Instructions for Encrypting Background Check Forms

Adobe:

- Scan and save your document as a PDF, and then open the document.
- On the top, on the right side click on tools, then on protection, and encrypt.
- Click on encrypt with password, it's the second option in the menu.
- Click on require a password to open the document and add password here. You'll get a pop up that asks you to confirm the password.
- Save the PDF, it will be encrypted so that the information can be safely sent via email.
- Send your encrypted form and password in separate emails to your district contact, or to Susie Wilkie our State 4-H Systems Manager at susie.wilkie@alaska.edu.

Foxit:

- Scan and save your document as a PDF, and then open the document.
- Once you open the pdf, you'll see the option across the top to protect the document. Click on protect, then on secure document, password protect.
- You'll get a pop up here that asks you to require a password to open the document. Click on require a password to open document and add password here as well as confirmation of your password.
- You'll get another pop up that says settings will not be applied until you save document. Click OK and close your document saving the changes. The background check form will now be encrypted so that the information can be safely sent via email.
- Send your encrypted form and password in separate emails to your district contact, or to Susie Wilkie our State 4-H Systems Manager at susie.wilkie@alaska.edu.

If you have any questions, contact your local 4-H office.