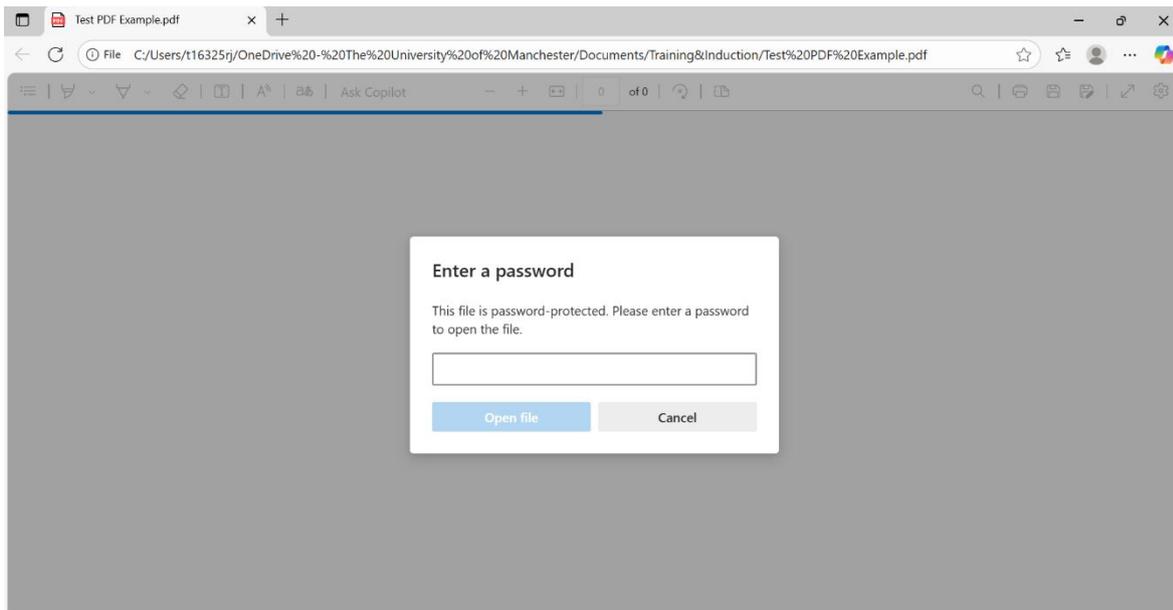


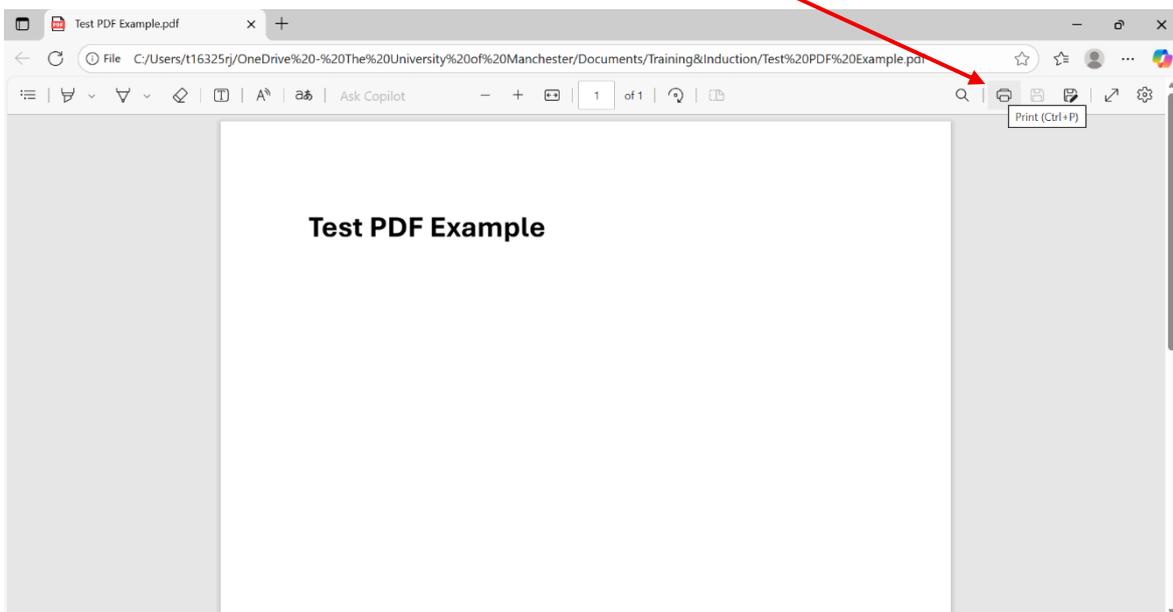
## Removing a password from a PDF Document

