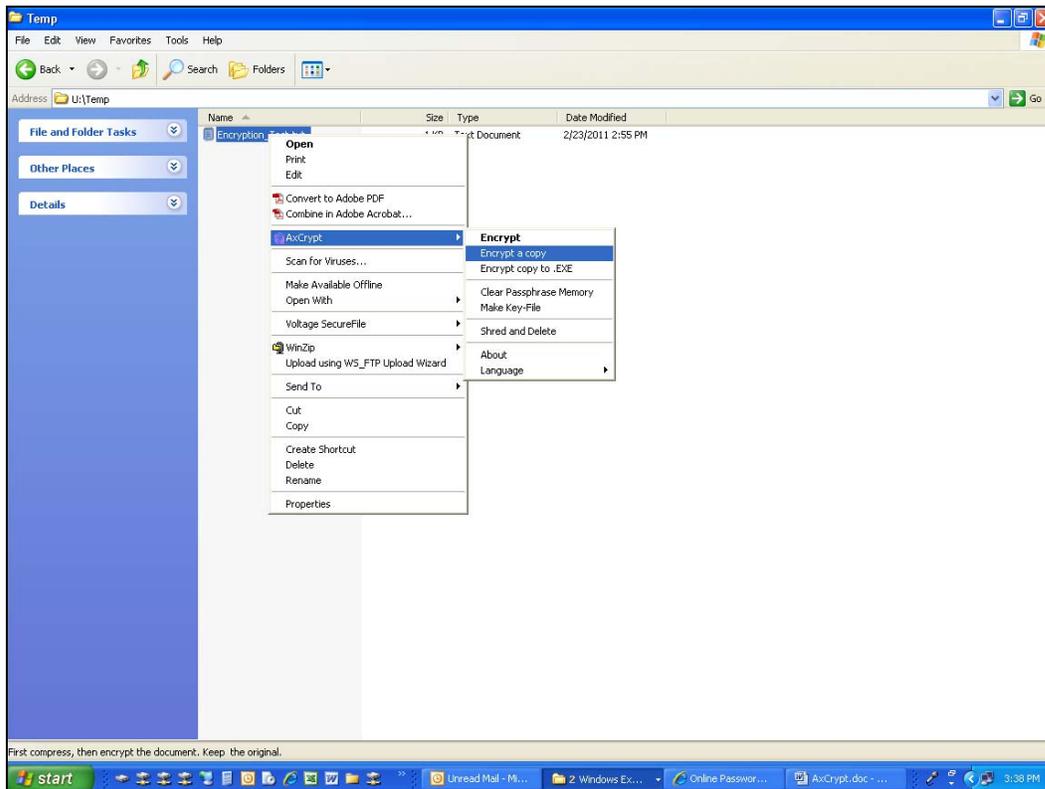


Instructional guide for Encrypting and Decrypting files using Axcrypt Software:

Encrypting a file:

