Instructions on how to encrypt and digitally sign a file to submit your protected B information to OCHRO by email.

1. Log in to Entrust with your myKEY.
2. Right-click on the file you want to encrypt.
3. Select **Entrust Encrypt and Digitally Sign File…**.
4. A window will appear, click on **Next**.
5. Check the box **Encrypt the files for other people in addition to myself** and click on **Next**.
6. Click **Add** to enter the generic mailbox using the name in bold below and click **Search**.
   * **EHRI Assistance** – email ([EHRIassistanceIRSH@tbs-sct.gc.ca](mailto:EHRIassistanceIRSH@tbs-sct.gc.ca))
7. Once the mailbox has been added, click **Next**.
8. Click **Finish**.
9. Attach the encrypted document in a new email message from your **departmental authorized generic mailbox**. Avoid including any personal information in the subject and the body of the email.
10. Send your email to [EHRIassistanceISRH@tbs-sct.gc.ca](mailto:EHRIassistanceISRH@tbs-sct.gc.ca).