

Pretty Good Privacy (PGP) File Encryption Instructions

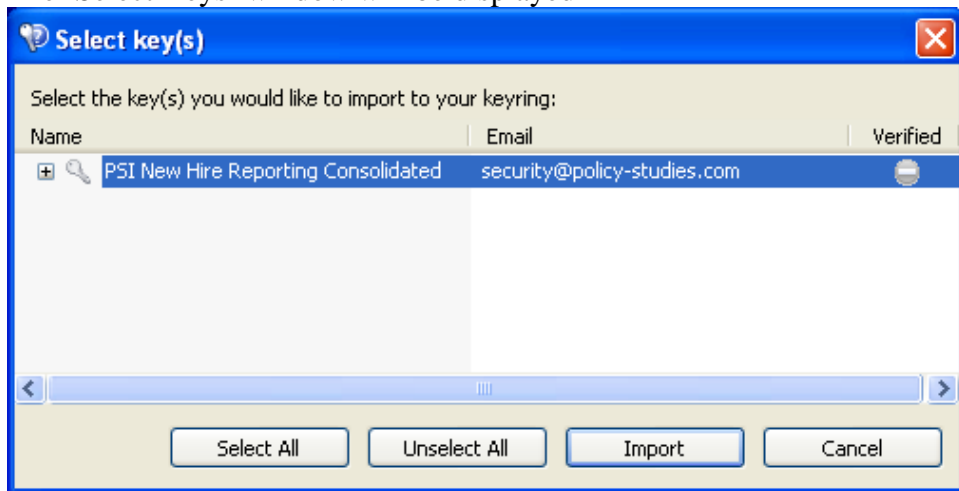
There are many PGP compatible software products. The following instructions apply to *PGP Desktop*. For other products, please refer to the product manual.

- 1) Open PGP Desktop application
- 2) Import PGP Public Key:
 - a. Double-click on the following file:



