

Parmenion

How to password protect the application form

Submitting an encrypted application with a password

Here's how to submit an encrypted application with a password. You can skip Step 2 after your first submission.

Step 1

Set up the application form(s) ready for password protecting

- Gather the signed, scanned documents into a single folder.

Step 2

If this is your first scanned submission, call Parmenion Client Services on 0117 2047678

- Confirm new business application reference (s) to Parmenion Client Services team.
- Agree a password/passphrase to be applied to your firm's applications.
- Once established, the password/passphrase will stay the same for future submissions.

Step 3

Send the password protected application(s) to newbusiness@parmenion.co.uk

- Input the agreed password/passphrase into 7-Zip.
- Set the encryption method to AES-256.
- Call Parmenion to notify us of the agreed password/passphrase (if unknown).
- Attach the password protected files to the email.
- Do not divulge the password / passphrase in the email itself.
- Send the email to Parmenion with the subject line 'SCANNED NEW BUSINESS APPLICATIONS'.

How to use 7-Zip

7-Zip is an open-source software used to compress or zip files secured with encryption. You can download 7-Zip [here](#) or via your web browser.

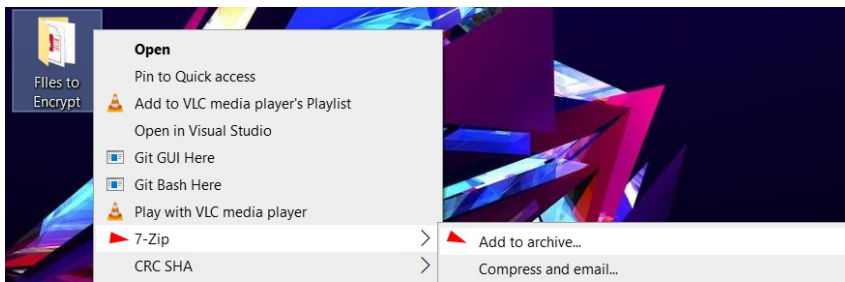
Step 1

Link	Type	Windows	Description
Download	.exe	32-bit x86	7-Zip for 32-bit Windows
Download	.exe	64-bit x64	7-Zip for 64-bit Windows x64 (Intel 64 or AMD64)
Download	.7z	x86 / x64	7-Zip Extra: standalone console version, 7z DLL, Plugin for Far Manager
Download	.7z	Any	7-Zip Source code
Download	.7z	Any / x86 / x64	LZMA SDK: (C, C++, C#, Java)
Download	.msi	32-bit x86	(alternative MSI installer) 7-Zip for 32-bit Windows
Download	.msi	64-bit x64	(alternative MSI installer) 7-Zip for 64-bit Windows x64 (Intel 64 or AMD64)

- Download the 32 bit or 64 bit version depending on your operating system. (For most users, this will be the 64 bit option).
- Once you've downloaded the installer, open your downloads folder and double click on the file to install.

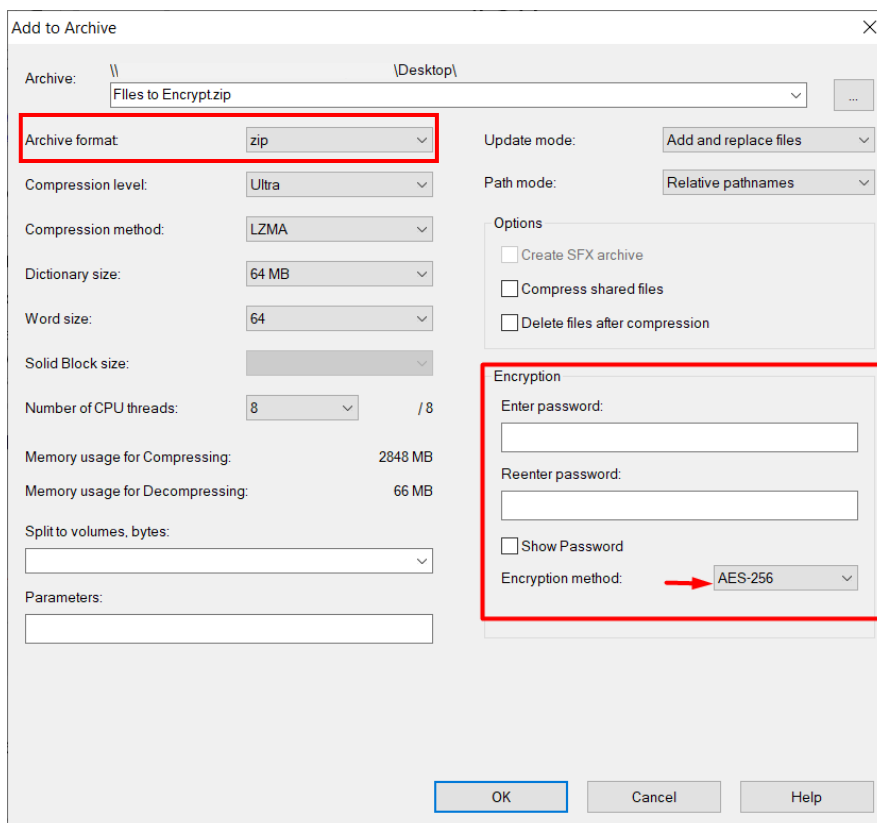
For financial professionals only

Step 2



- Select all documents you wish to password protect and add them to a folder.
- Right click on the folder and hover your mouse over 7-Zip, then select 'Add to archive'.

Step 3



- Make sure the encryption method is set to AES-256.
- Confirm your password/passphrase and click 'OK'.
- You should now see a Zip file with the same name as your original file in the same location.

Good password practice

- Avoid anything easy to guess like “password”, “123456”, or passwords containing your company name. For greater security, increase the length to 14 characters by using passphrases or 3 random words.
- Use a password manager to store your passwords.
- When sending the document over email, don’t include the password. Instead, please call the Parmenion Client Services team on 0117 204 7678.
- You can use the same password each time you send through your encrypted documents. This means you’ll only need to share the password with us once, rather than calling every time you submit an application.

Parmenion

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