#### How to encrypt your form before sending it to us for processing

(Mac OS X version)

#### Step 1 – Allow installation of third party software

One way is to check "Anywhere" under "System Preferences" -> "Security & Privacy" -> "General"

(You only need to select Anywhere for the installation process)



## Step 2 – Install GPGTools for Mac OS X

Download: https://github.com/downloads/GPGTools/GPGTools/GPGTools-20120318.dmg

Open the .dmg file using Finder.

Double-click "GPGTools.mpkg" to start installation. Select Macintosh HD, or any other partition where you wish to install GPGTools.



Follow the instructions on screen during installation.



# Step 3 – Import our public Key

Open the GPGTools Keychain Access Application, by opening it using Finder, or under Dashboard.

You will be prompted to create a new keychain pair. You do not need to do this step, so click Cancel.

You may also delete the default GPGTools Keychain, to make matters easier, although this is not necessary.



Type Name		E- Generate a new key pair.	Comment
▶ pub CPCTool	s Project Team	95 Full name: E-mail address: Upload key after generation > Advanced options	IGC4 Official OpenHGP Key

We have published our RSA 2048 bit public key under the following link: You can download it <u>http://cgi2013.welfenlab.de/76021C8C.asc</u> and import it to your list of keys. To import, simply click "Import" and navigate to the respective directory where it was saved after downloading it.

It will now appear under the list of keys in the Application.

You are ready to encrypt your data.

## Step 5 – Encrypt your registration form

Using Finder, navigate to the registration form, which you have fully filled out and would like to send.

Right click on the file, and under "Services", click "Encrypt File".

Make sure to select our RSA 2048 bit public key, which you imported earlier. Also uncheck the "Add to Recipients" box. Click OK.



You may now send us the .gpg file, which has been encrypted with our public key. Remember, only we possess the password for decryption, needed to access the original form.

If you wish to **uninstall** this Application, you can do so by opening the .dmg file from Step 1 and clicking "Uninstall". Then safely unmount the file and Move to Trash. You may also want to change back the System Preferences altered in Step 1 (default: Mac App Store).