

QUICK START INSTRUCTIONS ON THE INSTALLATION AND USE OF CHIA CRYPTOR V2

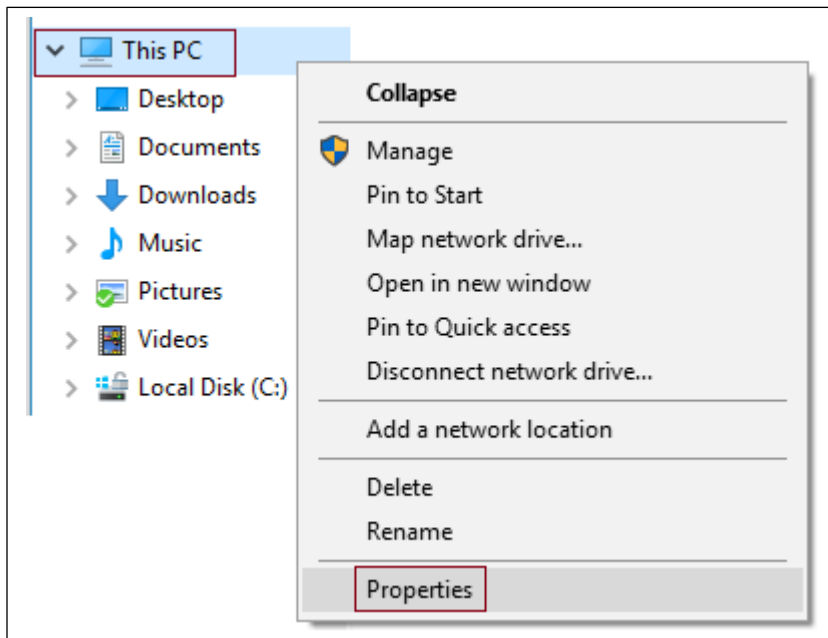
These instructions will be clear if the encryption software is open while reading

This will get you started. The CHIA Cryptor program contains more detailed instruction on all features. After the software is installed, click on **Help** anywhere in the program.

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INSTALLATION OF CHIA CRYPTOR

There are two versions of the encryption software: 32-bit and 64-bit. To determine what type of operating system your computer has, open Windows Explorer.




Right mouse-click **This PC** or **(Computer)** and click **Properties**. Note the System Type under the System section.

View basic information about your computer

Windows edition

Windows 10 Pro
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System

Processor:	Intel(R) Core(TM) i7-3770 CPU @ 3.40GHz 3.40 GHz
Installed memory (RAM):	16.0 GB
System type:	64-bit Operating System, x64-based processor
Pen and Touch:	No Pen or Touch Input is available for this Display

Once you've determined your operating system type and the software version to install, go to this link to download the software:
<http://www.chiaunlv.com/Software/CHIAEncryptor.php>

NOTE

You may need to have your IT person install the software if you don't have administrative rights on your computer.

CREATING A PROFILE



There should now be a shortcut on the Desktop named **CHIA Cryptor v2**. Open the CHIA Cryptor.

