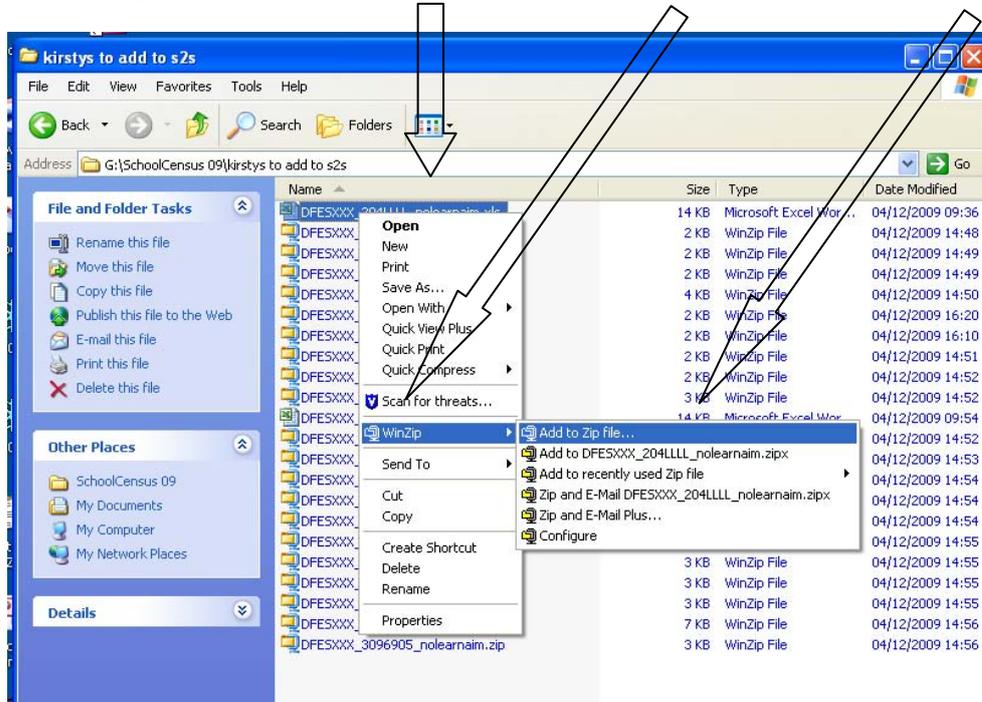
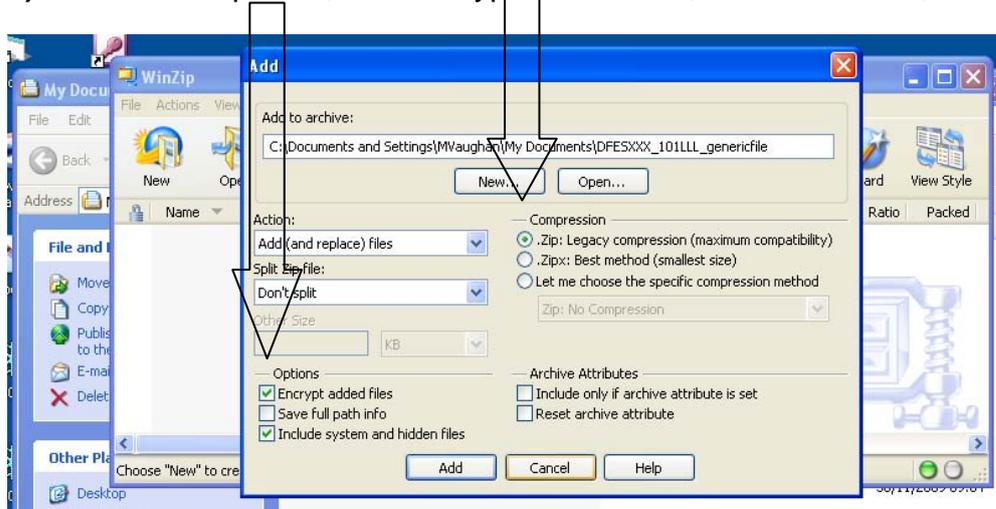


Encrypting the data you wish to send using WinZip

- 1) Name the file you want to send using the s2s format e.g. :
101LLLL_DFESXXX_max15characters.xls [101 = LA number];
- 2) Right click on the filename, choose WinZip and click on 'Add to zip file';



- 3) In the 'Compression' section highlight
'Zip Legacy compression (maximum compatibility)';
- 4) Under 'Options', tick 'Encrypt added files', then click 'Add';



- 5) This will bring up the 'Encrypt' box to create a password. The password must be at least eight characters long.

- 6) Please remember the password as you will have to relay it to the destination organisation **after** you have been informed that the encrypted file has been received (see **Error! Reference source not found.** below).
- 7) Under 'Encryption method', click '256-Bit AES (stronger)'.
- 8) Click 'OK'. The WinZip file will have been created in the folder in which you have saved the original file/s.

