HOW TO:

ENCRYPT A **RYN**™ FILE

ryn™

ENCRYPT A **RYN**™ FILE

Go to rynfile.com and click **Access Now** OR **Try It Free** to go to the **RYN**™ secure login and registration page.

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ryn BETA

Security   Pricing   Support   **Access Now**

CERTIFY | PROTECT | TRACK | CONTROL

Hack-Proof, Fully-Compliant
File Protection Software

Share sensitive digital information with ease and confidence.

Schedule a Demo →

Schedule a Demo ❯   **Try It Free ❯**

Meet RYN: The Pivotal Solution for Data Security

RYN is the most advanced, commercially available identity and information management system in today's marketplace.

Or go to my.rynfile.com
For Easy Access: Add to your Bookmarks or Favorites.

ryn

Login to create or open protected files

Username   johndoe

Password   ••••••••

Login

Get your FREE RYN account

Register Now ❯

Opening a RYN file
You must meet the security requirements defined by the creator to access the file. All activity (including unauthorized attempts) is automatically tracked and recorded.

Creating a RYN file
RYN encrypted files are always protected and may be delivered by any electronic means.

2.

Fill in your **RYN**™ username and password and click **Login**.

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3.

Click **Encrypt File**.
Note: PKI Certificate is not available for **RYN**™ Beta.

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🔒 Encrypt File   🔑 Open a RYN file

☐ Use my enrolled PKI Certificate

4.

Under *Select File* click **Choose File** to select the file you'd like to encrypt with **RYN**™.

Your file directory/file exchange will pop up.

Select File
[Choose file] No file chosen
Maximum file size 4 megabytes

Access Rights
Define a combination of access rights to this file.

Reader Identity
○ Personal   Only you can open
○ Biometric   Biometric identity required
○ x509 PKI Certificate Certificate identity required
○ Username / Password Requires a valid username/password
◉ No Restrictions

Security Code
[   ] 4 - 12 characters, case sensitive

Same Alliance
☐ Only members of this alliance have access.

File Expiration
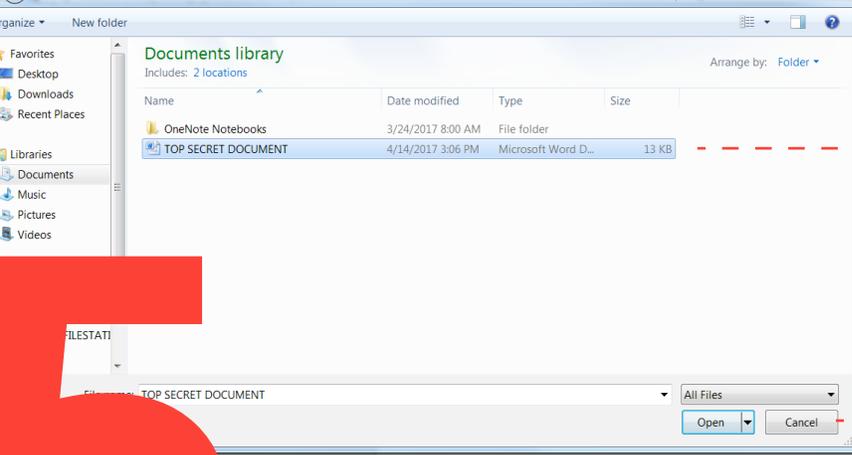Assign an expiration to this file.

○ DateTime [   ]

○ Days [   ]

◉ None

☐ Reveal the expiration date to the reader.

File Information
[   ]

Notification ✉
☑ Receive email notification.

⏳ [None ▼]

Encrypt File

Favorites
Desktop
Downloads
Recent Places

Libraries
Documents
Music
Pictures
Videos

Documents library
Includes: 2 locations

Arrange by: Folder ▾

Name	Date modified	Type	Size
OneNote Notebooks	3/24/2017 8:00 AM	File folder	
TOP SECRET DOCUMENT	4/14/2017 3:06 PM	Microsoft Word D...	13 KB

File name: TOP SECRET DOCUMENT   All Files

Open   Cancel

5.

Navigate through your file directory and select the file you want to upload; then click **Open**.

Set **Access Rights** for your **RYN**™ file.

Setting Access Rights allows you to choose the reader identity restrictions for your **RYN**™ encrypted file.

6.

Select File
Choose file TOP SECRET DOCUMENT.docx
Maximum file size 4 megabytes

Access Rights
Define a combination of access rights to this file.
Reader Identity
○ Personal — Only you can open
○ Biometric — Biometric identity required
○ x509 PKI Certificate — Certificate identity required
○ Username / Password — Requires a valid username/password
● No Restrictions

Security Code
[   ]   4 - 12 characters, case sensitive

Same Alliance
☐ Only members of this alliance have access.

