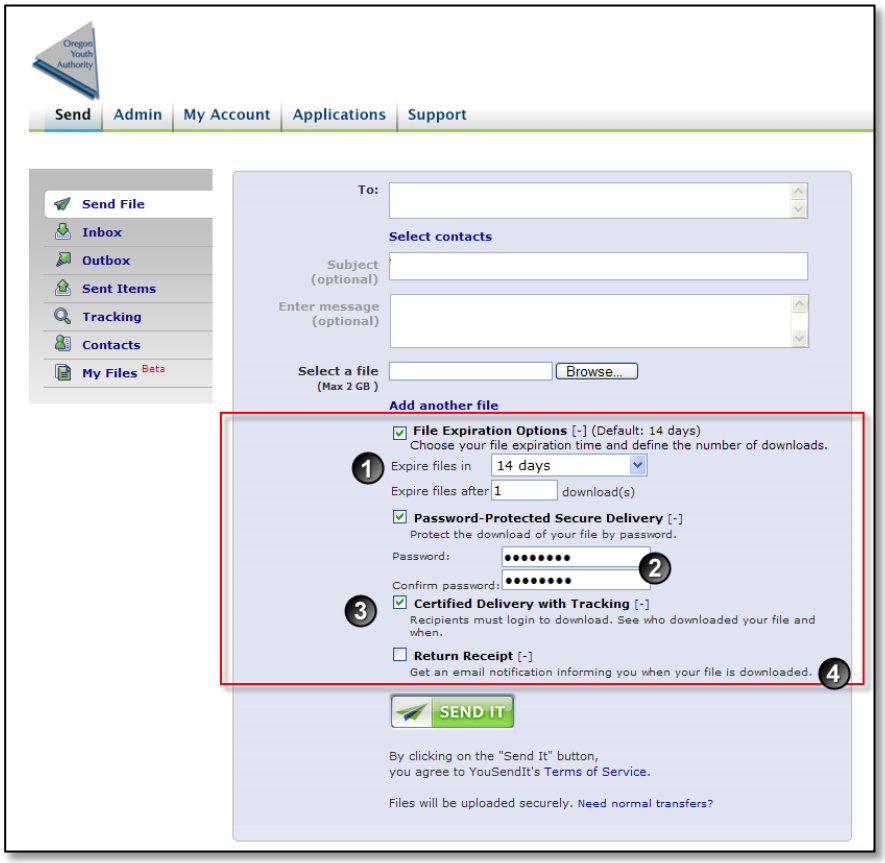
Sending Files Containing Protected or Restricted Information

Information that is protected or restricted must be transmitted using OYA's YouSendIt© dropbox:

- Protected information is confidential information (e.g., health) or information that identifies — or can be used to identify — an individual.
- Restricted information is information that only specific individuals are authorized to access.

Files containing protected or restricted information must include file expiration, download, and password options.

To begin, open OYA's secure dropbox on the YouSendIt© website: http://dropbox.yousendit.com/oregonyouthauthority

1. File Expiration Options
   - Set the File Expiration Date when the file should be removed from YouSendIt©
   - Set the File Expiration Option to **1** Download
2. Password-Protected Secure Delivery
   - Requires password to open message and document. The initiating Sender may use the Message field in the dropbox to include instructions for a password or the License Holder may set the password. (YouSendIt© License Holders are already required to log on to access files in the dropbox.)
   - YouSendIt© requires passwords to be between 5 and 12 characters — OYA encourages the use of strong passwords applying a combination of lowercase and uppercase letters, numbers, and symbols.
   - NOTE: The password must be communicated to the receiver using an alternate method (via phone call or separate email).
3. Certified Delivery with Tracking
   - See who downloaded the file and when.
4. Return Receipt
   - Receive an e-mail notification when the file is downloaded.