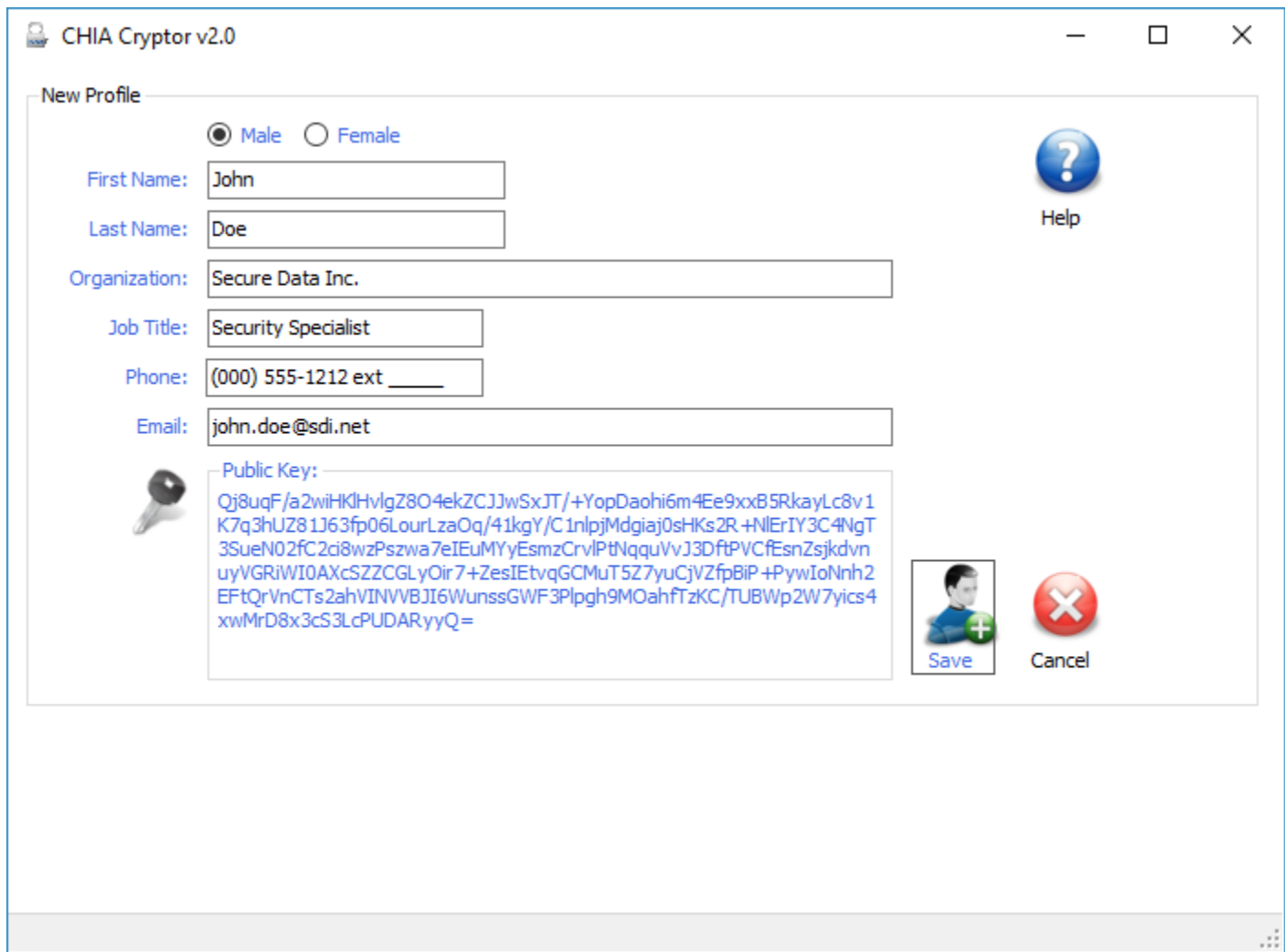
You'll need to create a profile in order to start encrypting files. Your profile contains your contact information and your public and private keys.



Click **New** in the tool bar.



Fill in the information and click **Save**, then **Ok**.

The screenshot shows the "New Profile" dialog box in the CHIA Cryptor v2.0 application. The dialog has a title bar with the application name and standard window controls. The main area contains several input fields: "First Name" (John), "Last Name" (Doe), "Organization" (Secure Data Inc.), "Job Title" (Security Specialist), "Phone" ((000) 555-1212 ext ____), and "Email" (john.doe@sdi.net). There are radio buttons for "Male" (selected) and "Female". A "Public Key" field contains a long alphanumeric string. A "Help" button with a question mark icon is on the right. At the bottom right, there are "Save" and "Cancel" buttons with person icons.

ENCRYPTING A FILE – STEP 1



Encrypt

From the home screen, click **Encrypt** in the tool bar.

Think of encrypting a file the same way you write a letter. There is a greeting, the body of the letter, and a signature at the end.

Step 1 - Greeting: In the drop-down box named **Dear**, choose the profile of the person you are writing the letter to. This is the person that will be able to decrypt the file. If you are submitting data to CHIA, select either **Inpatient Data** or **Outpatient Data** depending on the type of data.

