

**NOTE: Do NOT send sensitive information such as social security numbers (unless it is just the last 4 digits), birth certificates, full date of birth (year of birth without day and month is ok), bank account information/voided checks/ financial information without password protection. The College will not be held liable if your information is compromised due to failure to follow instructions. If you need assistance please contact Doris Reyes at [DReyes@hostos.cuny.edu](mailto:DReyes@hostos.cuny.edu).**

## From a computer:

### **1. a PDF password protected file**

For employees who have Adobe Professional only

For PDFs: Click on Protect to the right hand side of the document, then click on Protect using Password.



If you do not see the menu on the right hand side of the screen, do the following:

File – Properties – Security - Change Security Method

Click on Require a Password to open the document under Document Open

Type Password, click OK

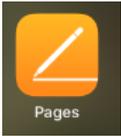
### **2. An image**

For Employees who have Adobe Professional only convert the image/document to PDF and follow the instructions above.

# From a phone—iPhone, Android

1. A PDF password protected file
3. An image

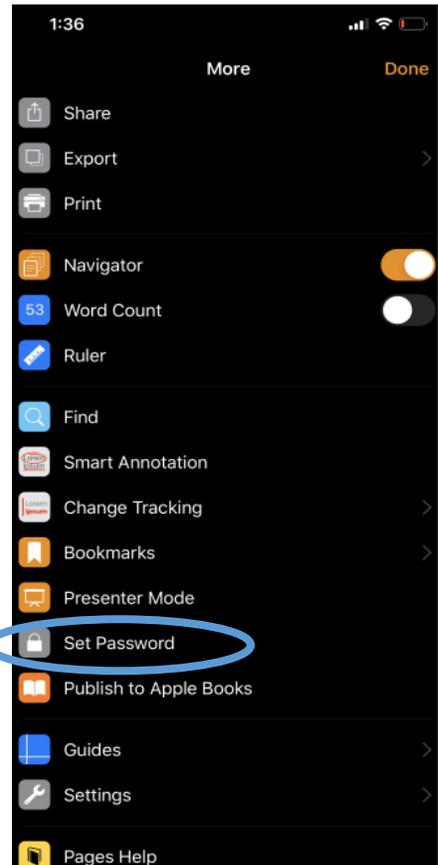
## For iPhone only



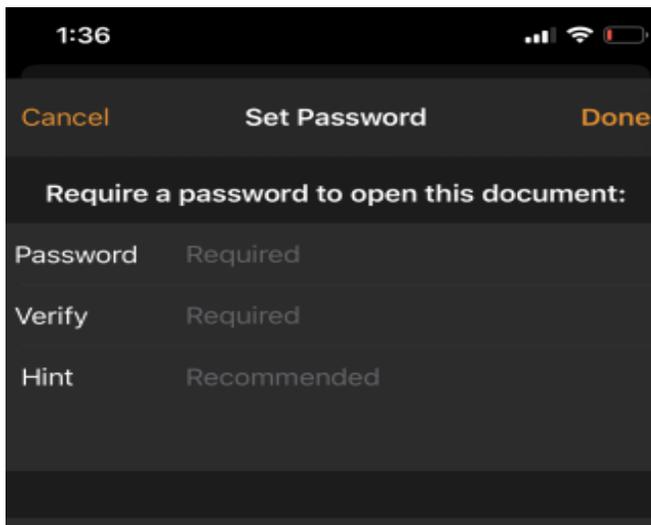
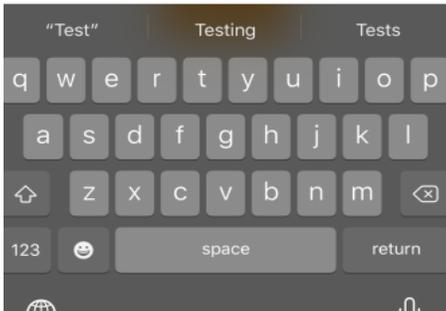
Download the Page App.  
Take a picture of the document  
Copy and paste it into a blank document using Pages  
Lock the document and convert it to pdf; See below



Click on the Right corner



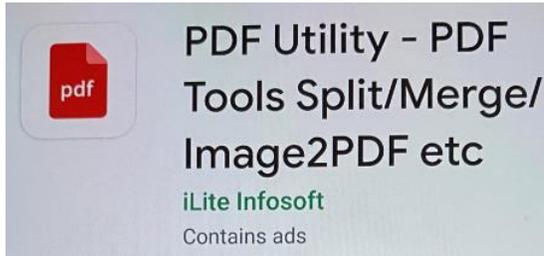
Click on Set Password



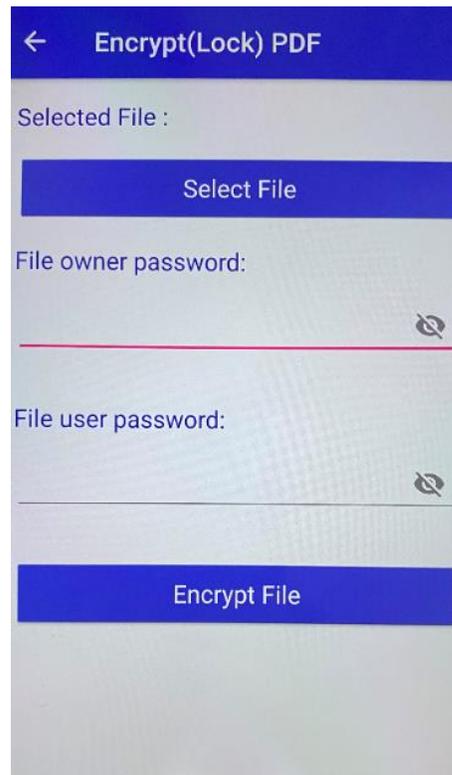
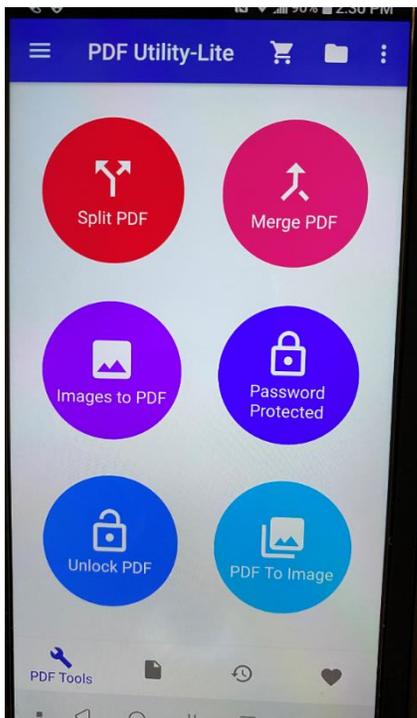
Enter last 6 digit of Social Security

## For Android

Download app PDF Utility – PDF tools split/Merge/Image2pdf



Open app and click on Password protected Upload document



Enter last six digit of SS #