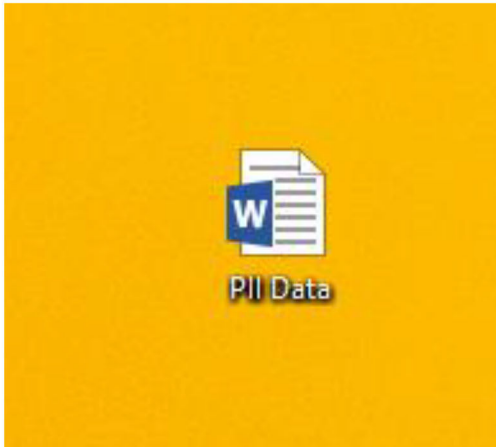
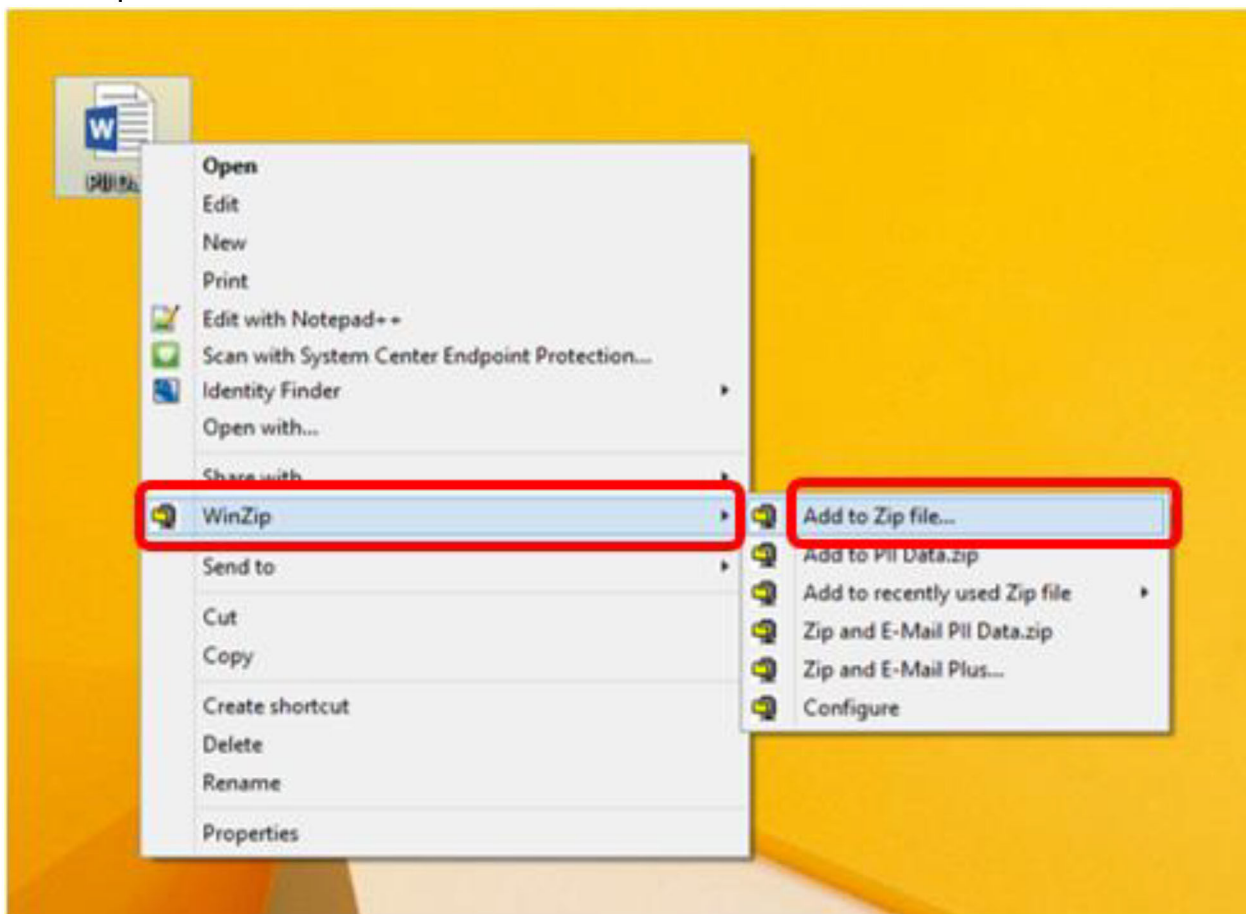


