

SC File Secure version 4

This utility tool is provided by Secure Collections and installed on the client's desktop

An agreed password is used to encrypt and decrypt sensitive files which are emailed between the client and Secure Collections.

Installation

An install pack **SCFileSecure.msi** is supplied via email or from one of our ftp servers. Run the install pack as administrator

Start the Application

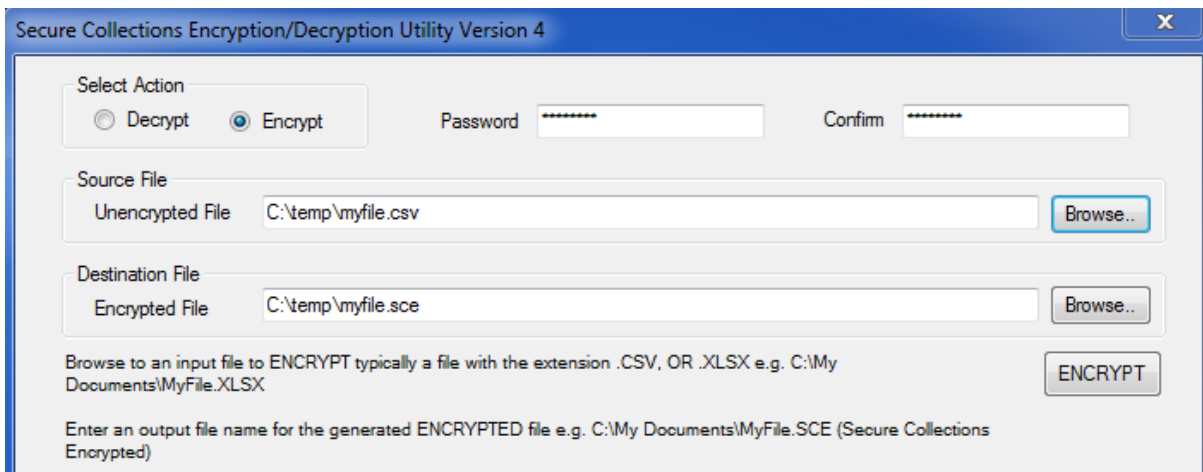
Double click the desktop icon



Your password will be communicated over the phone.

Sending Files to Secure Collections

Select Encrypt, enter the password and confirm the password; browse to your input file. The application will automatically create the Output file with the same path and filename but the extension is changed to **.sce**. (Secure Collections Encrypted)

A screenshot of the "Secure Collections Encryption/Decryption Utility Version 4" window. The window has a blue title bar and a close button (X) in the top right. The main area is light gray and contains several fields and buttons. At the top, there is a "Select Action" section with two radio buttons: "Decrypt" (unselected) and "Encrypt" (selected). To the right of these are two password fields labeled "Password" and "Confirm", both containing seven asterisks. Below this is the "Source File" section, which includes a text box labeled "Unencrypted File" containing "C:\temp\myfile.csv" and a "Browse..." button. The "Destination File" section follows, with a text box labeled "Encrypted File" containing "C:\temp\myfile.sce" and another "Browse..." button. At the bottom, there is a large "ENCRYPT" button. Below the button, there is explanatory text: "Browse to an input file to ENCRYPT typically a file with the extension .CSV, OR .XLSX e.g. C:\My Documents\MyFile.XLSX" and "Enter an output file name for the generated ENCRYPTED file e.g. C:\My Documents\MyFile.SCE (Secure Collections Encrypted)".

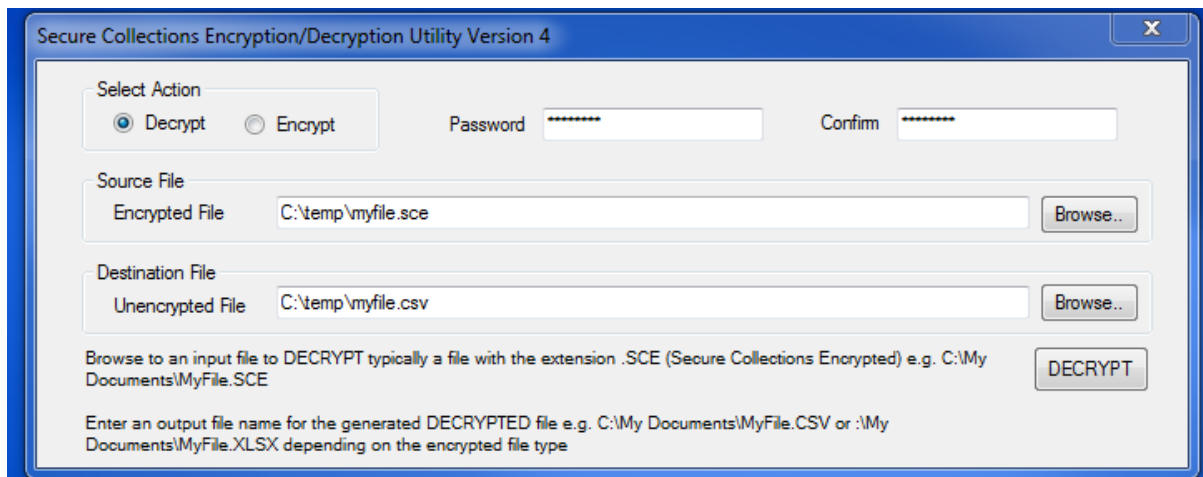
Click **ENCRYPT** then email the resulting encrypted .sce file to Secure Collections.

All emails should be sent to bacs@securecollections.com – **You must advise us of the unencrypted file type e.g. csv, xls, xlsx**

Receiving Files from Secure Collections

Select Decrypt, enter the password and confirm the password; browse to your input file which will have a .sce extension. The application will automatically create the Output file with the same path and filename but the extension is changed to **.csv**.

If we have sent you an encrypted file type other than csv type e.g. xlsx then change the extension to xlsx



Click **DECRYPT** and your Output file is created in a readable format.