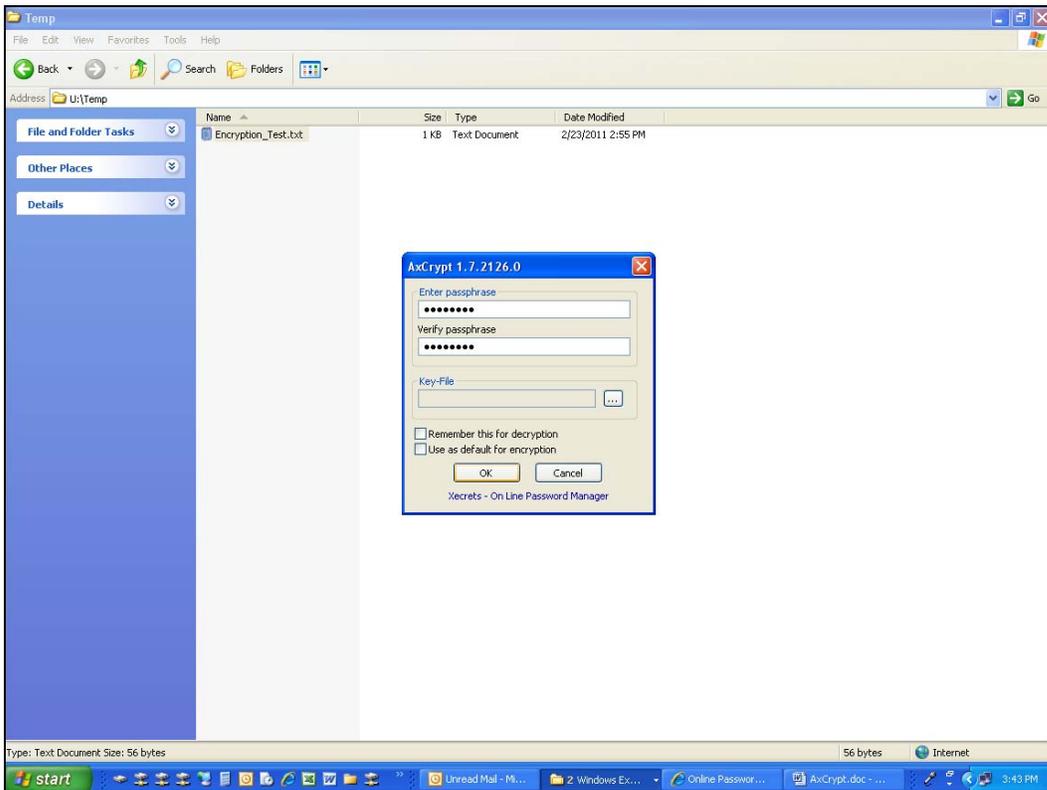
| Name | Size | Type | Date Modified |
|---------------------|------|---------------|-------------------|
| Encryption_Test.txt | 1 KB | Text Document | 2/23/2011 2:55 PM |

Step 1 – Start with any un-encrypted file.



Step 2 – Using the un-encrypted file, right click on the file name, select AxCrypt, and select Encrypt a copy.

*** Note: If user selects **Encrypt**, it will encrypt the existing file and would not leave an un-encrypted copy of the Encryption_Test.txt file.



Step 3 – User will enter a passphrase & verify passphrase

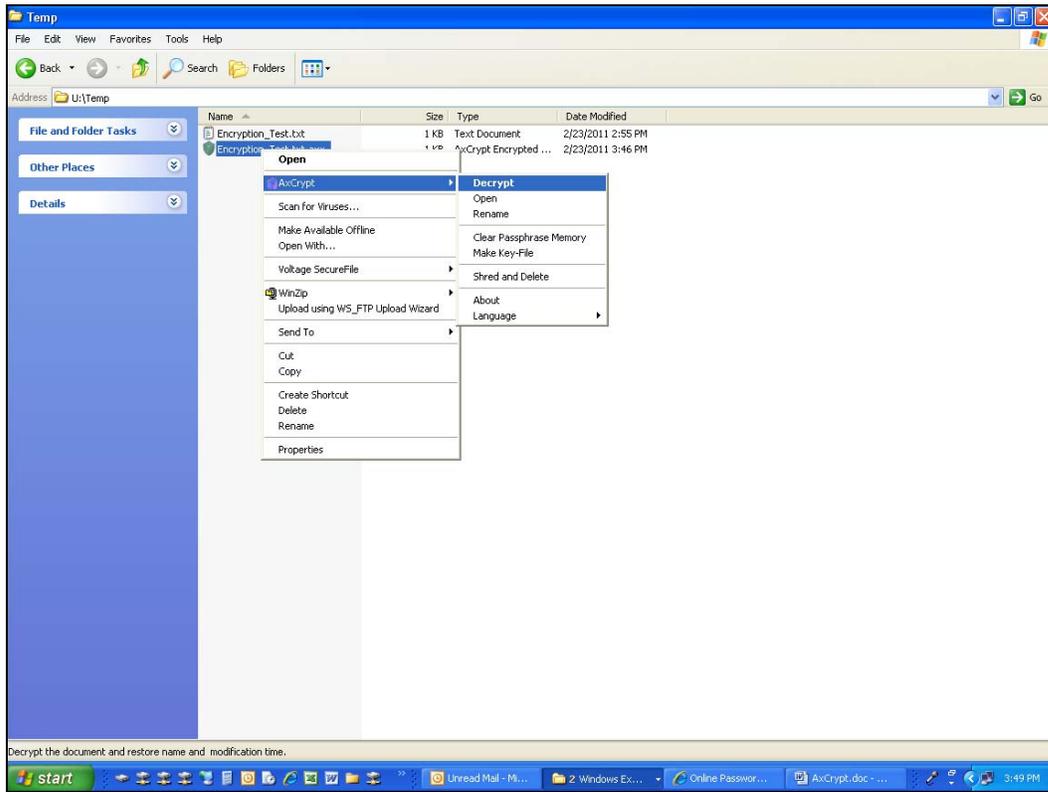
****Note: User must remember this passphrase or they will not be able to access the encrypted file.*

