

## How to submit personal information

A breach of security can occur if you submit your personally identified information (PII) through electronic means without using appropriate security measures. Please use the following secure options to submit your PII information to our office:

- U.S. Postal Mail – 521 Wall Street, Seattle, WA 98121
- FAX to 206-785-8069
- Drop off at 521 Wall Street, Seattle, WA 98121
- Email as an attachment to [finaid@cityu.edu](mailto:finaid@cityu.edu) from your CityU address using encryption
  - Encryption instructions:

### How to Password Protect Your **Word Document** through Encryption:

1. Click the File tab.
2. Click Info.
3. Click Protect Document, and then click Encrypt with Password.
4. In the Encrypt Document box, type a password that you will share with CityU Financial Aid, and then click OK.
5. In the Confirm Password box, retype the password, and then click OK.
6. Email your document attachment to [Finaid@CityU.edu](mailto:Finaid@CityU.edu).
7. Email, ***in a separate email***, your password so that we may open your attachment and print your document.

### How to Password Protect Your **PDF Document** through Encryption (charges may apply):

<https://helpx.adobe.com/acrobat/using/securing-pdfs-passwords.html>

1. Open the PDF and choose Tools-> Protect-> Encrypt-> Encrypt with Password.
2. If you receive a prompt, click Yes to change the security.
3. Select Require A Password To Open The Document, and type a password that you will share with CityU Financial Aid.
4. Do **NOT** select anything in Permissions, otherwise we will be unable to print your document for review.
5. Select the Compatibility of Acrobat X And Later, and Encrypt All Document Contents.
6. Click OK, and then re-type your password to confirm.
7. Email your document attachment to [Finaid@CityU.edu](mailto:Finaid@CityU.edu).
8. Email, ***in a separate email***, your password so that we may open your attachment and print your document.