Detailed below are a few quick and easy steps that can be followed if you need to remove a password on a document you have been supplied.

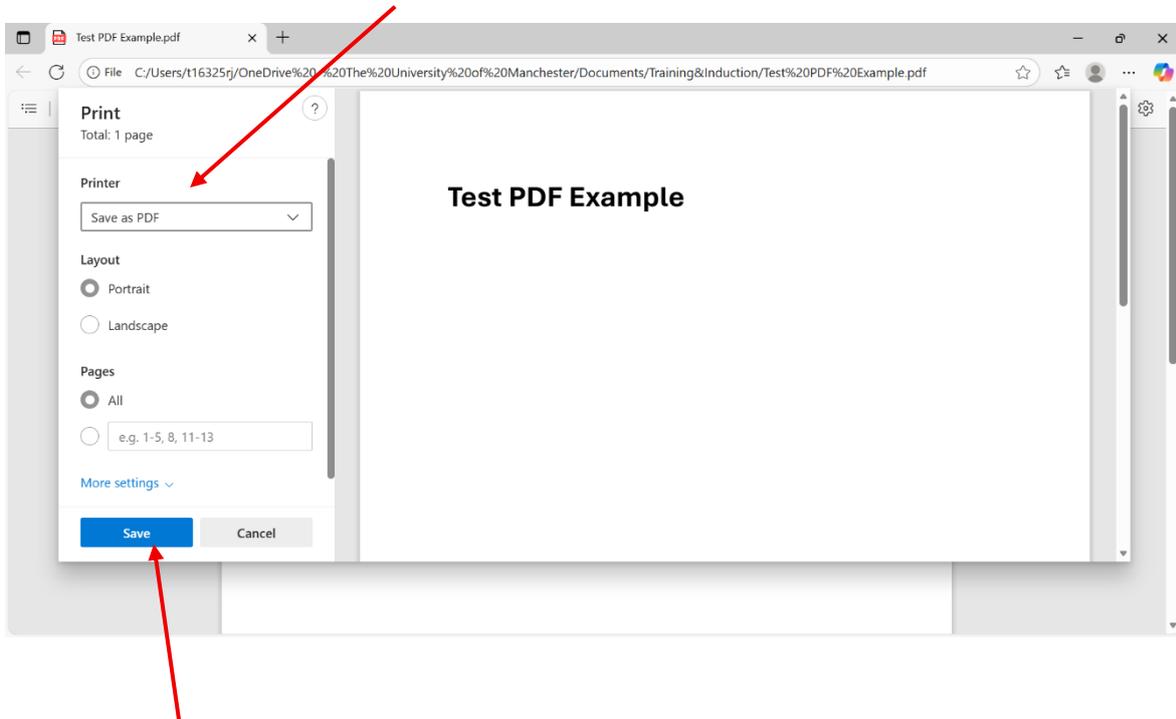
Step 1: Once you click on the document provided, you will be prompted to enter the password in order to open it.



Step 2: Once you have entered the password, and have access to the document, there will be an option to print.



Step 3: Once you have selected the print option, this page will appear which includes a drop-down menu where the printer can be selected. In the same drop-down menu, you can select the option “Save as PDF”.



Step 4: Then, you can click “Save” to the area you desire. The document should now be saved without a password.