

When you transfer Personal Identifiable Information (ACH, W-8 BEN, W-9, etc.) to Accounts Payable, the university has an obligation to ensure that PII is safeguarded against identity theft, fraud, and other malicious activities. Consequently, you are required to encrypt all documents containing PII before you forward them to Accounts Payable.

Kindly follow the following instructions to encrypt documents.

A. How to Password Protect a PDF Document

1. Open the PDF file in Adobe Acrobat.
2. Go to **Tools > Protect a PDF**.
3. Select **Encrypt with Password** or **Password Security**, depending on your Adobe version.
4. In the *Password Security - Settings* window:
 - Under **Document Open**, check **Require a password to open the document**.
 - Enter your desired password in **Document Open Password**.
 - Under **Options**, select **Encrypt all document contents**.
 - Click **OK**.
5. When the *Confirm Document Open Password* window appears:
 - Re-enter the password.
 - Click **OK**.
6. Click **Save** to apply the password pro.

B. Word Document

1. Open a new Word document.
2. Type your password in the document.
3. Save the file with the following details:
 - **File name:** SEE
 - **Save as type:** Word Document
 - The full file name should be: SEE.doc

Final Step

Email both the encrypted PDF and the SEE.doc file to our AP mailbox (accountspayable@howard.edu) for processing.