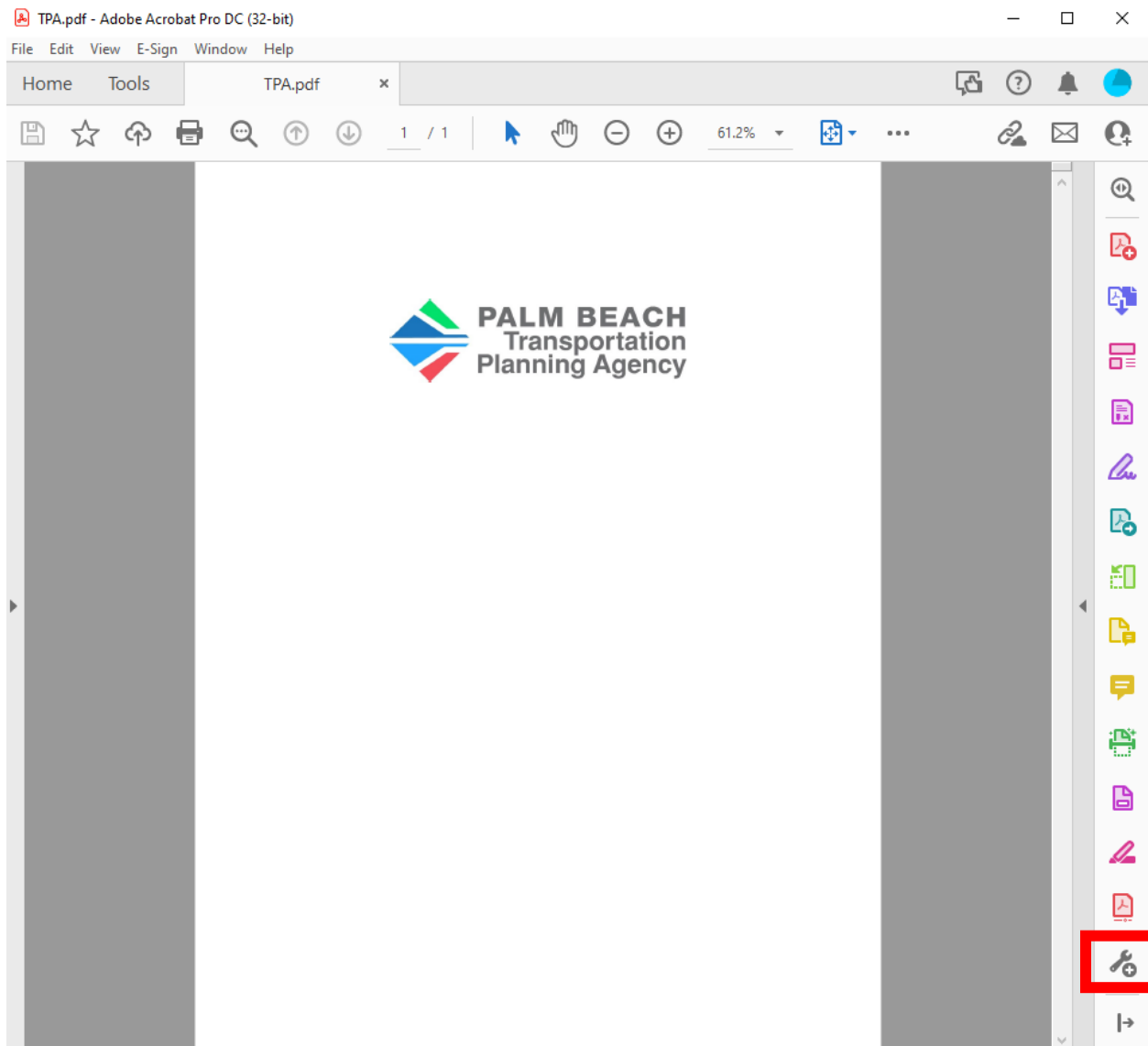


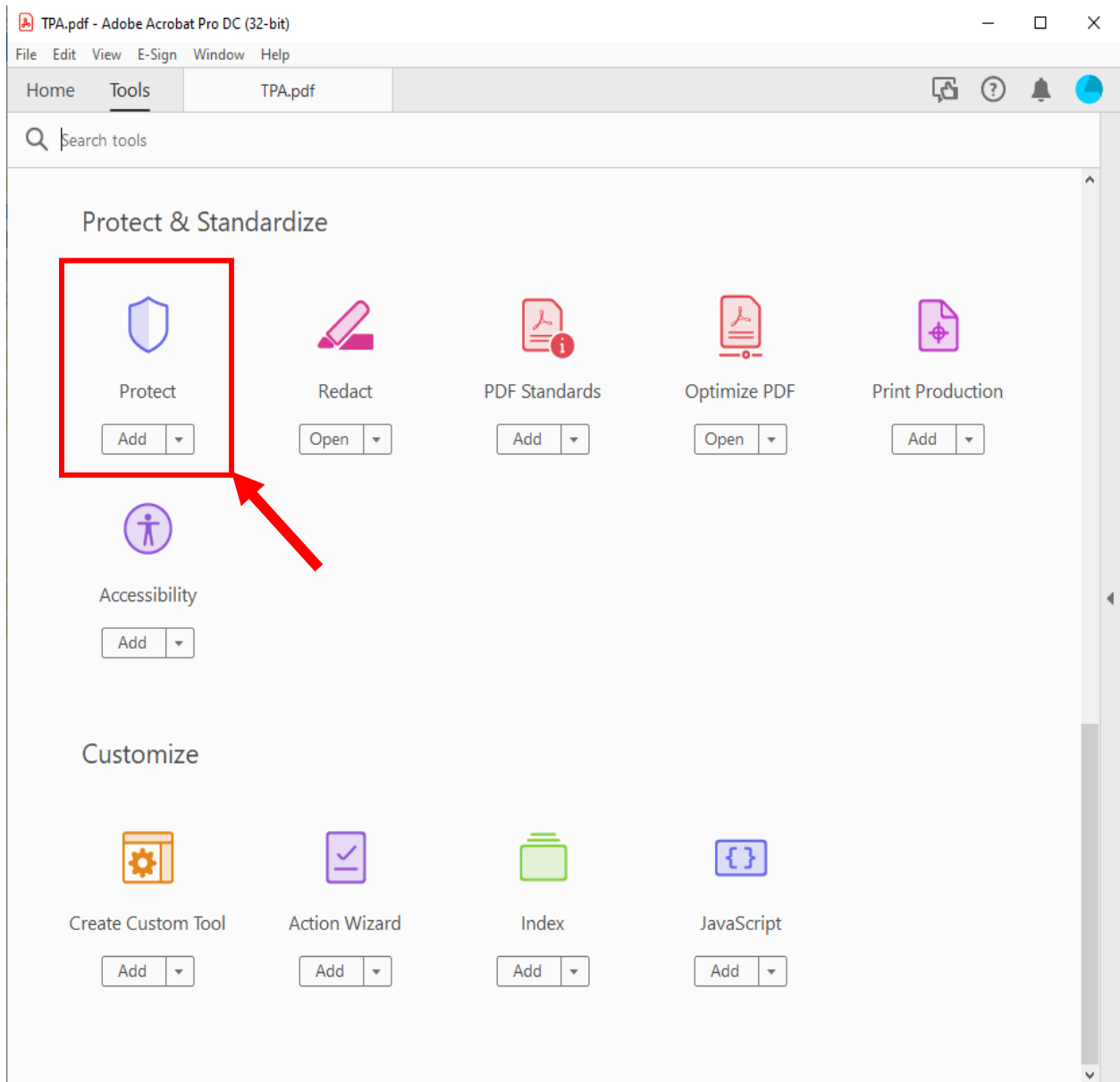
Once the desired PDF has been prepared follow the steps below within Adobe Acrobat DC:

1. On the right side of the application, select the icon labeled "More Tools".



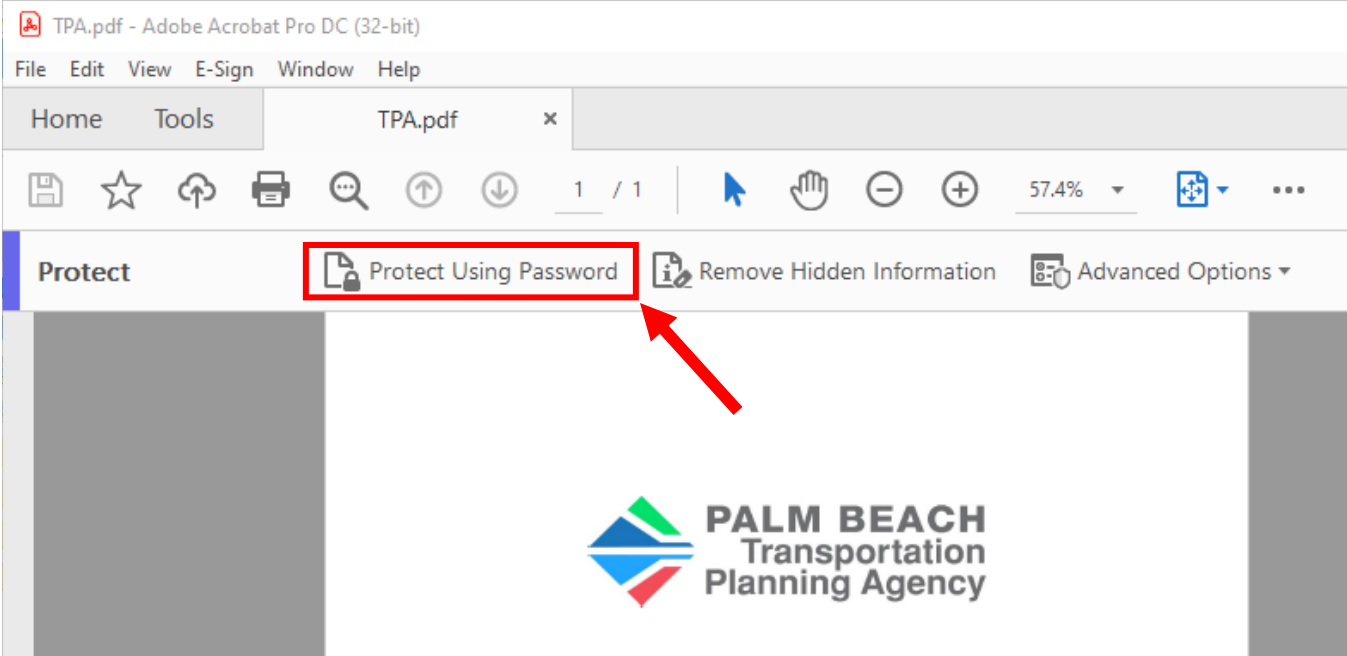
# ADOBE ACROBAT DC PDF PASSWORD PROTECTION GUIDE

2. A bank of tools will appear. Scroll to the section titled "Protect and Standardize". Within this section, select the purple shield icon labeled "Protect".



# ADOBE ACROBAT DC PDF PASSWORD PROTECTION GUIDE

3. Select "Protect Using Password".



4. Be sure the bubble for "Viewing" is selected. Enter your password. Select "Apply". You will be prompted to save the document. After you save it, your document will be password protected.

