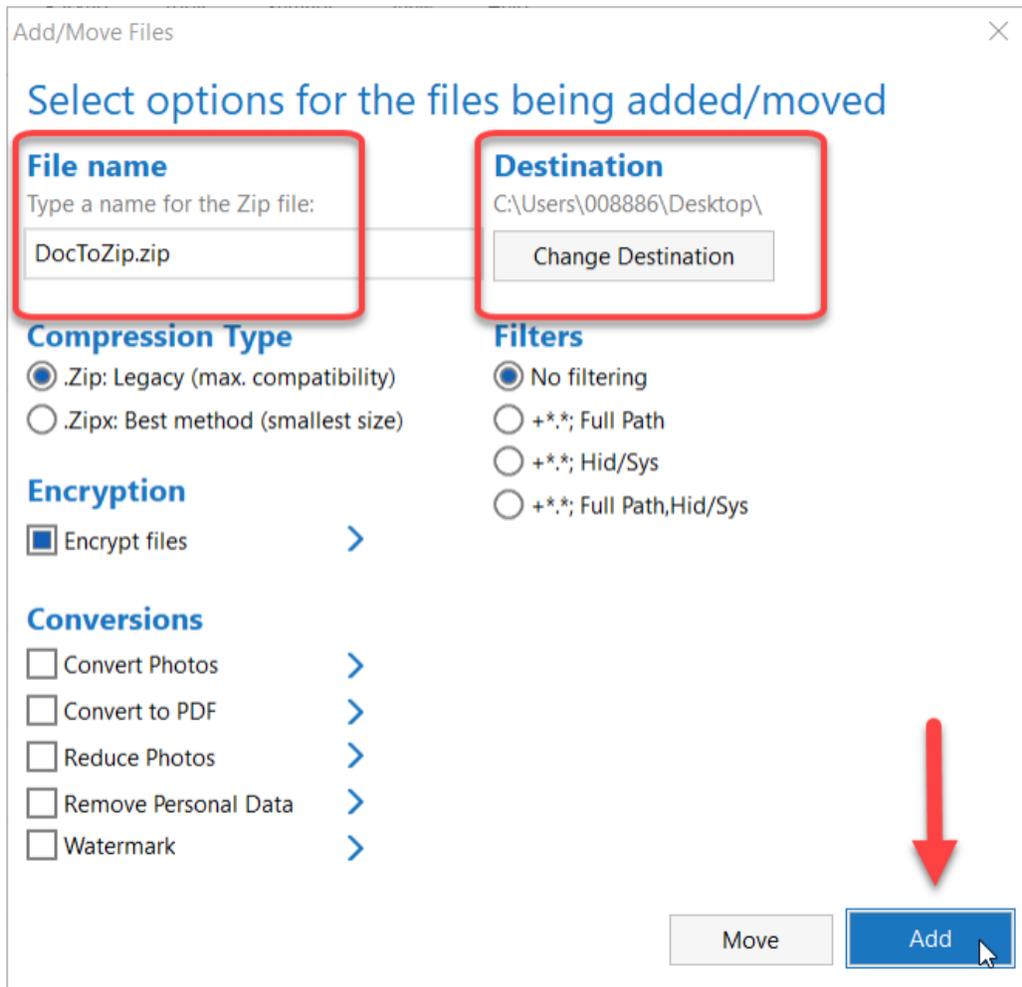


7. Expand the arrow next to “Encryption.”

8. Select the 256-Bit AES and click “OK”



9. Verify the correct File Name and Destination, then click “ADD”



10. Click “OK” to a caution box if it appears
11. Enter a password composed of letters, numbers, and special characters (minimum 8 characters – maximum 64) and click “OK”

Encrypt

This password will remain in effect for all files that you add to or unzip from this Zip file until the Zip file is closed.

PASSWORD POLICY: Password must be at least 8 characters long.

Enter password:

Re-enter password (for confirmation):

Hide the password

OK

12. A “completion box” will be displayed, click “OK” to close WinZip
13. In your email client, compose the desired email and attach the encrypted zip file and send as normal.

CAUTION: do not include the password in the email. See next section

14. Delete both the encrypted Zip file and the original unencrypted file if no longer needed.

Providing the Recipient with the Password

In a **SEPARATE** email, send the password to the recipients of the email prior to or after sending the encrypted file. You must **NEVER** send the password in the same email message to which you attached the encrypted file.

Alternate Encryption Methods

Microsoft Office Word, PowerPoint, Excel	Adobe Acrobat Pro DC PDF
<ol style="list-style-type: none">1. Click the File tab.2. Click Info.3. Click Protect Document.4. Click Encrypt with Password.5. In the Encrypt Document box, type a password, and then click OK.6. In the Confirm Password box, type the password again, and then click OK.7. Attach the encrypted document to the email and click Send.8. Communicate the password separately, per the instructions above	<ol style="list-style-type: none">1. Click the Tools tab.2. Click Protect.3. On the Protect bar at the top of the document, click Encrypt with Password.4. If a warning box appears, click YES.5. In the Password Security – Settings box, click Require a password to open the document.6. In the Document Open Password field, type a password.7. Ensure that the Encryption Level in the Options field notes 128-bit AES or 256-bit AES.8. Click OK.9. In the Confirm Document Open Password box, type the password again and click OK.10. Attach the encrypted document to the email and click Send.11. Communicate the password separately, per the instructions above