

**ABOUT ENCRYPTED ZIP FILE PROGRAMS**

The ACH and Account Information Reporting system has enhanced security for the data being transmitted to customers. This enhanced AES-256 encryption requires the use of Zip file utilities to decrypt (see Step 3). There are many free and paid programs, with 7-Zip and WinZip as two popular programs that can accommodate this encryption. Please consult your trusted IT resources for a program that supports AES-256 encryption.

**USEFUL RESOURCES**

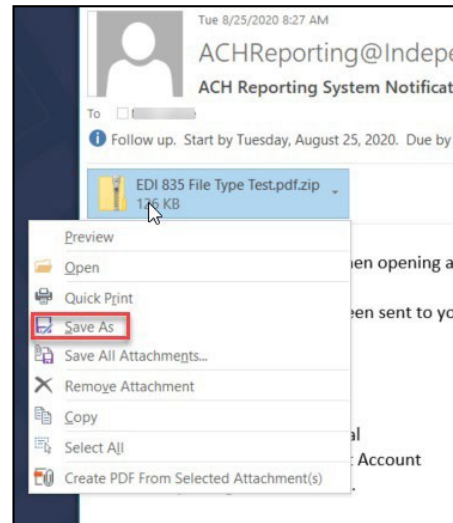
WinZip Tutorial/ Download link: <https://www.winzip.com/win/en/unzip-files.html>

7-Zip Download Link: <https://www.7-zip.org/links.html>

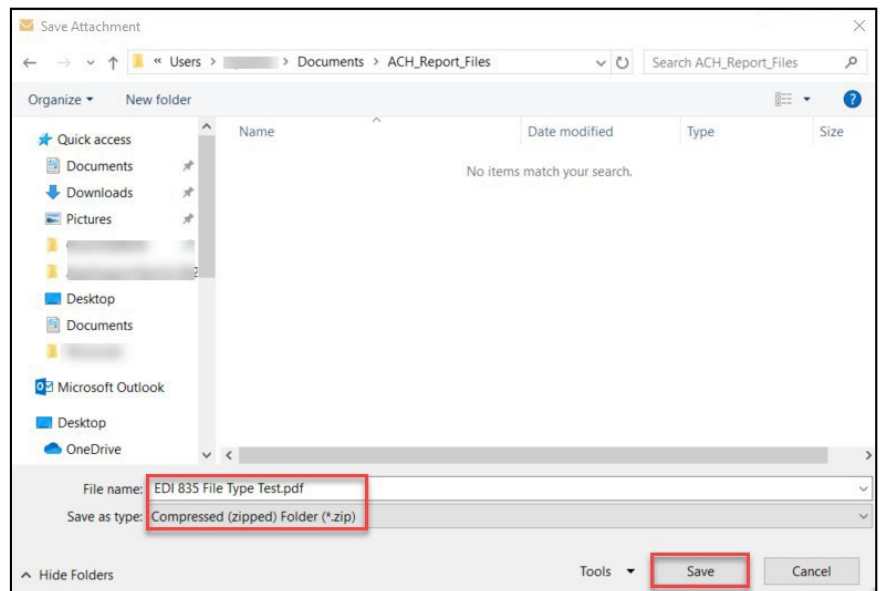
Below are steps to properly extract ACH and Account Information reports from the encrypted Zip file, using 7-Zip.

**SAVING YOUR ZIP FILE**

1. Right-click on the zip file email attachment and select **Save As**. Do not attempt to open the Zip file attachment from the open email.

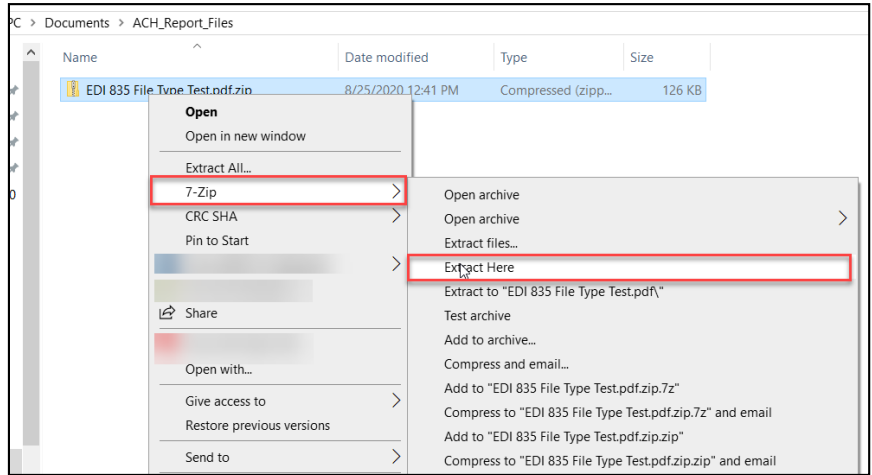


2. Navigate to the appropriate location to save your zip file. The file name can be customized, but the file type must remain **Compressed (zipped) Folder**. Click **Save**.



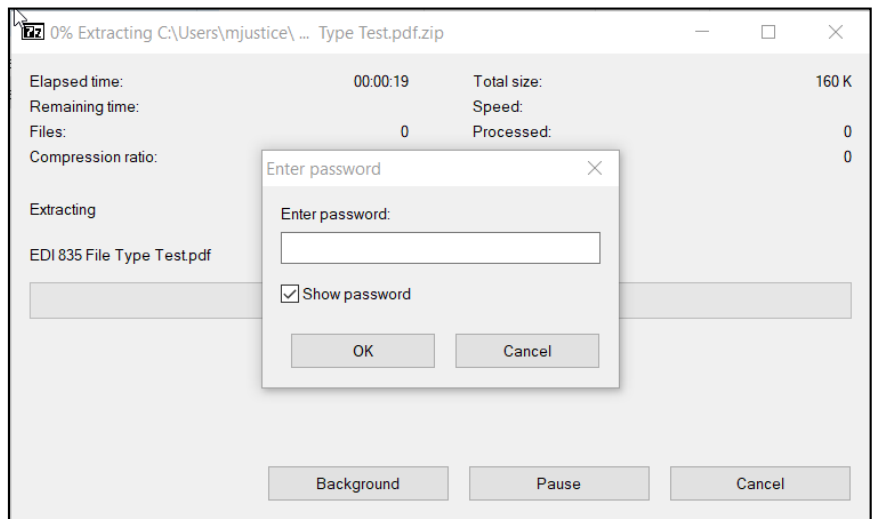
**EXTRACTING ZIP FILE REPORT**

3. Once the Zip file is saved to the designated folder, right-click on the Zip file and select the Zip utility program of your choice. Other options should appear, particularly an **extract** option. In this case select **Extract Here** extract the report to the same folder as the Zip file.



4. When prompted, enter the password previously provided for the Zip file. Then click **OK**.

Contact Treasury Support at 833.635.9291 if you need to setup or reset your credentials.



5. The PDF report will save to the folder, where it can be opened by the default PDF program.