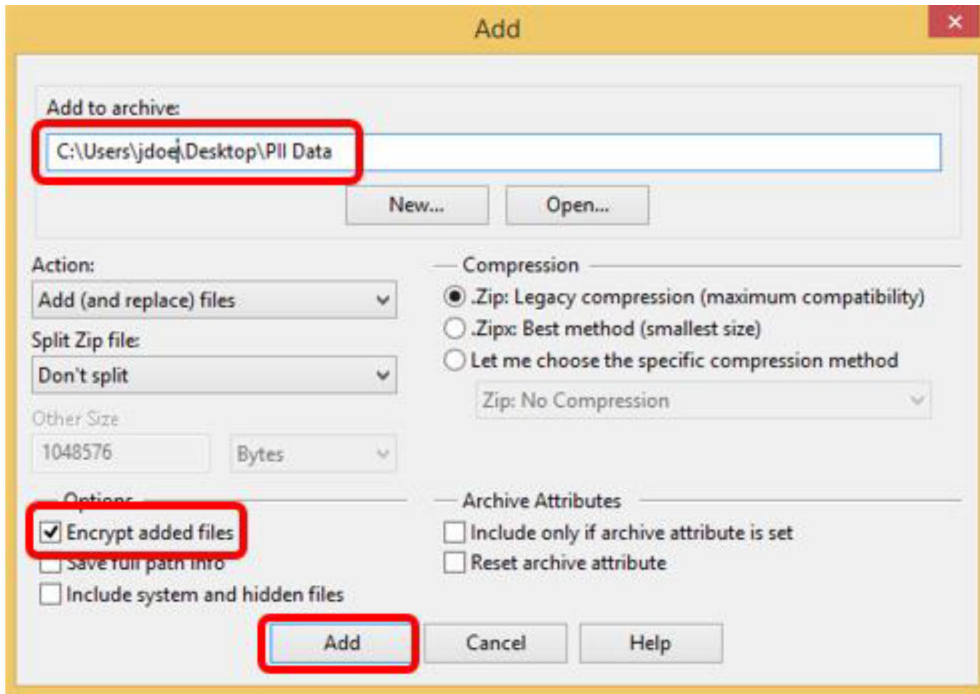
- 1- Save the PII data you would like to send in a document (Word, Excel, notepad etc..)



- 2- Once the file is saved "**Right Click**" on the file and select **WinZip** and then **Add to Zip file** from the drop down window.



- 3- At the next step select the location on your computer where you would like to save the encrypted file (the default location is where the original file is saved)
- 4- Select **Encrypt added files**
- 5- click **Add**

