



eOPF

How to Remove a Password (encryption) from a PDF document

DESCRIPTION:

eOPF was upgraded to have an additional layer of security. When printing documents from the Print Request page, you are required to enter a password. Follow the steps below to remove the password (encryption).

STEP 1: OPEN THE FOLDER

- Click on the "My eOPF" tab
- Click on "My eOPF Print Folder"
- Select the folder sides to print
- Select to print single or double sided

- Click on the "My eOPF Print Status" tab. Under the "Action" column, you should see the "View" hyperlink
 - NOTE: if you do not see the "view" hyperlink, click the "refresh" button. Depending on your folder size, this could take a few minutes.

Request Id / Part Number	Request Date	Processed Date	Page Count	Action
204 / 57	4/6/2016 8:59:40 AM	4/6/2016 9:06:25 AM	206	View Delete

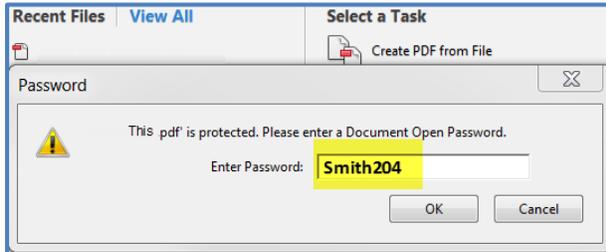


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STEP 2: REMOVE ENCRYPTION

A. Enter the appropriate password to open the document.



B. Click on "Tools"

C. Click on "Protection"

D. Click on "Encrypt"

E. Click on "Remove Security"

- o NOTE: you must re-save the document for the encryption (password) to be removed

