



How to Protect Your Data With SecureZIP

What's SecureZIP?

SecureZIP is a Citi-recommended third-party encryption solution that can be used to protect files that contain sensitive information, such as Word documents, Excel spreadsheets, PDF documents, etc.

How does it work?

SecureZIP can be used to encrypt any data that's attached to email and sent to Citi. Recipients will decrypt and open the file in plain text by using a passphrase.

How do I use SecureZIP?

1. Begin by downloading SecureZip for Mac or Windows.

- **Mac:**
<https://www.pkware.com/downloads/software/securezip-for-osx> *
- **Windows:**
<https://www.pkware.com/downloads/software/securezip-for-windows> *

2. Create a secure file with a passphrase.

To see the most up-to-date instructions for using SecureZIP's data encryption software, visit their how-to page.

- **Mac:**
<https://support.pkware.com/home/sfd/latest/macOS/macOS-how-to/macOS-passwords-passphrases> *
- **Windows:**
<https://support.pkware.com/home/sfd/latest/windows/windows-how-to/windows-encrypt-with-passwords> *

3. Send your SecureZIP file as an email attachment.

- Email your secured file(s) directly to the Home Lending Officer or mortgage representative who's been handling your mortgage application.
- Make sure to give the recipient the passphrase you used to encrypt the SecureZIP file. It's a good idea to provide this passphrase through some means of communication other than email.

4. Confirm decryption and receipt.

Your mortgage representative must successfully enter the passphrase to open and view the file.

*Citi has provided this link as a convenience to you and makes no guarantees or warranties regarding the accuracy of the information provided. The third-party website privacy policies and security practices may differ from Citi standards.