



SUBMITTING SENSITIVE INFORMATION

For your safety and protection, the Office of Financial Aid & Student Employment strongly suggests submitting any sensitive information to our office using **DropSecure**.

HOW TO SUBMIT:

1. In a browser, go to dropsecure.com
2. Click the arrow on the left side of the screen to open the send form:



3. On the Send form, click “Drop up to 10 files” and select the file(s) to send to Financial Aid
4. Add sender's email address to the “From email” field
5. Enter the WCSU Financial Aid email - wcsufinancialaid@wcsu.edu - to the “To email” field
6. Type up a message – it is helpful to enter student's name and ID
7. Click “Encrypt & Send”

WHAT HAPPENS NEXT:

- The sender will receive a confirmation that the message was sent
- The recipient will receive an email message containing a link to the secure message
- Clicking the link will open a DropSecure page in the browser
- When this page is opened, it will automatically send a second email message to the recipient containing an unlock code (it may take a minute before it is received)
- The recipient will enter the unlock code on the DropSecure page, and will then be able to view and download the attached documents
- A second email message will be sent to the sender acknowledging that the message has been opened, and shows the recipient's email address who opened it
- The message will be removed from DropSecure after 7 days for your protection

SAMPLE FORM ON THE WEB:

Enter up to 10 files
(saved on your device)

Enter your Email
(the sender)

Enter Financial Aid email:
wcsufinancialaid@wcsu.edu

Helpful: Enter student's
name and student ID

When all documents and
information are entered,
click **Encrypt & Send**

The screenshot shows a web interface for sending encrypted files. At the top, there is a blue shield icon and the text "Send files with end-to-end encryption". Below this is a dashed box containing an upload icon and the text "Drop up to 10 files" and "Total 2GB". The form fields include: "From email" with the placeholder "YourEmail@abc.com"; "To email (1)" with the email address "wcsufinancialaid@wcsu.edu"; "Add more" with a plus sign icon; "Message (31/500)" with the text "Enter Student Name & Student ID"; and "Delete after" with a dropdown menu set to "7 days" and a "STANDARD" label. At the bottom, there is a blue button labeled "ENCRYPT & SEND" with a shield icon, and a footer note: "By sending, you accept our [terms & conditions](#) and [privacy policy](#)." A blue vertical bar on the right side of the form contains a back arrow icon.