| Name | Size | Type | Date Modified |
|-------------------------|------|-----------------------|-------------------|
| Encryption_Test.txt | 1 KB | Text Document | 2/23/2011 2:55 PM |
| Encryption_Test-txt.axx | 1 KB | AxCrypt Encrypted ... | 2/23/2011 3:46 PM |

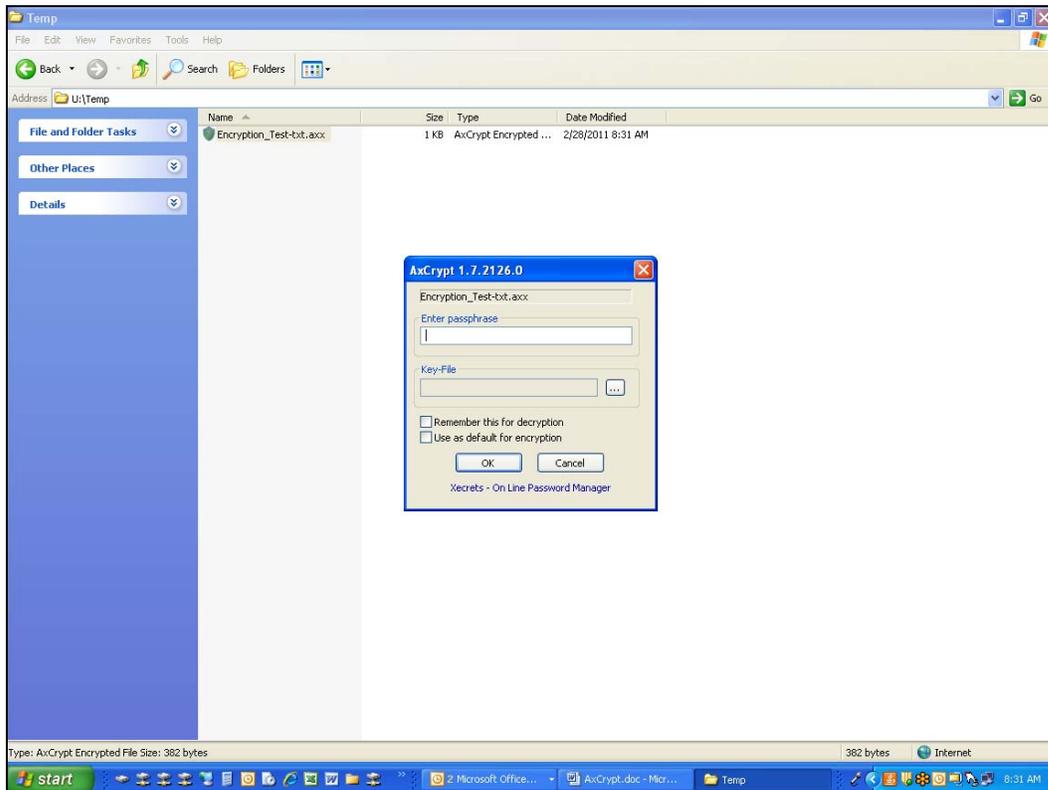
Step 4 – User will now have both un-encrypted file and encrypted file (*if user follows Steps 1-3*). User will upload the encrypted file to WS-FTP and email or call with password (facility would call appropriate TCR staff or TCR staff would call the appropriate facility – depending who will be receiving the file).

