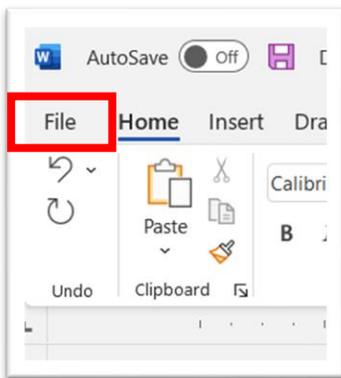


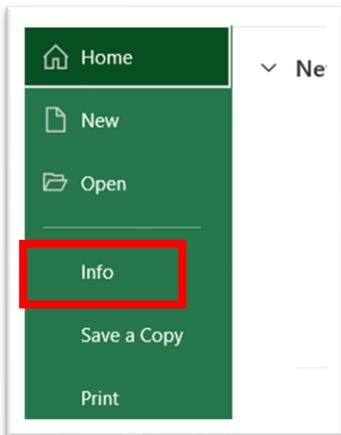
How to 'Password Protect' or 'Encrypt' a Document

Note: These instructions will work for Word documents or Excel spreadsheets.

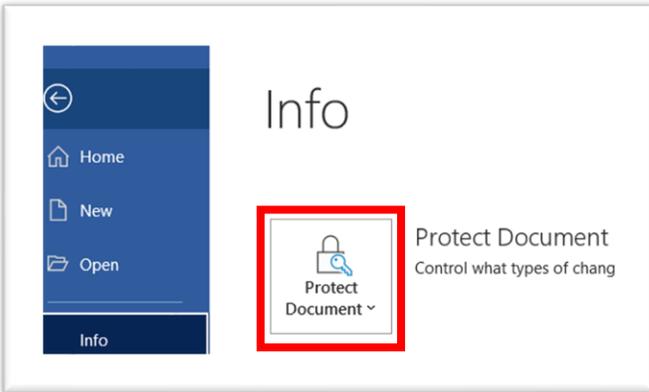
1. Open the Spreadsheet or Word Document.
2. Click on 'File' in the upper left corner of the page.



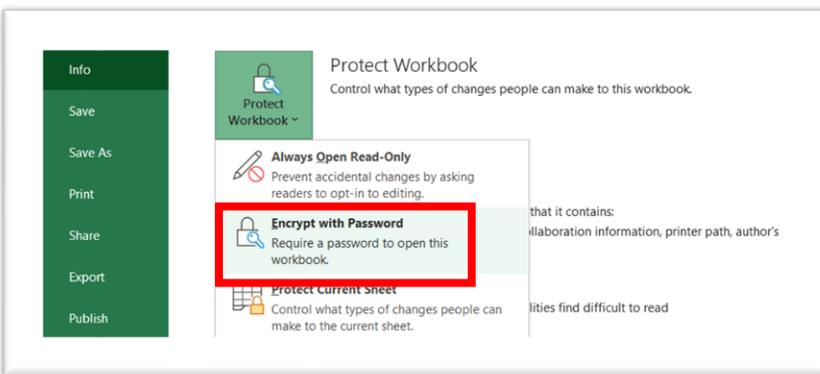
3. In the menu, select 'Info.'



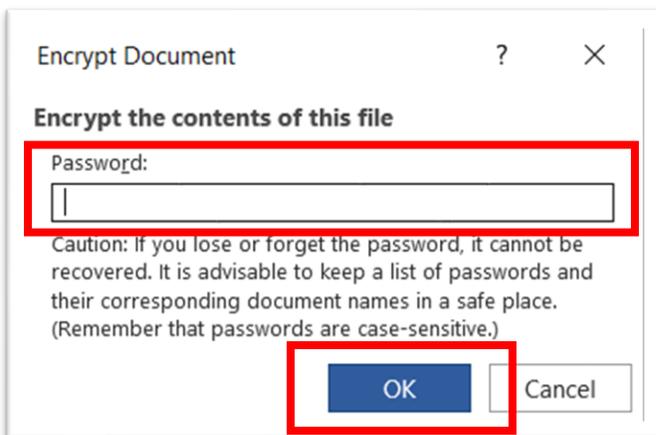
4. Select 'Protect Document' (Word) or 'Protect Workbook' (Excel).



