Secure Data Exchange with MBUSI using Email
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You should not put anything in email that you would not want to see published in the Wall Street Journal. Email, when sent in plain text, can be examined (and maybe changed) by anyone who has the right access to the server where it is stored. This holds true for all the servers, between two email users, that forward this email – and there may be many of them.

For this reason, the policy of many companies is that any sensitive, privileged, confidential, or proprietary data must be encrypted while it is in transit between email users in different companies. This email travels on the public internet, where you have no control over who sees it. When encrypted, nobody else but the intended recipient can read it (without very lengthy computations on large supercomputers).

Therefore, DCAG requires that we encrypt PrePayment and related data because it contains pricing and volume information. Doing this involves just **two steps**:

1. **Select an encryption/decryption software package.** DCAG's only requirement is that it be compatible with PGP. A couple of possibilities:
    a. PGP – you may purchase PGP from http://www.pgp.com/ . PGP Universal, PGP Desktop, and PGP Command Line will all work; PGP Desktop Professional is user friendly and easy to use. A single license costs $199 (to buy) or $79/year. Your company may already have licenses for this.
    b. GPG4Win – this is freeware you can download from http://www.gnupg.org/ . Although this is unsupported and "use at your own risk," we have found that it is easy to install and use, and works with our corporate PGP software.
    c. Many companies handle encryption software from a central corporate office. They may issue you a key that allows you as well as an authorized person from the central office to decrypt your data. This is so that the company does not lose access to information in case an individual leaves the company.
2. **Send me your public key.** This is not confidential and you can safely send it by email. The only thing I can use it for is to encrypt files to send to you; then, only you can read them.

Once I have your public key, we will generate a sample file and email it to you. Once you have been able to decrypt and read it, we will start sending you the files regularly, in encrypted form.

- For suggestions on **how to open a CSV file**, see the document "Using MBUSI PrePayment CSV files."

- For suggestions on **processing PrePayment data**, see the document "Processing Methods for PrePayment Data."