Decrypt a file:

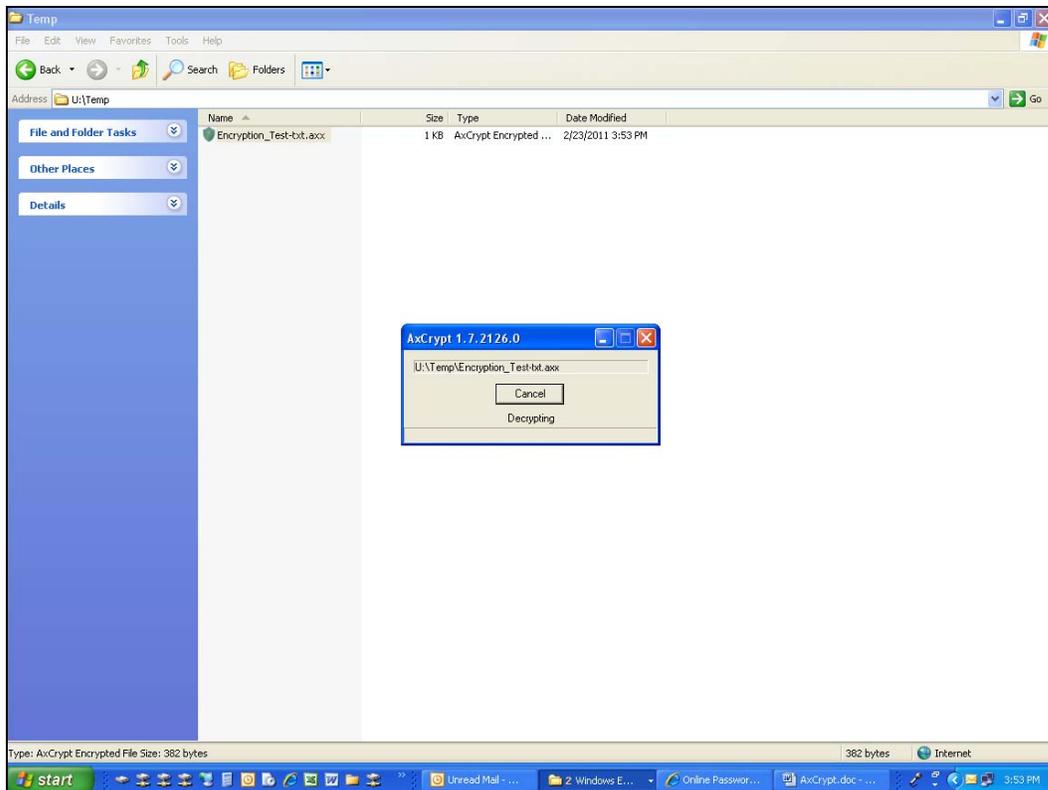
The user receiving the file will need to perform the following to Decrypt the file that was encrypted using the AxCrypt software.



Step 5 – Facility or TCR (user receiving file) will select the encrypted file, right click and select AxCrypt, then select Decrypt.



Step 6 – The receiver (User) should enter the passphrase (password) provided by the sender. ****Note: The passphrase should be provided by phone or email - if email, the sender should not specify the word “password” in the subject line or email body for security reasons.*



Step 7 – AxCrypt will Decrypt the file and save it as the original name given.