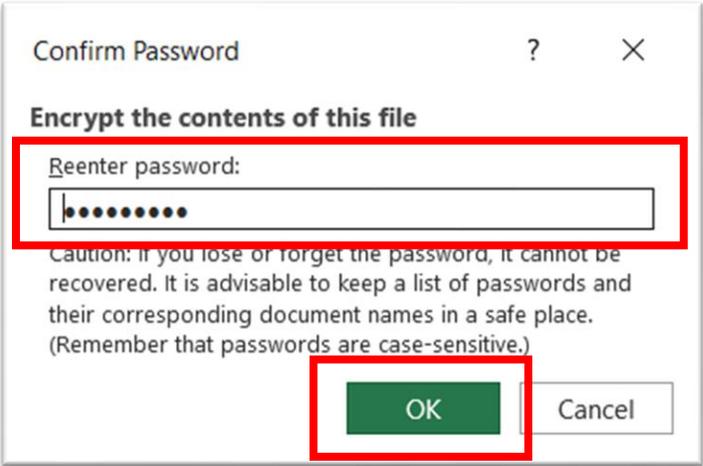
5. From the drop-down menu, choose 'Encrypt with Password.'



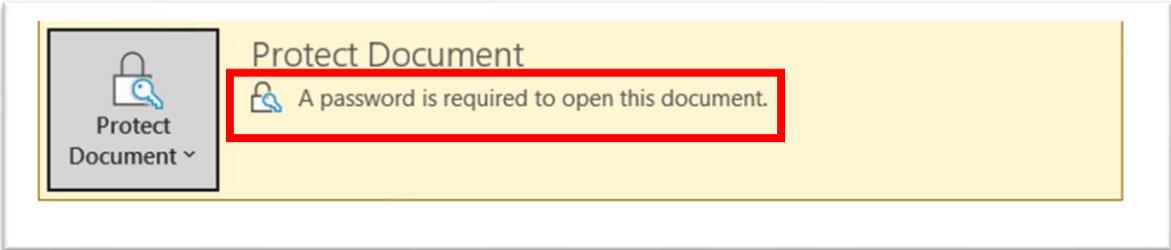
6. A box will pop up. Enter the password in the 'Password' field. Select 'OK' when done.
Please note that passwords are case sensitive.



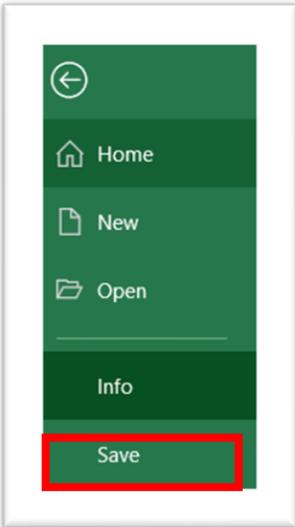
7. You will be prompted to enter the password a second time. Re-enter the password in the password field and select 'OK.'



8. The document or workbook will now indicate that it has been password protected:

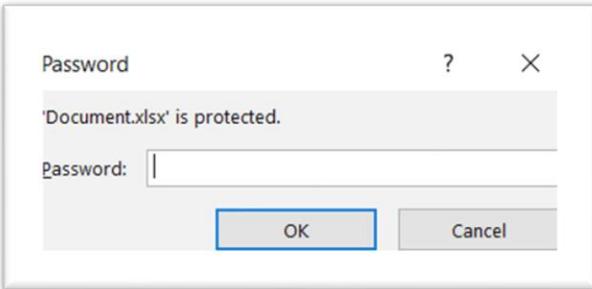


9. Save the document or workbook by selecting 'Save' from the menu.



Verify if your document or workbook was successfully protected

1. Open the document you just saved. Are you prompted to enter a password?



- a. **Yes?** Input the Password. If you do not get any error messages, your document has been password protected and it is now safe to email to MAPDHelp@cms.hhs.gov.
 - b. **No?** This indicates the document is NOT password protected. Repeat the steps above until you are prompted to enter a password.
2. **DO NOT include the password in your email.** This is a security violation. Please call the MAPD Help Desk at 800-927-8069 and provide the password. Ask the agent to repeat the password back to you to make sure it was recorded correctly.