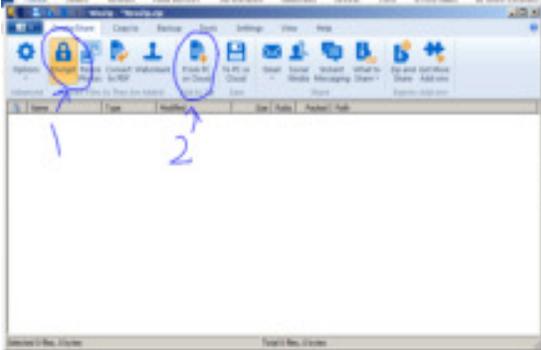


Standard Operating Procedures: Using WinZip to communicate Protected B file for CCMS

1. Open WinZip in your computer
2. Click the 'Encrypt' Button



3. Click the 'From PC or Cloud' Button
4. Click the file you want in your folder
5. An encryption box will come up



Enter the current password in this box. The SP and CLO will need to determine a protocol for creating a new password every month and communicating the password by a means other than email.

6. Click the 'to PC or Cloud' Button
7. Select the folder you want to save in
8. Save using the following naming convention: UCI-Last name-Form#/General Information
e.g. 1234567890-Smith-BSF801
9. Open a new email and add the WinZip file
10. Use the following naming convention to title the email: UCI-Last name-Form#