The screenshot shows the CHIA Cryptor v2.0 application window. At the top, there are three step indicators: 'Step 1: Greeting' with a green checkmark, 'Step 2: Body' with a red X, and 'Step 3: Signature' with a green checkmark. Below this is an information box with a blue 'i' icon and the text: 'Just as you would address someone in the greeting of a letter select a name for whom the encrypted files are intended. Using their key ensures that only they will be able to decrypt the files.' Below the information box is a 'Dear' label followed by a drop-down menu with the text '(Choose a person to encrypt the file(s) for)'. The drop-down menu is currently set to 'Inpatient Data'. At the bottom of the window, there is another information box with a blue 'i' icon and the text: 'Go step-by-step. Click Next to move to the next step. When you're finished, click Encrypt.' To the right of this box are four buttons: 'Help' (a blue circle with a white question mark), 'Back' (a grey circle with a white left arrow), 'Next' (a green circle with a white right arrow), 'Encrypt' (a grey padlock icon), and 'Close' (a red circle with a white X).



Next

Advance to Step 2 by either clicking the **Step 2** tab or by clicking **Next**.

ENCRYPTING A FILE – STEP 2



Add

Step 2 - Body: This is where you define the file(s) you want to encrypt. You can add as many files as you want. Click **Add** and select one or more files.

The screenshot shows the CHIA Cryptor v2.0 application window. At the top, there are three progress indicators: 'Step 1: Greeting' (green checkmark), 'Step 2: Body' (red text, green checkmark), and 'Step 3: Signature' (green checkmark). Below this is an information box with a blue 'i' icon containing instructions: 'Click Add to add files to the list. To remove files, select as many as you like and click Remove. Checked files will be compressed (zipped) during encryption. If a file is already compressed, uncheck the file. Compressing a compressed file makes the file larger.' Below the information box is a table with two columns: 'File Name' and 'Compress'. The first row contains 'Secure Data Inc - June 2017.txt' and a checked checkbox. To the right of the table are two buttons: a green 'Add' button with a plus sign and a red 'Remove' button with a minus sign. At the bottom of the window, there is another information box with a blue 'i' icon: 'Click Encrypt. The encrypted files will be written to the same folder as the original files.' To the right of this box are five buttons: a blue 'Help' button with a question mark, a green 'Back' button with a left arrow, a green 'Next' button with a right arrow, a grey 'Encrypt' button with a padlock icon, and a red 'Close' button with an 'X' icon.



Next

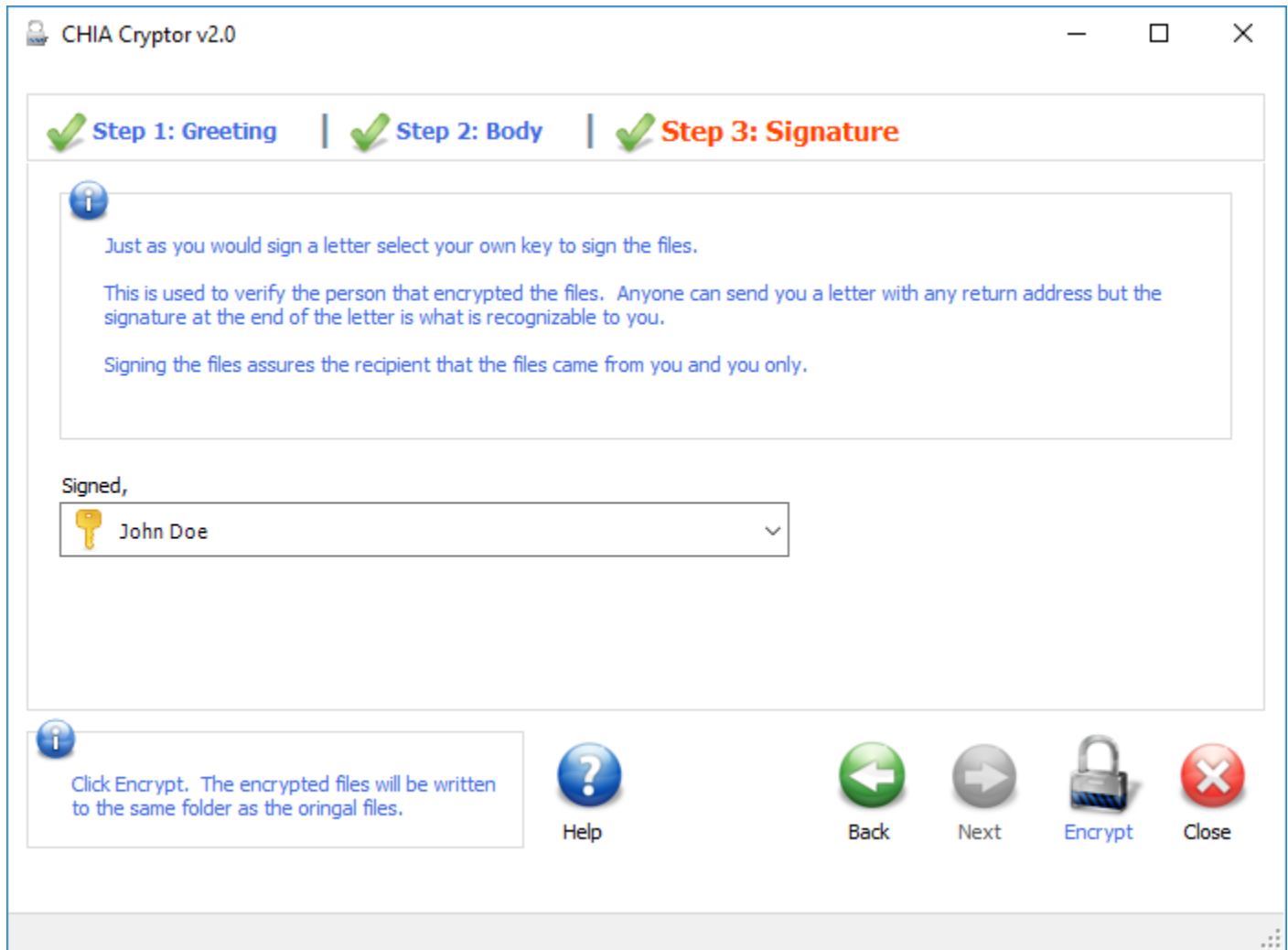
Advance to Step 3.

