



Federal Communications Commission
Washington, D.C. 20554

Instructions-Password Protecting Adobe Documents

1. Open pdf document
2. Select “File”
3. Select “Properties”
4. Select tab entitled “Security”
5. Under “Security Method” select “Password Security”
6. Check box which states “Require a password to open the document”
7. Enter password next to box which states “Document open password”
Password must be at least six digits.
8. A box will appear asking you to confirm the password. Re-enter the password.
9. A box will appear stating that “Security settings will not be applied to the document until you save the document. You will be able to continue to change security settings until you close the document”. Select “Ok”.
10. Select “OK” again.
11. Close out of the Adobe document by selecting the ‘x’ in the upper right hand corner of the document.
12. A box will appear asking you if you want to save your changes. Select “Yes”.
13. Your document is now password protected.
14. Email your document to the servicing HR Specialist and provide your password in a separate email.