File Expiration
Assign an expiration to this file.
○ DateTime [   ]
○ Days [   ]
● None
☐ Reveal the expiration date to the reader.

File Information
[   ]

Notification
☑ Receive email notification.

None ▾

Encrypt File

Personal: Restricts access to your **RYN**™ file to only your own **RYN**™ identity.

Biometric: Not available for **RYN**™ Beta.

x509 PKI Certificate: Not available for **RYN**™ Beta.

Username/Password: Restricts access to your **RYN**™ file to only individuals with a valid **RYN**™ Username and Password. Not available for **RYN**™ Beta.

No Restrictions: Does not restrict access to your **RYN**™ file.

Set a **Security Code** for your **RYN**™ file. *(Optional)*

Notes:

Setting a Security Code for your **RYN**™ file requires correct entry of the Security Code to open the **RYN**™ file. The Security Code must be 4-12 characters, is case-sensitive and may include numbers or symbols.

You must inform the recipient of the Security Code. It is recommended this is done by call, text or a separate email.

7.

Access Rights
Define a combination of access rights to this file.

Reader Identity
- ○ Personal — Only you can open
- ○ Biometric — Biometric identity required
- ● x509 PKI Certificate — Certificate identity required
- ○ Username / Password — Requires a valid username/password
- ○ No Restrictions

Security Code

[password] 4 - 12 characters, case sensitive

Same Alliance
- ☐ Only members of this alliance have access.

File Information

Notification
- ☑ Receive email notification.

8.

Set a **Same Alliance** for your **RYN**™ file.* *(Optional)*
Not available for **RYN™ Beta.*

Note: Setting a Same Alliance for your **RYN**™ file will only allow members of your alliance to open the **RYN**™ file.

File Expiration
Assign an expiration to this file.

- ○ DateTime [04/05/2017 12:30:00PM]
- ○ Days [   ]
- ○ None
- ☐ Reveal the expiration date to the reader.

[None ▼]

Encrypt File

Examples of Accepted DateTime Formats:

[04/05/2017 12:30:00 PM]

[4/5/17 1230]

9.

Set a **File Expiration** for your **RYN**™ file. *(Optional)*

DateTime: This option allows you to choose a date and time for which access to your **RYN**™ file will expire.

Days: This option allows you to choose a specific number of days for which access to your **RYN**™ file will be available for your recipient to open.

None: This option allows you to not set a file expiration date, time or duration.

Reveal the expiration date to the reader: Select this option to make the expiration date visible to viewers of your **RYN**™ file.

Notes:

When a file expires, it expires forever for all users. Make sure an encrypted backup of the file is saved.

The DateTime must be entered in the format of Month/Day/Year with a space, then the time as Hour:Minute:Second with AM or PM or in 24 hr format. Month and Day may be entered as 1 or 2 digits, Year may be entered as 2 or 4 digits.

The time is set to Eastern Standard Time for the Beta version. Future versions will accommodate different time zones.

Set **File Information** for your **RYN**™ file. *(Optional)*

Enter a message or description to accompany your **RYN**™ file.

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Select File
Choose file | TOP SECRET DOCUMENT.docx
Maximum file size 4 megabytes

Access Rights
Define a combination of access rights to this file.

Reader Identity
○ Personal — Only you can open
○ Biometric — Biometric identity required
● x509 PKI Certificate — Certificate identity required
○ Username / Password — Requires a valid username/password
○ No Restrictions

Security Code
[password] — 4 - 12 characters, case sensitive

Same Alliance
☐ Only members of this alliance have access.

File Expiration
Assign an expiration to this file.
● DateTime [04/05/2017 12:30:00PM]
○ Days [   ]
○ None
☐ Reveal the expiration date to the reader.

File Information

Note:
The information placed here stays with the file forever.

Notification
☑ Receive email notification.

None ▼

Encrypt File

11.

Set a **Notification** for your **RYN**™ file.

Select this option to have an email notification automatically be sent to your email address anytime an attempt is made to open your **RYN**™ file.

Note:
This must be selected to initiate a forensic audit for file trackability.

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Click **Encrypt File**.

Congratulations! Your file has been encrypted with **RYN**™.

Chrome Web Browser:
RYN™ encrypted files are saved to the Downloads folder.

Edge Web Browser:
Users will be prompted to select a folder where the **RYN**™ encrypted file will be saved.

Firefox Web Browser
Users will be prompted to save their file and press **OK**. The file will be saved to the Downloads folder.

Safari Web Browser
RYN™ encrypted files are saved to the Downloads folder.