

INSTRUCTIONS TO PROVIDE READERS WITH THEIR 1ST PDF

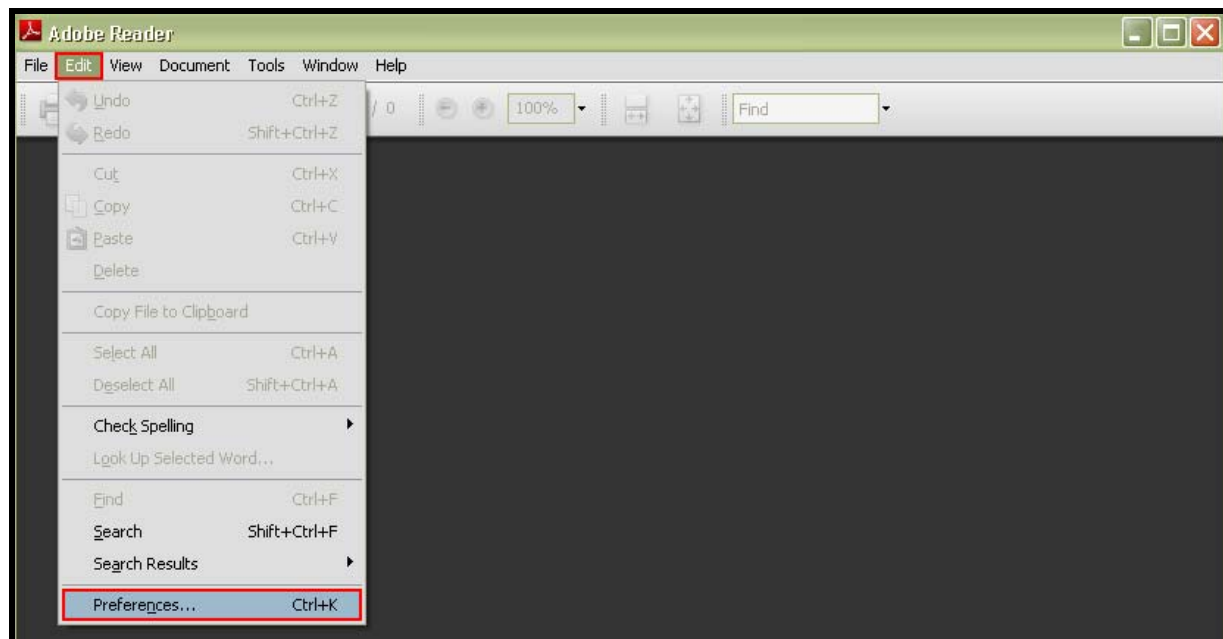
There is no software required to view this secure PDF, all that is required is Adobe Reader or Acrobat Pro 6.0.1 or higher. Download a free copy of Adobe Reader here <http://get.adobe.com/reader/>.

When you open the PDF, you will be prompted for your Username and Password. Once you have entered the login information, you will have access to the entire PDF document. **The PDF <insert info such as printing restrictions, computer limits, expiration date, and remember credential details>.**

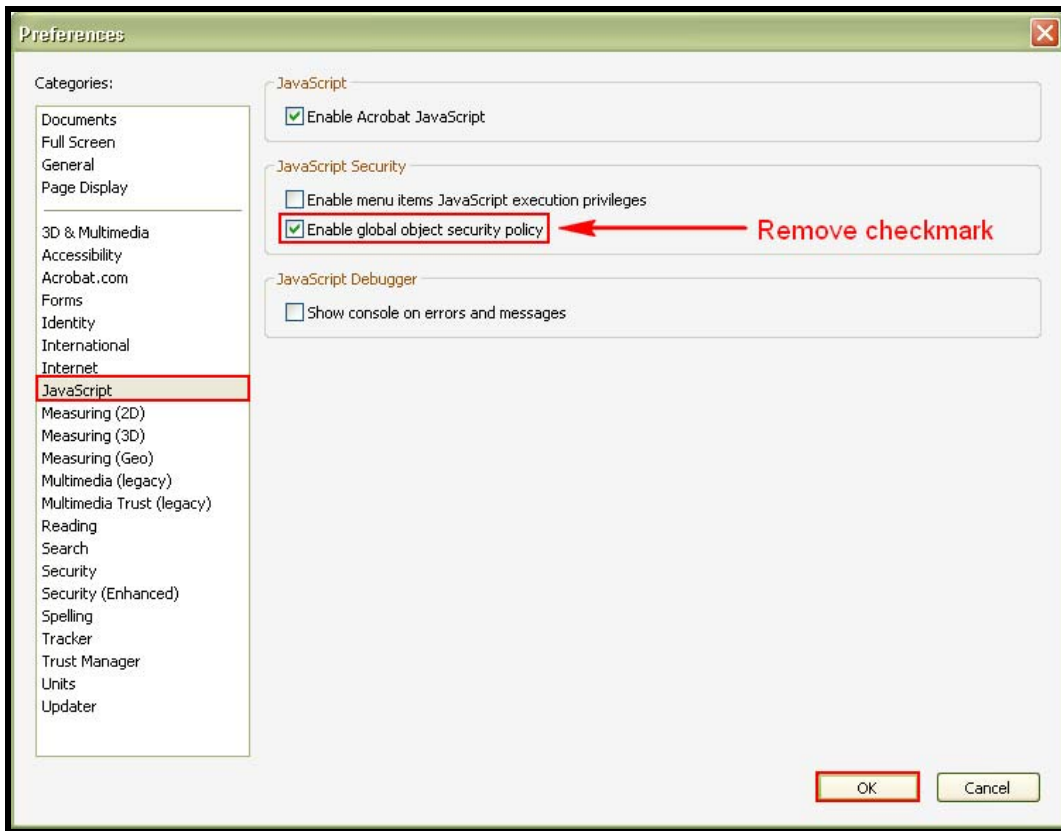
Your computer system will automatically connect to the PDF Protection server to authenticate the username and password you have entered. If your computer system is blocked from running this action you must contact your IT department for technical support.

Instructions for configuring the Global Object Security Policy in Adobe:

1. Open Adobe Reader
2. From the menu bar, select Edit
3. Select Preferences from the list



4. On the left-hand sidebar, select JavaScript
5. Make sure the "Enable global object security policy" option is unchecked
6. Click the OK button



7. Close Adobe
8. Re-open the document

Please Note: The Global Object Security settings must be changed before opening the document for the 1st time

Instructions for Un-locking your documents:

1. Open the PDF, enter the username and password you were provided.
2. Two security warnings will come up, the 1st is to inform you that you will be communicating with our server and the 2nd informs you that our server is sending a response back
3. You must click "Allow" on both warnings
4. Check the box "Remember my action for this site" if you want to always allow the communications for this site