	Effective Date: 03/15/2023	
Environmental Health and Safety UCF	**Revision: 1**	**Page** 1 of 4
TITLE: How to Encrypt a PDF Document with Password	**Approved by** Melina Kinsey, Biological Safety Officer **Date**: 03/15/2023	

1. APPLICABILITY

For submission of the **Animal Exposure Program Medical Questionnaire** via email to the Occupational Health Care Physician at Centra Care, see the following instructions. Instructions below will allow you to send the questionnaire encrypted securely.

2. INSTRUCTION

A. Open the PDF form (Animal Exposure Enrollment Packet).

B. After completing and saving the document, please contact Melina Kinsey at melina.kinsey@ucf.edu to obtain the password.

C. Once obtaining the password, click on "Tools".

D. Then, click on "Protect". On the center top click "Encrypt" and scroll down to "Encrypt with password". Click "yes" on "Are you sure you want to change the security on this document".
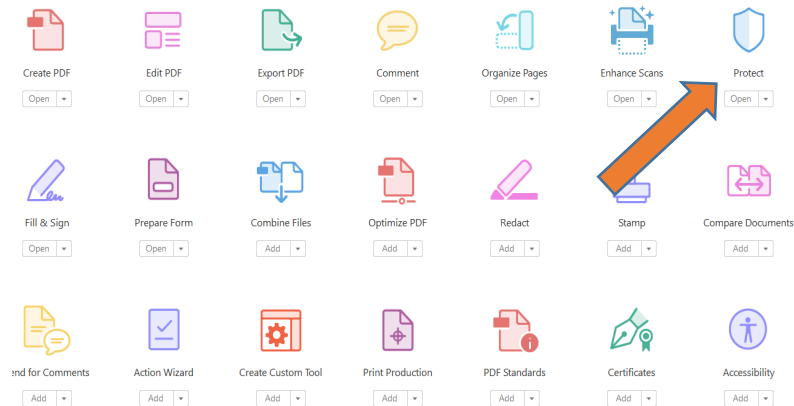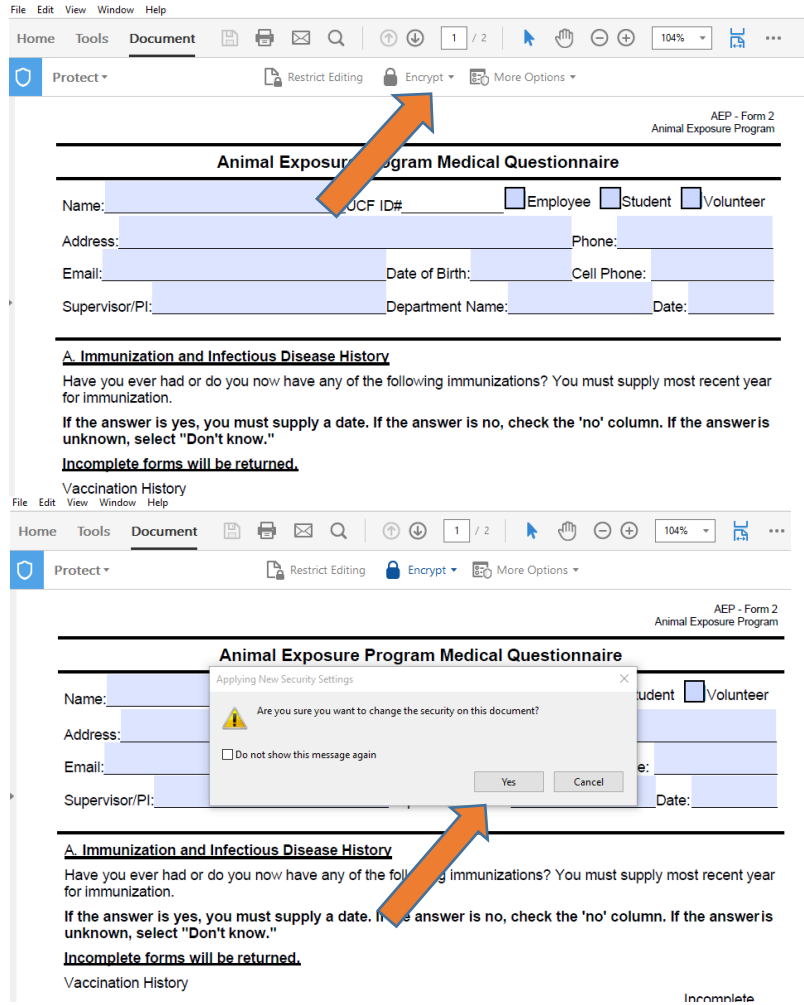
E. Click on the box "Require a password to open the document".
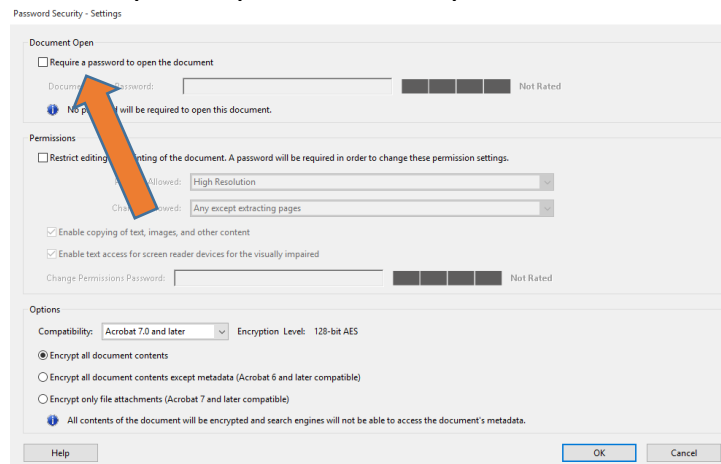
F. On the "Document open password" space, enter the password provided by EHS and click "ok".
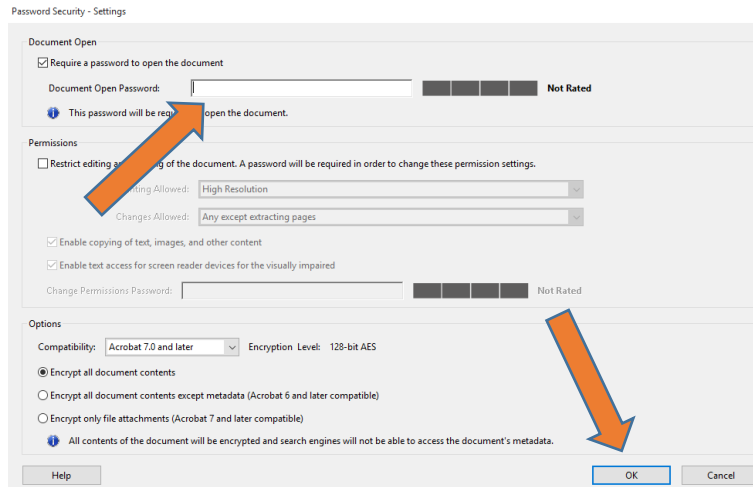

G. Email the Animal Exposure Program Medical Questionnaire to (cc.onsitefax@AdventHealth.com).

Note: A copy of an identification (ID) will need to be submitted along with the encrypted questionnaire.

Please contact Melina.Kinsey@ucf.edu if you have any questions or concerns.

3. DISTRIBUTION

This document is shared through:

□ EHS only	□ Facility and Safety	☑ UCF community
□ Secured Document	□ Contractor	☑ EHS Web site
□ Other: _____		