



SHEET METAL WORKERS LOCAL UNION 30 WELFARE AND PENSION TRUST FUNDS

PLAN ADMINISTRATION: EMPLOYEE BENEFIT PLAN SERVICES

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In response to the coronavirus (COVID-19) global pandemic, your plan administration office is strongly encouraging plan members set themselves up to receive plan payments (pension, claims, disability, etc.) electronically to avoid any delays the post office may experience. The administration office is also asking members to not send any forms via regular mail. It is recommended that members send their completed forms containing personal information via email with an encryption on the document for security purposes. Instructions on how to do so are listed below. We appreciate everyone's support in these initiatives.

Encrypting and Emailing a Document: Need to know for sending personal Information. You only need to use one method of encrypting a document. If you have another way you encrypt documents please do so as long as it is a trusted method of secure encryption.

1. Encrypt Word/Excel Document: You can insert a photo of your form in a Word or Excel document, then encrypt that document.
 - a. Open a Word/Excel document, click on 'Insert' on the top menu bar, then select 'Pictures'
 - b. Select the picture of your completed form, then hit 'Insert'
 - c. To encrypt the document select 'File' on the top menu bar
 - d. Select 'info' on the left sidebar menu, then select the "Protect Document" or "Protect Workbook" icon that appears just to the right of 'info'
 - e. A few options appear, choose 'Encrypt with Password' and then assign the password – at this step make sure you and an admin office staff member are clear what password is being assigned. Do not say what the password is in the same email you are sending the document in.
 - f. You can now email this encrypted document.
2. If you have a paid version of Adobe, you can encrypt your document as a pdf.
 - a. Open Adobe and select 'tools' at the top of the page
 - b. Click 'Protect' and select the document you need to encrypt
 - c. The document will open and at the top of the document page there is an option to Encrypt, and Encrypt with Password.
 - d. At the top of the popup box that will appear check the box that says, "Require a Password to open the document"
 - e. Enter the password in the space just below that message, click 'Okay' at the bottom of the popup box. At this step make sure you and an admin office staff member are clear what password is being assigned. Do not say what the password is in the same email you are sending the document in.