NOTE

- Keep in mind that if you add more than one file CHIA Cryptor will encrypt the files separately.
- Do not add files that are already encrypted.

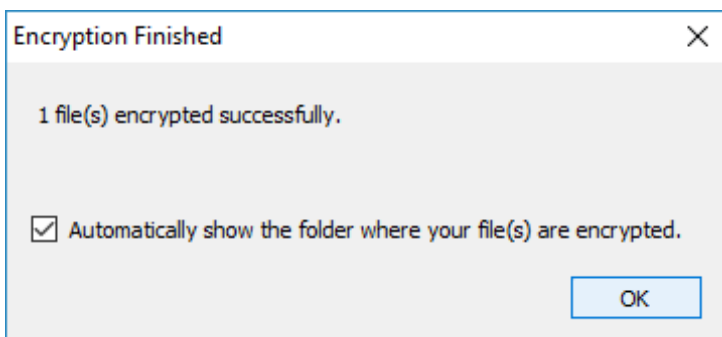
ENCRYPTING A FILE – STEP 3

Step 3 - Signature: Now it's time to sign the letter. Unless you have created more than one profile, your profile should already be selected.



When all steps are complete, click **Encrypt**.

A message box will popup when the file has been encrypted.



NOTE

- All encrypted files are automatically written to the same folder the original file is located.
- If the checkbox is checked, the folder location will open in Windows Explorer.
- **Be careful to only upload encrypted data. All encrypted files will have the .Encrypted file extension.**

SENDING A FILE – Step 4

Once you have prepared and encrypted a file for submission to CHIA, please use the following link to send the file:
<https://www.nvchia.com/uploads/default.aspx>

Home > Uploads

Please choose the file to upload. It must be smaller than 60 MB:

No file selected.

Enter Your Name: (Required)

Your E-Mail Address: (Required)

Select a CHIA representative that you are sending the file to:

 ▼

1. Select “Browse” to select the file on your computer.
2. Enter your name and email address in the **required** fields.
3. Select “**Norah Langendorf, Administrative Assistant**” from the “CHIA representative” selections.
4. Add an optional message to inform the CHIA representative.
5. “Click to Process Your Upload” after completing steps 1-3.

NOTE

- A **green message will be displayed** below the upload button showing that the file has been uploaded, and a message has been sent to the intended CHIA recipient.
- Once the file is uploaded, the file will be cleared, and the “Browse...” button will once again display “No file selected.”
- **Be careful to only upload encrypted data. All encrypted files will have the .Encrypted file extension.**