Encryption

1. Right click on the files you wish to compress and encrypt. Select 7-zip and then Add to archive.



2. Change the Archive format to 7z, then change the encryption method to the robust AES-256, thirdly enter your password. Then click OK. The rest of the options can be left as default.

Archive:			
Provider Name_SRC_BA32	80 February2013.7z		
Archive <u>f</u> ormat:	7z	•	Update mode:
Compression <u>l</u> evel:	Normal	•	Add and replace files
Compression method:	LZMA	•	Options Create SFX archive
Dictionary size:	16 MB	•	Compress shared files
<u>W</u> ord size:	32	•	Encryption
<u>S</u> olid Block size:	2 GB	-	Enter password:
Number of CPU threads:	2 💌	/2	Reenter password:
Memory usage for Compress	ing:	192 MB	
Memory usage for Decompr	essing:	18 MB	Show Password
Split to <u>v</u> olumes, bytes:			Encryption method: AES-256
		•	Encrypt file names
Parameters:			

The compressed encrypted file will be encrypted in 7Z format and saved in the folder that you are working in.

	Name 🔺	Ŧ	Date modified	-	Туре	- s	ize	-
			5/46/2042 2.40 PM		Nr			
	Boom the stand Billing JDT Pr.	•••	5/16/2013 3:48 PM		Microsoft Office Wo.		35	KB
	DS Medicaid Billing JDT Pr.	•••	5/1//2013 9:50 AM		Microsoft Office Wo.		24/	KB
	JDT Provider Instruction	•	5/31/2013 4:08 PM		Microsoft Office Wo.		/8	KB
	JDT Provider Steps for u	•	5/31/2013 4:09 PM		Microsoft Office Wo.		/8	KB
	JDT Provider Steps for u	•	5/31/2013 4:09 PM		Adobe Acrobat Doc.		111	KB
ς	Provider Name_SRC_BA		601/2013 4:01 PM		7Z File		9	KB
	Provider Name_SRC_BA		6/3/2013 5:34 PM		Microsoft Office Exc.		33	KB

3. You can attach the 7Z file to an email and send it to a recipient. The recipient must know the document password to open and decrypt the file.

Untitled - Message (HTML)	_ = X
Message Insert Options Format Text	0
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This message and accompanying documents are covered by the electronic Communications Privacy Act, 18 U.S.C. §§ 2510-2521, may be covered by the Health In Accountability Act (HDRAA) of 1996 and may contain confidential information or Protected Health Information intended for the specified individual(s) only. If recipient or an gant responsible for diviering it to the intended recipient, you are hereby notified that you have exceeded this document in error and that any revior or the taking of any action based on the contents of this information is trictly prohibited. Violations may result in administrative, civil, or criminal penalties. If communication in error, please notify sender immediately by e-mail, and delete the message.	nsurance Portability and 'you are not the intended iew, dissemination, copying, 'you have received this

How to Open (Decrypt) a file using 7-Zip

File Received via Email

Save the 7z document attached to the email to your computer and then Decrypt it using 7-zip so the document can be opened and updated. You must know the password that the sender used to decrypt and open the file.

Decryption

1. Locate the file saved on your computer, Right-click on the file, select 7-zip and then select Extract Files, enter the password when requested.



Extract to: C:\Users\jquinn\Documents\DS\DS Work	sing \JDT Provider Billing \Provide
Path mode: Full pathnames	Password
Overwrite mode: Ask before overwrite	Show Password
ОК	Cancel Help

2. A folder will be created when the file is Extracted, the updated file will be located in this folder.

Name 🔺		Type 🗸	Size 👻	Tags
Provider Name_SRC_BA.	6/11/2013 4:58 PM	File Folder		
Name 🔺 👻	Date modified 👻 Type	e 🗾 👻 Size		-
Provider Name_SRC	6/3/2013 5:34 PM Micro	osoft Office 3	3 KB	