Universal PGP Key

- b. The 'Select Keys' window will be displayed

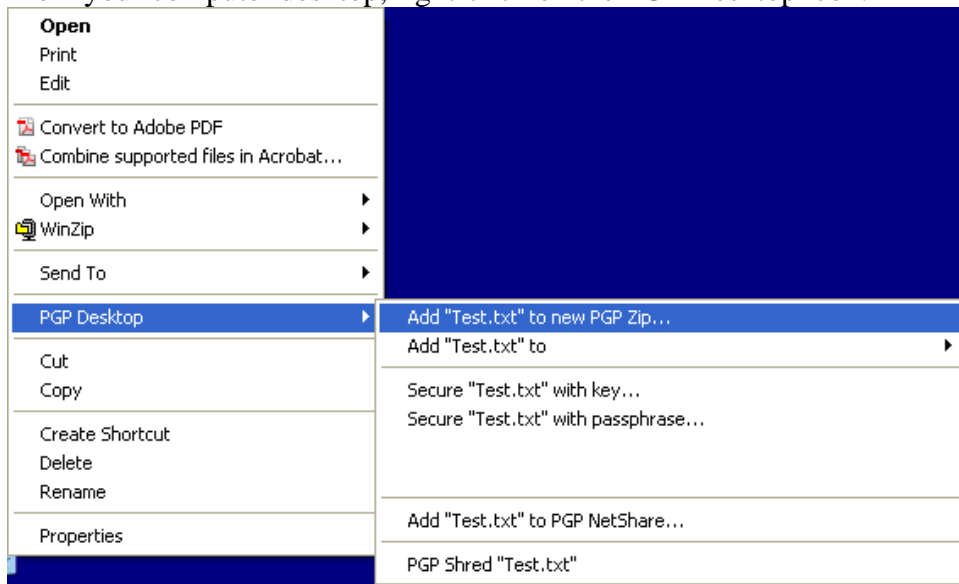


- c. Click on the Import button

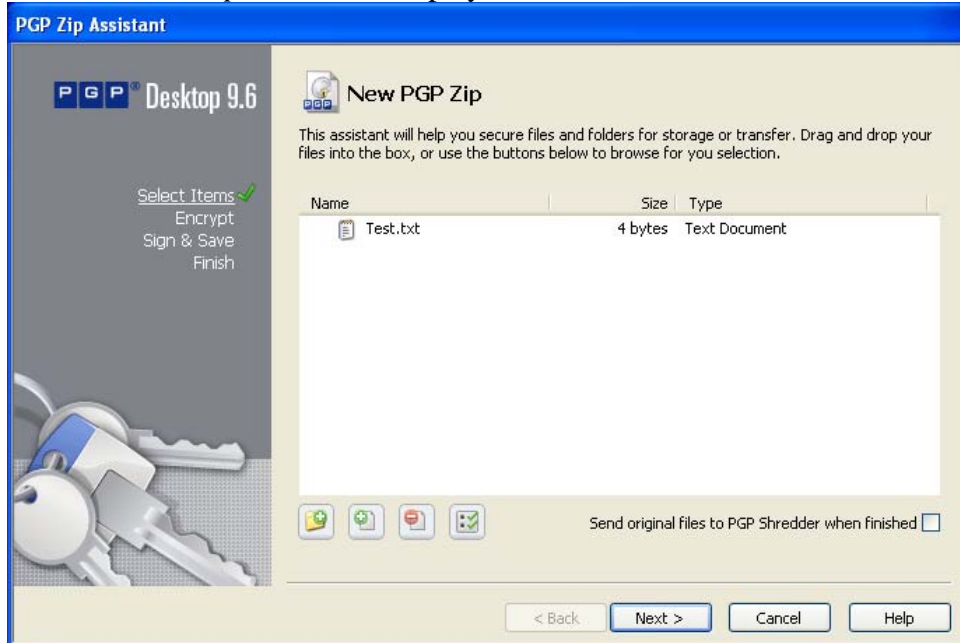
- 3) Encrypt the file:

(Note: Screen may flicker during this step, do not be alarmed.)

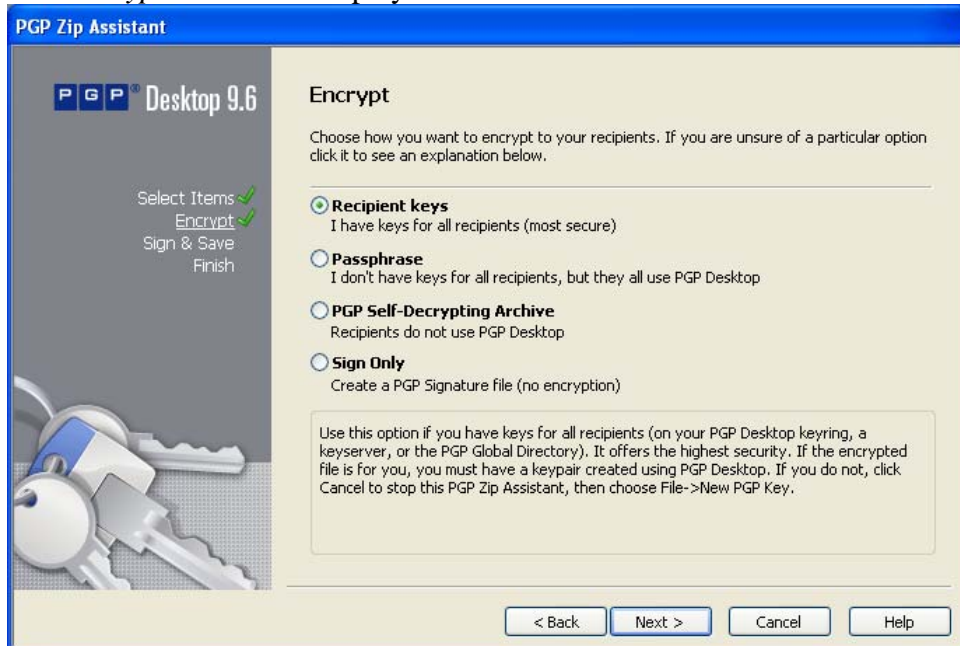
- a. From your computer desktop, right-click on the PGP Desktop icon:



