

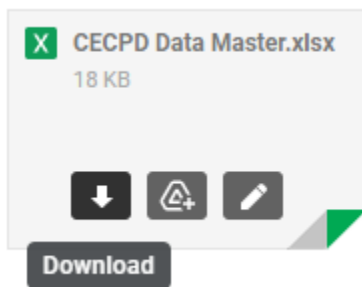
WORKFORCE SUPPORT GRANT

EMAIL INSTRUCTIONS

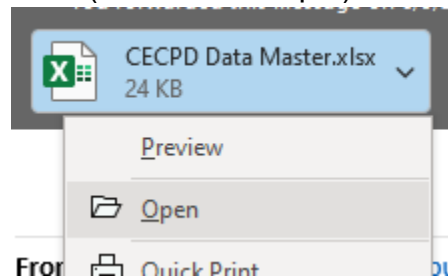
If you choose to email this document, it must be encrypted.

1. Download or Open the Excel file titled CECPD Data Master attached to the email you receive from CECPD. This will look different depending on your email.

(Gmail Example)



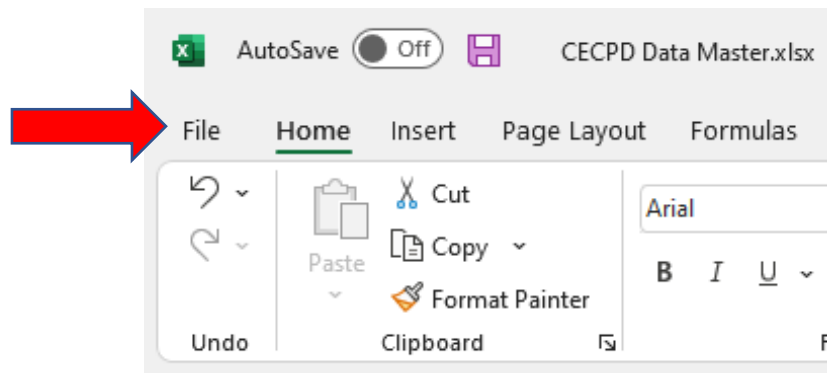
(Outlook Example)



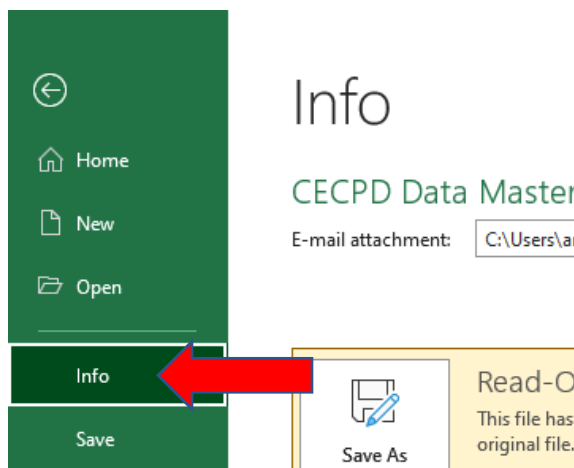
2. Complete the spreadsheet with the information for all your employees that are or will be included on your DHS Application for the \$1000 Workforce Support Grant.
 - a. In column A, enter your K8 license number
 - b. In column B, enter the Registry ID of the employee
 - c. In column C, enter the First Name of the employee (as it appears on their Social Security Card)
 - d. In column D, enter the Last Name of the employee (as it appears on their Social Security Card)
 - e. In column E, enter the employees email address (they must have access to this account)
 - f. In column F, enter the employees FULL Social Security Number with no dashes.

NOTE: Line 1 of the spreadsheet is just an example and can be typed over.

3. Once you have entered all the information for each of your employees, at the top of the spreadsheet, click “File”.



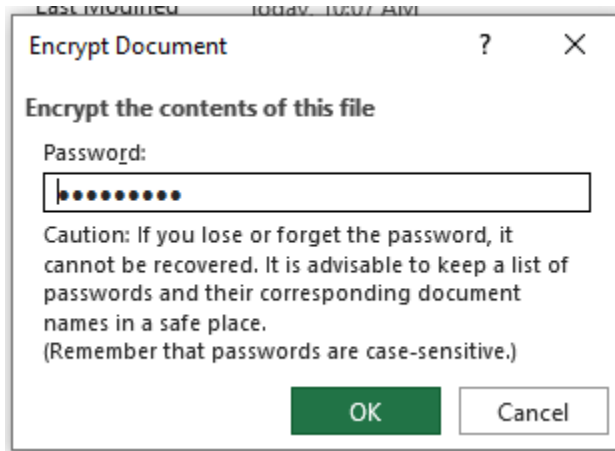
4. Next on the left-hand navigation, click “Info”.



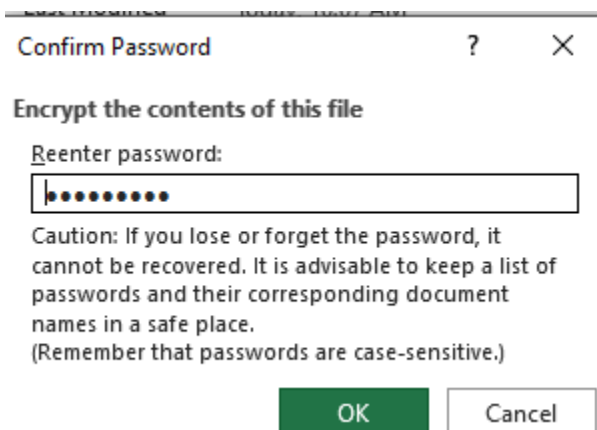
5. Select “Protect Workbook” and click “Encrypt with Password”.



