



REHABILITATION SERVICES ADMINISTRATION (RSA) PAYBACK INFORMATION MANAGEMENT SYSTEM (PIMS)

HOW TO ENCRYPT FILES

The RSA Payback Information Management System requires that all attachments emailed to the Help Desk, including photos, scanned documents, PDFs, or any other document(s) containing personally identifiable information (PII), are encrypted. Encryption simply means a file requires an encryption key (like a password) to decrypt it. If you send the encrypted file to another entity, a password will be required to open and view the file.

There are several ways listed below to encrypt and/or password protect your files.

When emailing a file with PII to the PIMS Help Desk, make sure you encrypt the file and send **a second email to the Help Desk with the password** to decrypt that file to the Help Desk.



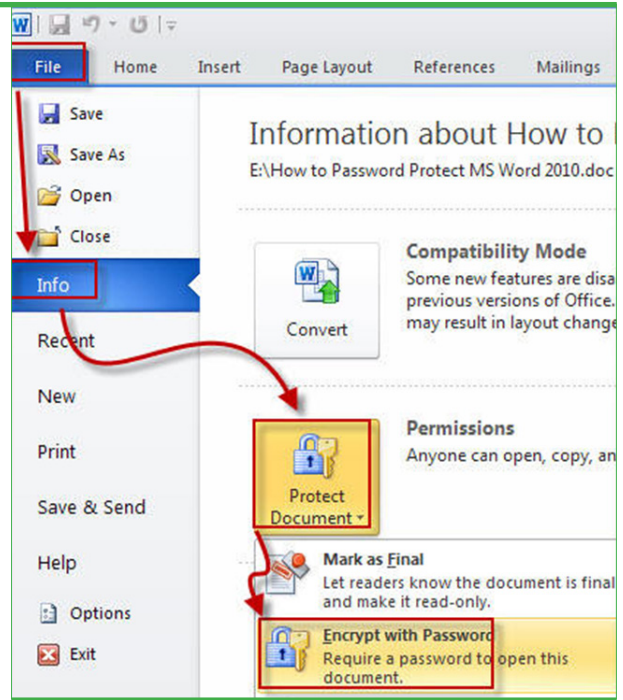
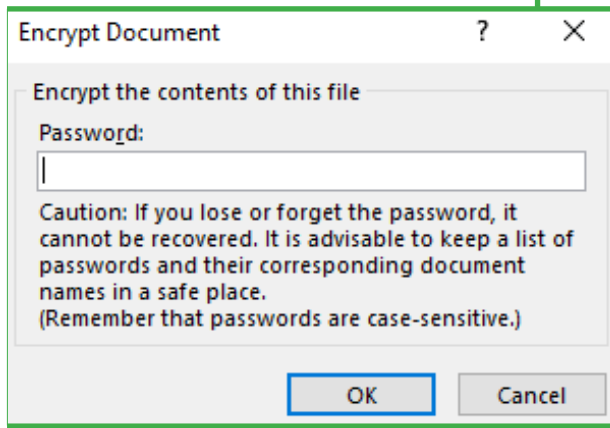
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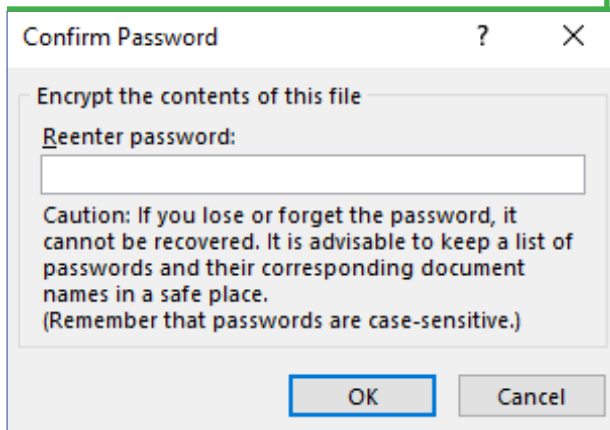
How to encrypt a Microsoft Word Document on a PC

- Step 1. Open your Microsoft Word document.
- Step 2. Go to File > Info.
- Step 3. Click Protect Document.
- Step 4. Click Encrypt with Password.

- Step 5. Enter a Password, then click OK.

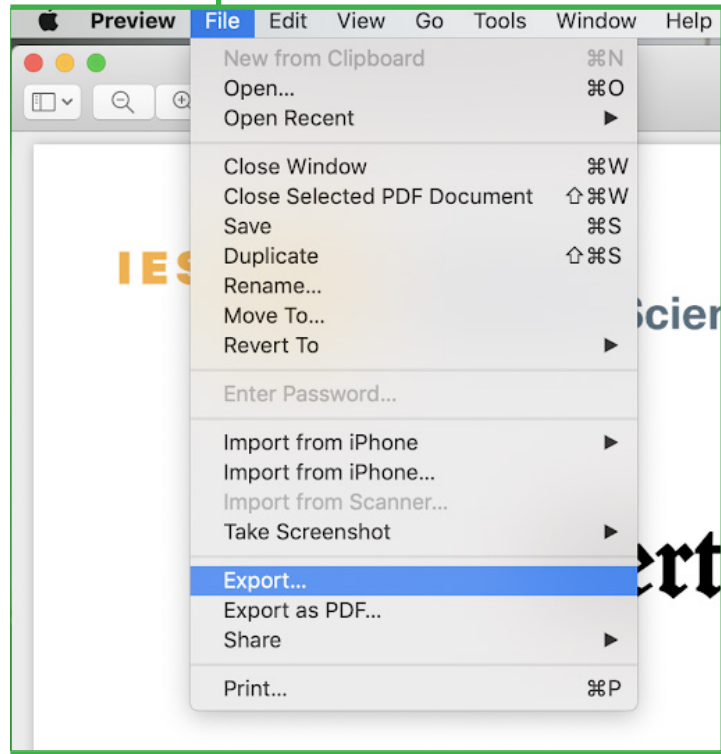


- Step 6. Re-enter the Password, then click OK.

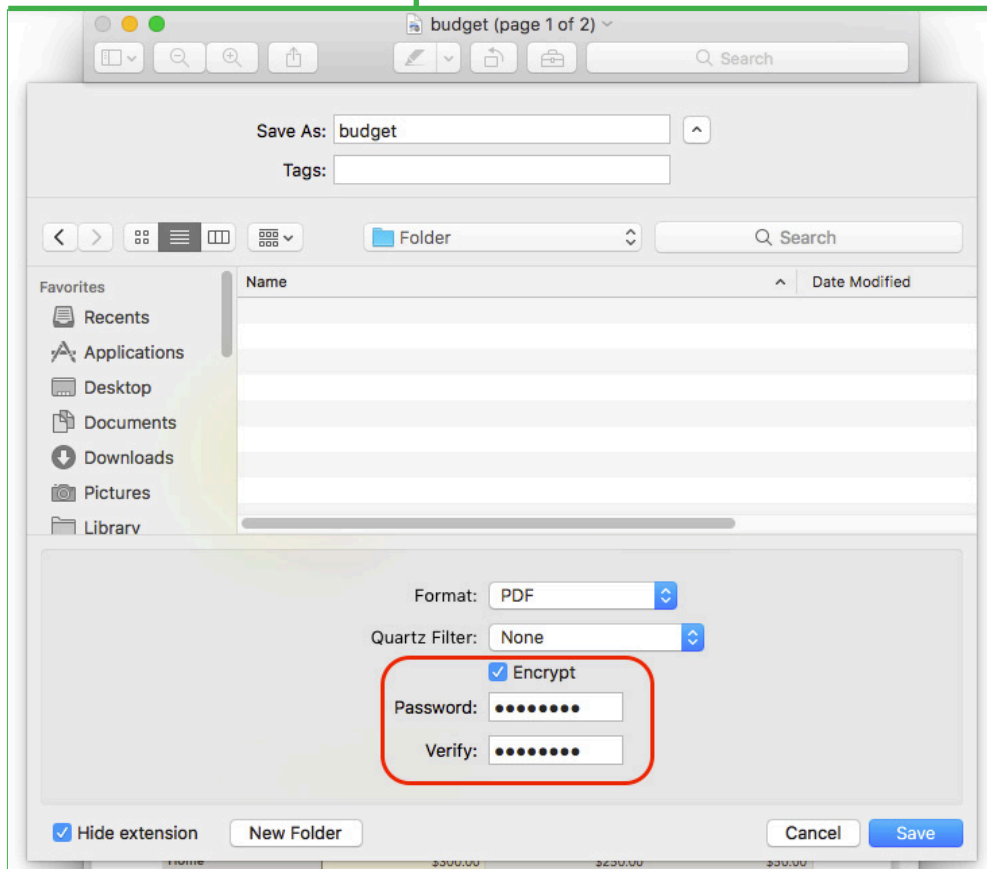


How to encrypt a file on an Apple Mac:

- **Step 1.** Open the file you wish to password protect in Preview. You can encrypt PDF files, pictures, or other file types that you can open in preview.



- **Step 2.** Go to **File > Export**.
- **Step 3.** Select the **Encrypt** box, enter your password, and click **Save**.

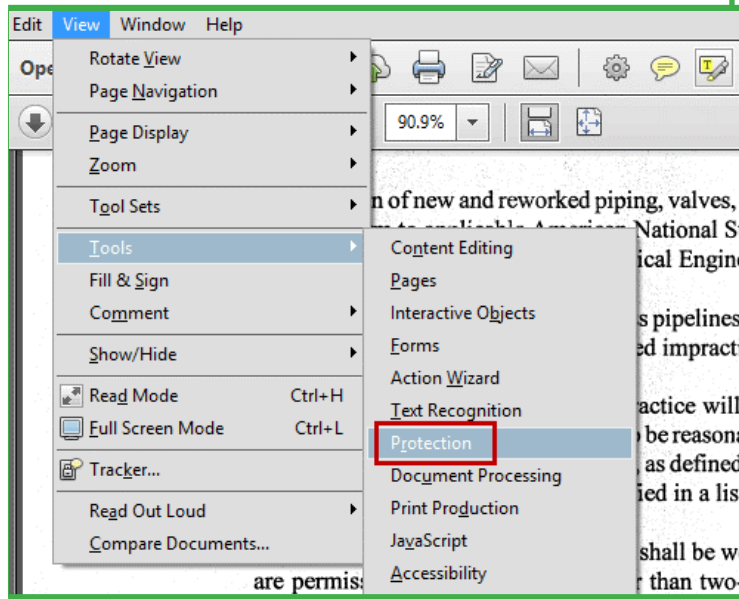


How to encrypt a PDF using Adobe:

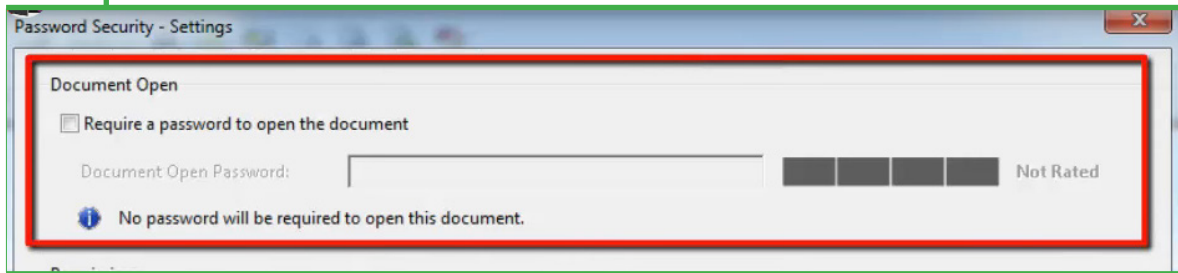
A. How to Password Protect PDFs in Adobe READER

- **Step 1.** Open your **PDF File** in **Adobe Reader**.
- **Step 2.** Go to **View > Tools > Protection > Encrypt > Encrypt with Password**.

Note, these selections may appear differently depending on the version of Adobe Reader you are using.



- **Step 3.** If you receive a prompt, click **YES** to change the security on the document.
- **Step 4.** Select **Require a Password** to open the dialog box and **Type** your desired password, then click **OK**.



- **Step 5.** Re-enter your **Password** in the **Confirm Document Open Password** dialog box, then click **OK**, then click **OK** again in the next prompt.



- **Step 6.** Choose **File > Save**.

B. How to Password Protect PDFs in Adobe Acrobat

- **Step 1.** Open your **PDF File in Acrobat DC.**
- **Step 2.** Go to **File > Protect Using Password.** Alternatively, you can go to **Tools > Protect > Protect Using Password.**
- **Step 3.** Select **Viewing** to open the dialog box and **Type** and **Re-type** your password, then click **Apply.** Acrobat displays a confirmation message that the file was successfully protected from viewing using a password.

Protect Using Password

Requires user to enter a password for:

Viewing
 Editing

Type Password

..... Strong Password

Re-type Password

.....

More Options ▾

How to encrypt a file using WinZip:

The instructions below have been provided by the U.S. Department of Education.

WinZip Instructions for file/folder encryption and password protection

1	Open a folder to the location of the file(s)/folder(s) that you wish to encrypt.
2	Select the file(s)/folder(s) with the mouse that you wish to encrypt. Note that in order to select more than one file/folder that you will need to hold down the Ctrl key on the keyboard while selecting them.
3	Right-click with the mouse over one of the selected items.
4	Select WinZip . From the submenu that appears, select "Add to Zip File."
5	In the "Add Files" dialog box, specify a Filename and Destination (location) for the finished ZIP file.
6	Ensure that Compression Type Zip is selected.
7	Under Encryption , check the "Encrypt files" box.
8	Click the Add button.
9	If a popup window appears saying "You should be aware of the advantages and disadvantages of the various encryption methods before using this feature. Please press the F1 key for more information, particularly if this is the first time you are using encryption." Select the OK button.
10	In the Enter Password field, enter an appropriate password. Passwords must be at least 8 characters and contain at least one (1) of each the following: a lower case character (a–z), an upper case character (A–Z), a numeric character (0–9) and a symbol character (!,@,#,\$,%,&,* , etc.)
11	In the Re-enter Password field, enter the same password from step #10, and remember the password for future reference.
12	Click the OK button.
13	If a window comes up saying "Add Complete. Your files have been added. The files will be compressed and encrypted when saved." Click the OK button.
14	The encrypted WinZIP file should be in the location identified in Step #5 above.
15	The password must not be included in the same message and should either be included in a separate email or verbally given to the intended user.