

Password protecting/encrypting documents to PEPP

How to password protect/encrypt a PDF document using Adobe Acrobat:

- 1) go to *File, Properties*, a window will pop-up, select the *Security* tab,
- 2) under *Security Method*, click the drop down menu and select *Password Security*,
- 3) a screen will pop-up, under the *Document Open* option, check the *Require a Password to open document*' box, and input your password, hit *OK*, and reconfirm your password.

Steps to password protect/encrypt a document using WinZip:

- 1) after filling out the form, save it in a folder,
- 2) right click the document, saved in the folder and select *add to WinZip*,
- 3) under *encryption* select the *encrypt files* box and select the arrow button to ensure the WinZip is *(128-bit) or (256-bit)* and hit the *add* button,
- 4) enter a complex password, and confirm the password,
- 5) your WinZip document will be ready in the original folder to attach to an email.

How to password protect/encrypt an Excel spreadsheet:

- 1) go to *File, Info*, select *Protect Workbook*,
- 2) in the drop down menu, choose *Encrypt with Password*,
- 3) a pop-up menu will prompt you for a password, hit *OK*, and reconfirm your password.

Follow the initial email containin PEPP documents with a secondary email disclosing the password. **If you wish to use the same password for all documents, please contact your CFC to set this up.