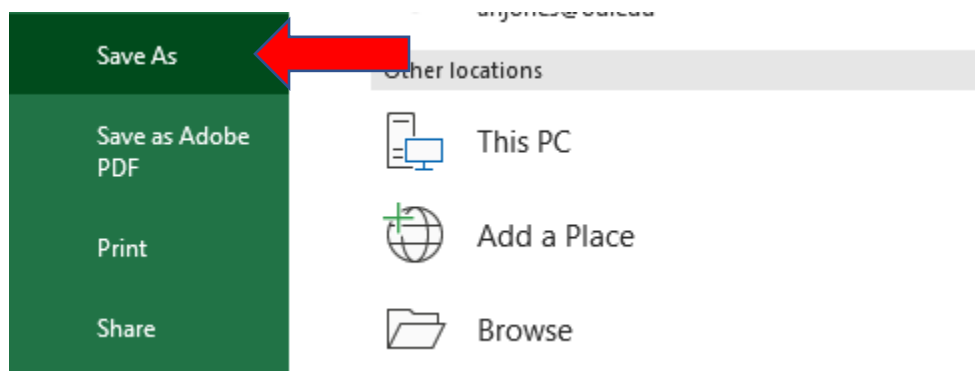
6. Enter the password. The password is: Money1000 (case sensitive)



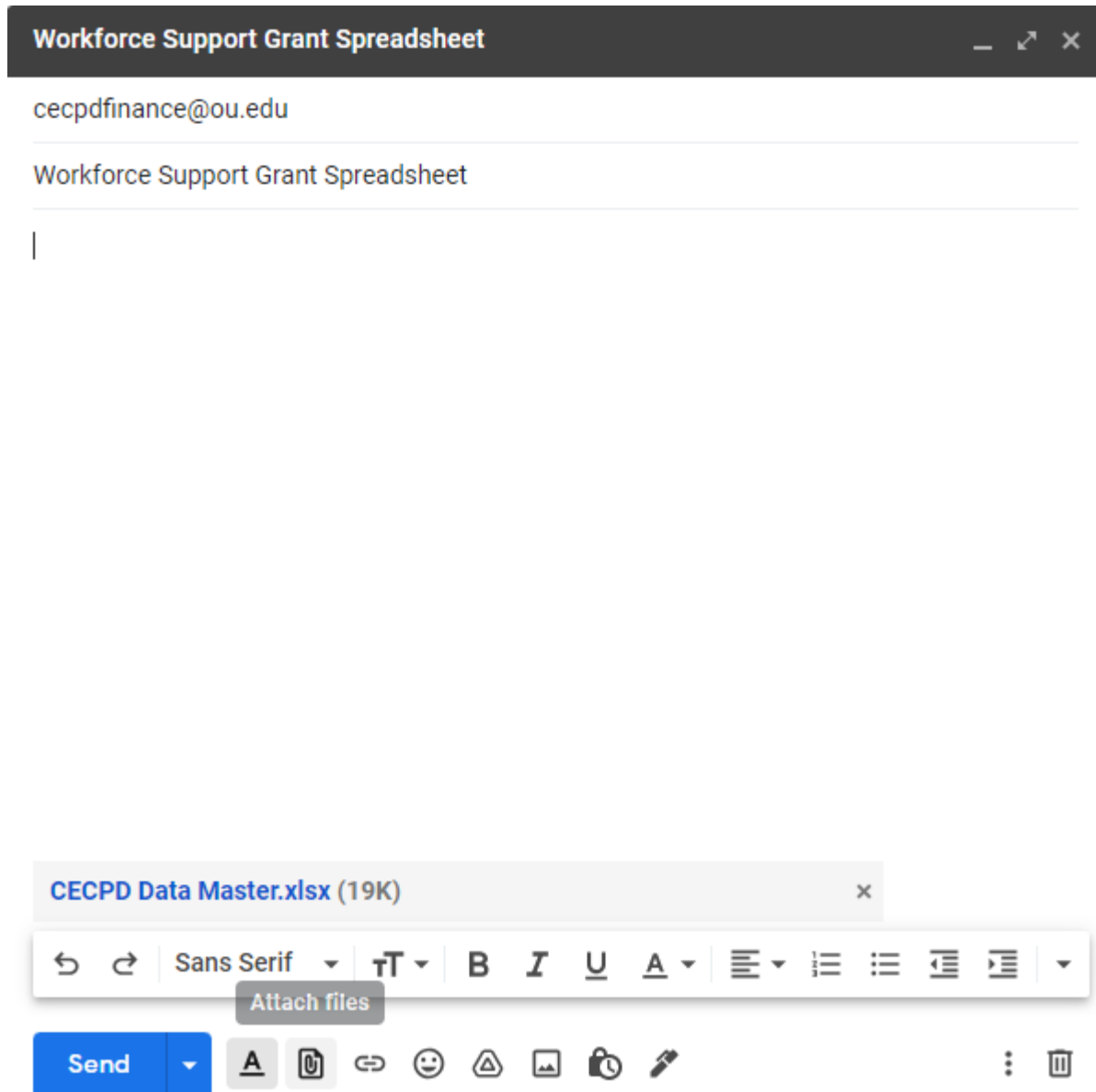
7. You will have to Re-enter the same password again to confirm and click ok.



8. On the left-hand navigation, click "Save As" and save the file on your computer so that you can attach it to an email to send back.



9. Compose a new message and attach the encrypted spreadsheet.



10. Once it is attached, you will email this is cecpdfinance@ou.edu.

11. Once your spreadsheet has been received via email, you will get a return email confirming the receipt of your spreadsheet.