

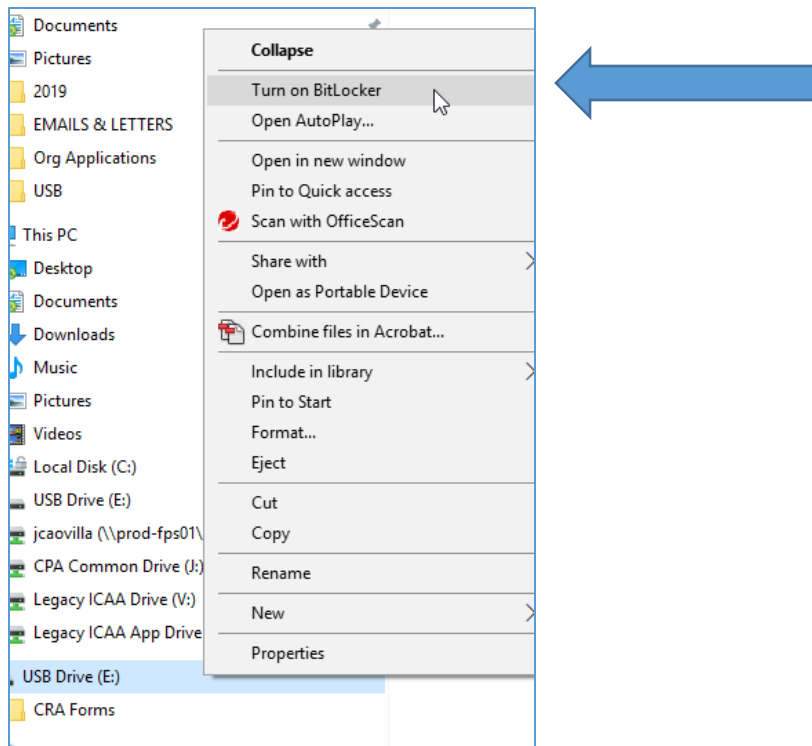
# Encrypting your USB

You only need to encrypt your USB if for some reason you are transporting your USB to a different location in order to print or to eFile.

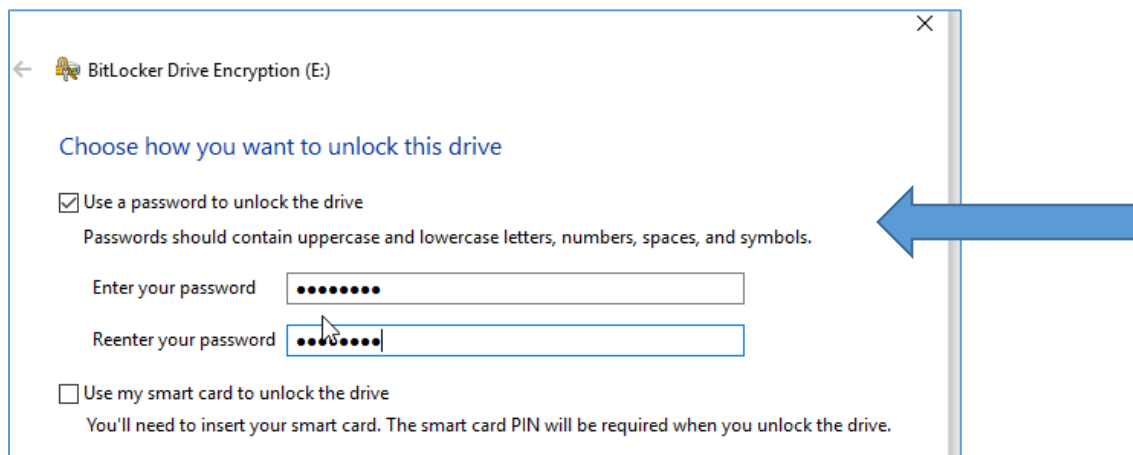
If you are eFiling immediately it is not necessary to encrypt, and after you receive confirmation that the file has been successfully transmitted, you can delete the file from both your laptop and your USB.