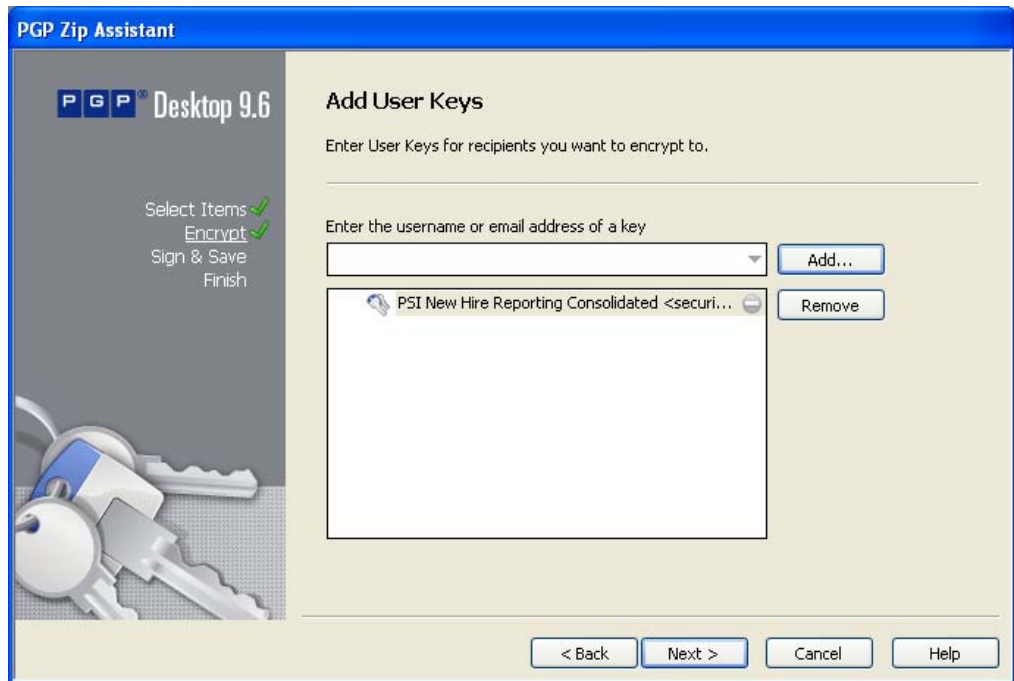
- b. Select “Add <file name> to new PGP Zip”
- c. The *New PGP Zip* window is displayed:



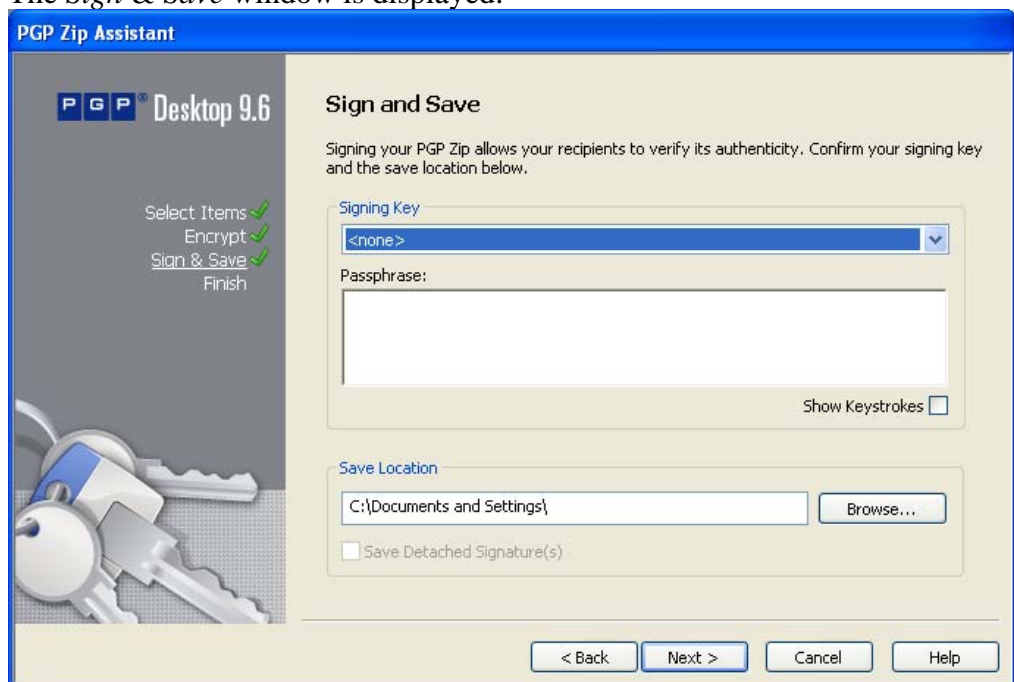
- d. Click 'Next'
- e. The *Encrypt* window is displayed:



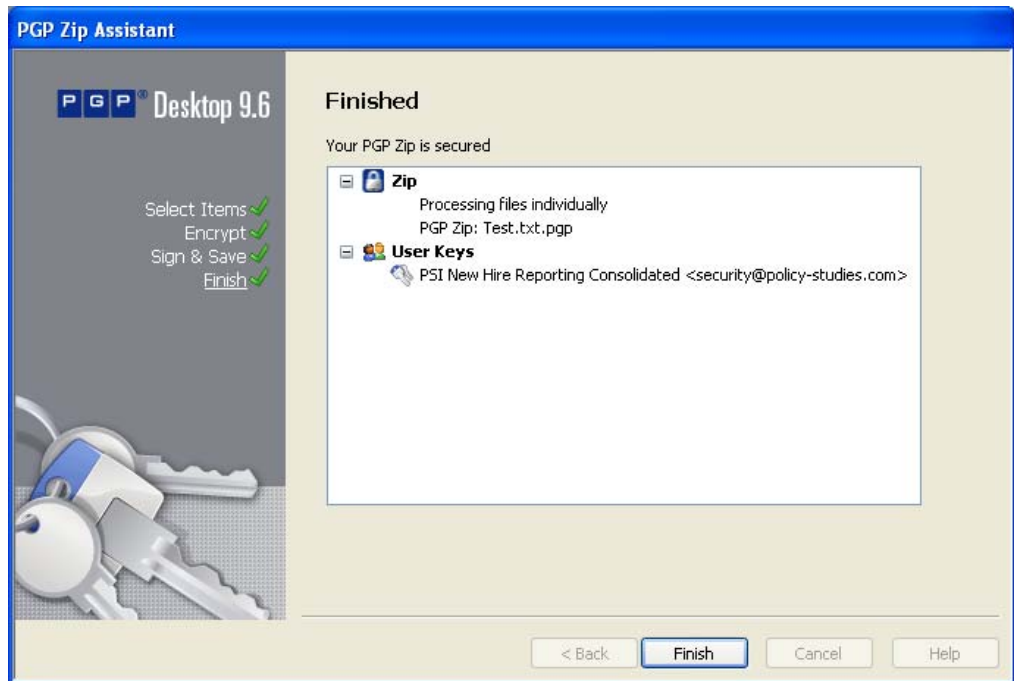
- f. Select 'Recipient Keys'
- g. Click 'Next'
- h. The *Add User Keys* window is displayed:



- i. Click 'Add'
- j. Add the New Hire Reporting Key
- k. Click 'Next'
- l. The *Sign & Save* window is displayed:



- m. Click 'Next'
- n. Select none as a signing key.
- o. When the file is encrypted, the *Finished* window is displayed:



Congratulations: You have imported a new PGP key.