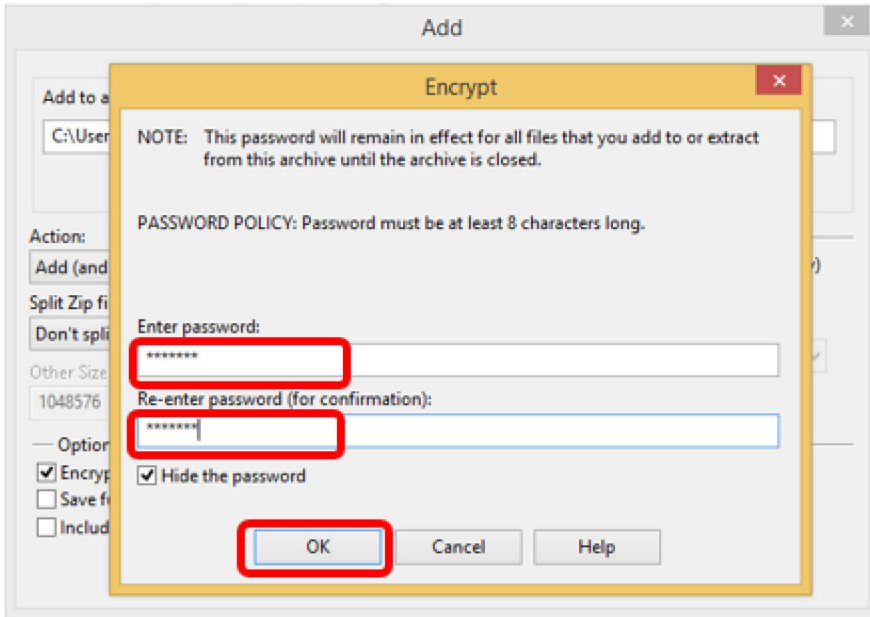


- 6- You will be prompted with a widow about encryption, here click **OK** to continue. If you would like more information about encryption then you may click Help

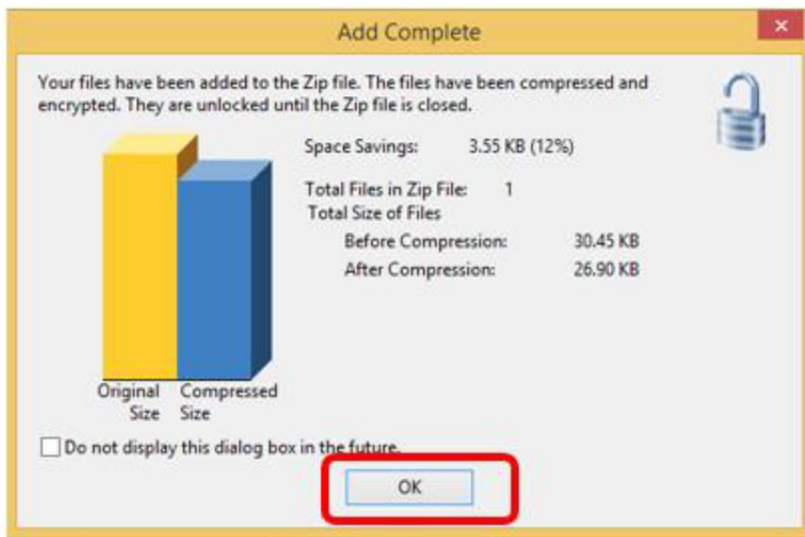
NOTE: clicking Don't display this message in the future will ensure you are not prompted with this window each time.



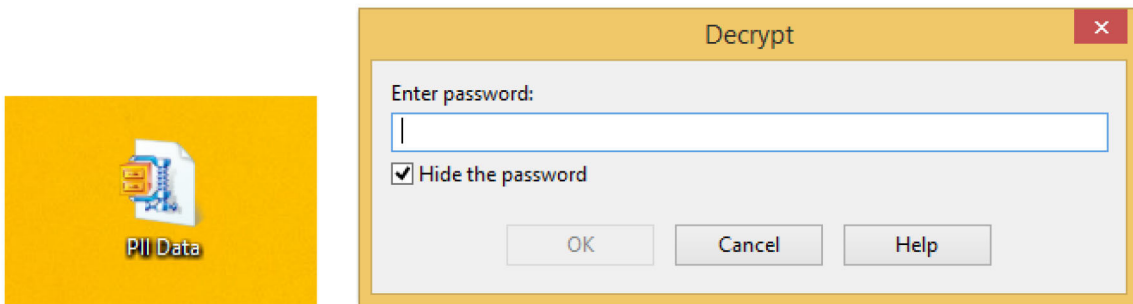
- 7- You will now be asked to set a password for your file, this will ensure that file is only accessible using the password you set. Once you set a password and confirm it please click ok.



8- A dialog box will be shown letting you know that your file is now complete, click **OK** to continue.



9- You will now have a file that has the same name as the original document that is encrypted. Please see image below for example. In order to access the file you will need to use the password you set while creating it to decrypt the file.



10- Now you can email this encrypted file and share the password with those whom you would like to access the file.

NOTE: As a security policy please do not send the encrypted file and password in the same email, please send the encrypted file first then a separate email with the password.