## How to Encrypt

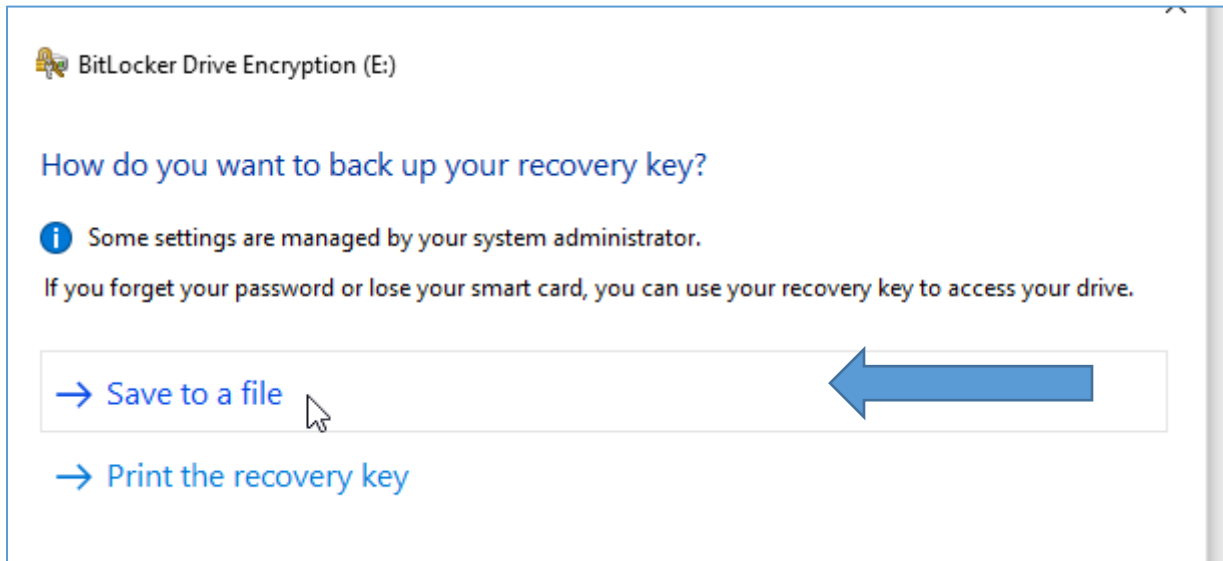
1. Right click your USB Drive and turn on BitLocker



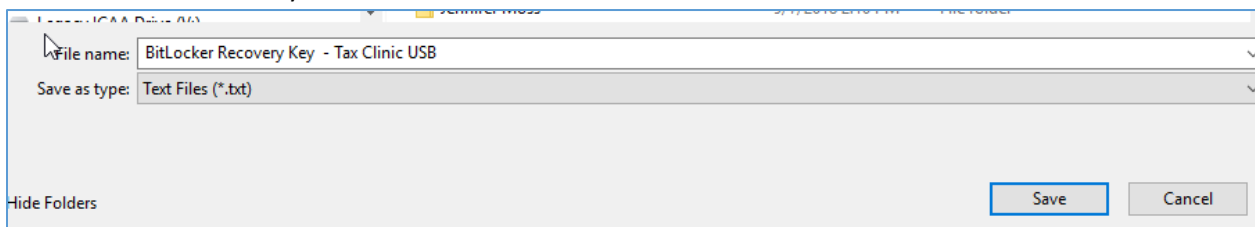
2. Choose how you want to unlock this drive: Choose to Use a Password (Don't forget!)



