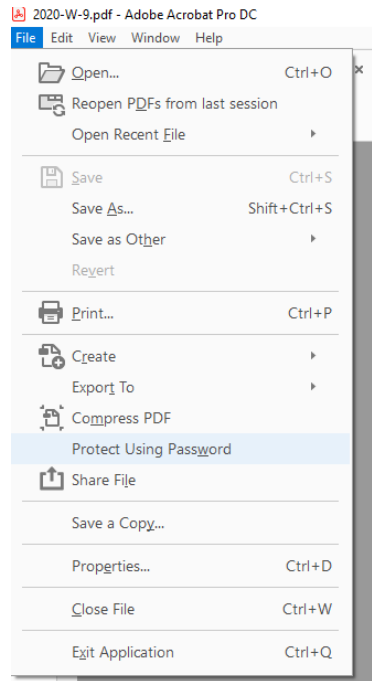




Alumni

How to Password Protect a W-9 PDF

- Fill it out the W-9 form or have the vendor/entity fill it out.
- Once the document has been completely filled out, click **File**, followed by **Protect Using Password**.



- Select **Viewing**
- Enter Password (make sure to remember what password you used)
- Select **Apply**

A screenshot of the 'Protect Using Password' dialog box in Adobe Acrobat Pro DC. The dialog box has a title bar that says 'