

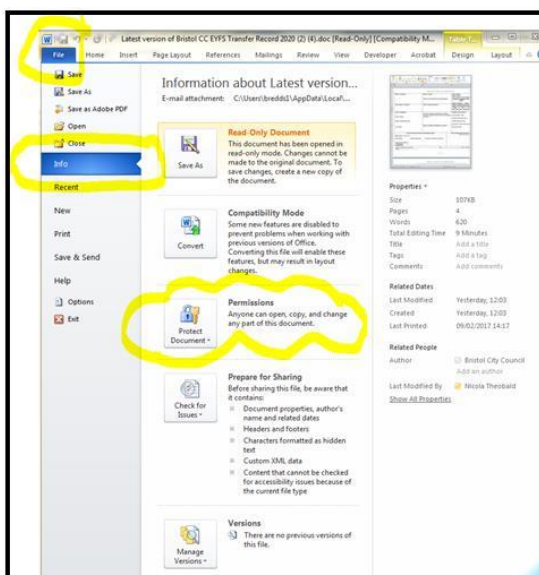
Password Protecting your Transfer Records for Emailing

When sending your transfer records to the receiving setting they will need to be emailed securely. This requires you to add a password to each of your documents before emailing. You will then need to phone the recipient to advise them of the password. **DO NOT EMAIL THE PASSWORD.**

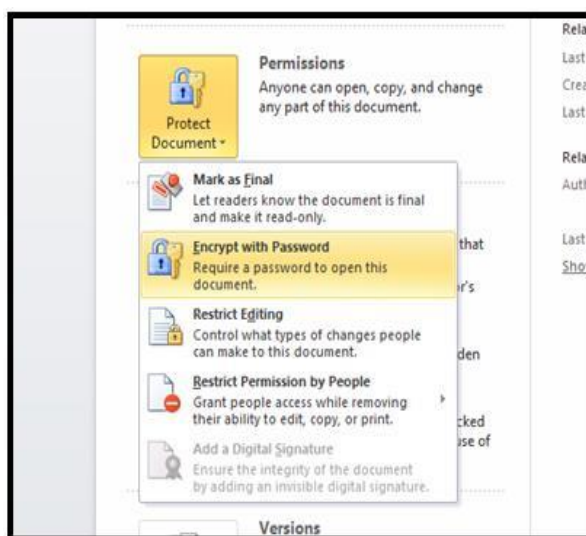
You will need to password protect each document individually, however you could use the same password for all the records and attachment them all to the same email.

Protecting and Sending the Documents

1. Complete and save each document.
2. Click on FILE, info, then click the Permissions button (the one with the padlock and key icon)



3. From the drop down list, select 'Encrypt with Password'



Transition Guidance SEND Appendix 1 Secure Communication



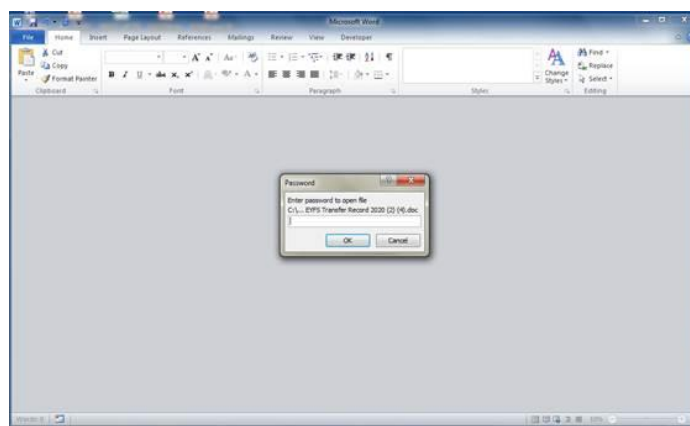
4. Type in a password – remember this is case sensitive and that you will need to be able to spell this out via phone to the provider.



5. Repeat / Confirm the same password



6. Click Save again - your document is now password protected. No one can open it without the password you set. If you want to 'test' that it worked, just close the document and re-open it and you will see the request for the password...



7. Send your documents via your usual email system (e.g. outlook or Hotmail etc.) and then follow up the email with a phone call to disclose the password.