

## Encyro Instructions

Files sent to you from our office:

When we send you a secure file from Encyro it comes to your e-mail account. It will give you 2 options - Access and Let Expire or Set Password and Access. **USE ACCESS AND LET EXPIRE.** Once you open the e-mail you have the choice to select and download files we send. At the bottom of this email there is a **REPLY NOW.** Do not use this feature unless you want to set up your own account for your own use. You can download any files that we send by simply clicking on them and loading them to your desktop.

Sending us Paperwork:

**In order to send us secure paperwork please use the following:**

**<https://encyro.com/lindaabdesign>** for sending files to Linda

**<https://encyro.com/kinnaabdesign>** for sending files to Kinna