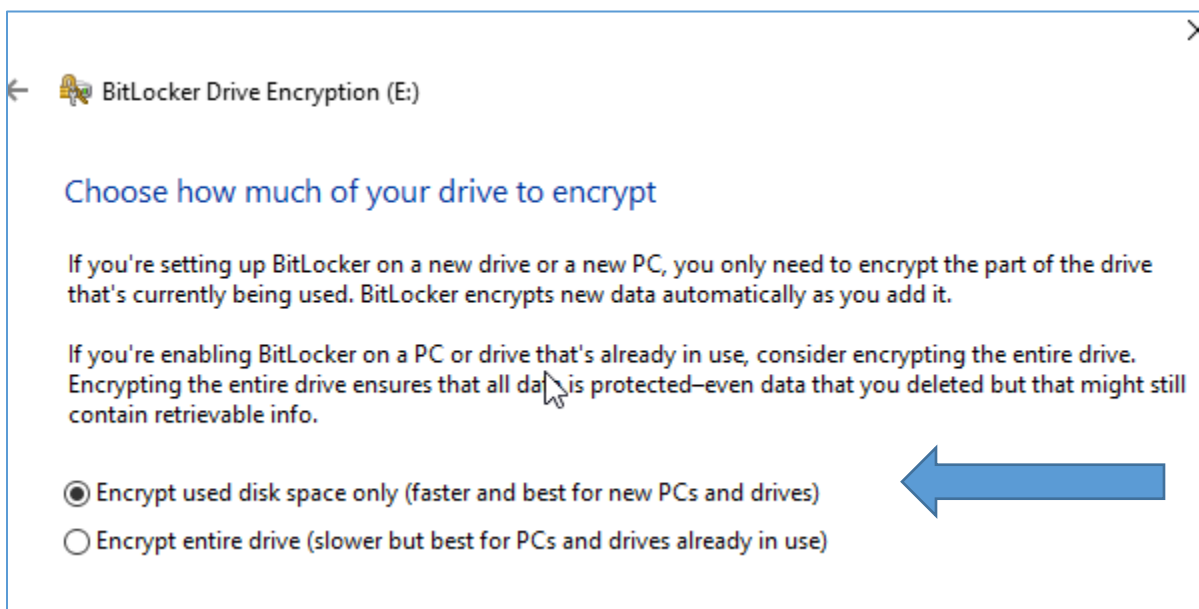
3. How do you want to back up your recovery key (if you forget your password you will have the key to unlock)
  - a. Choose save to file



- a. Save anywhere with a name like Tax Clinic USB



4. Choose Encrypt used disk space only

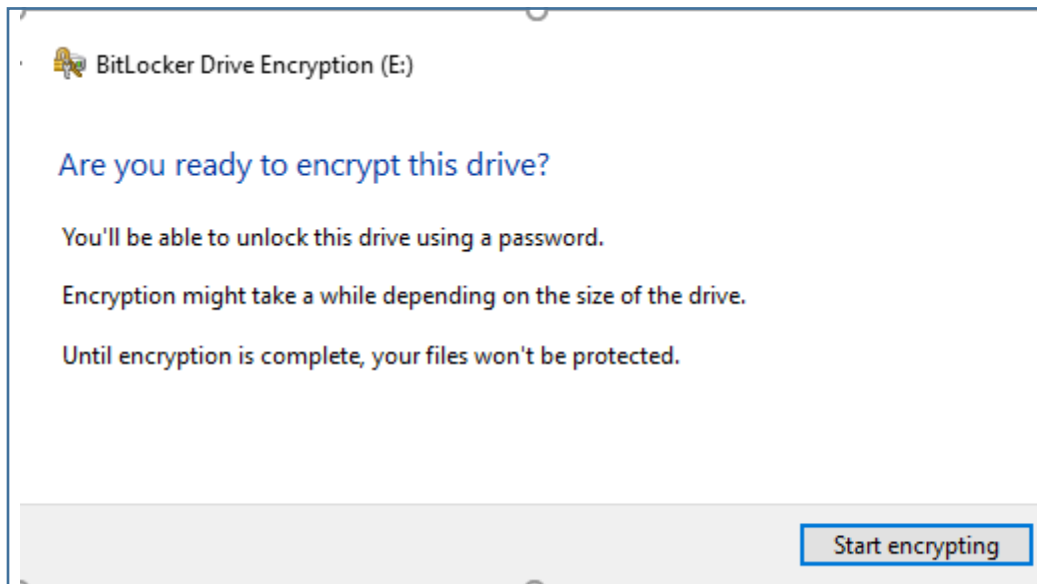


5. Choose which encryption mode to use



- a. Choose compatible mode

6. Are you ready to encrypt this drive – click start encryption. (This only takes a minute or two)



The next time you use this USB, you will have to input your password to access the files.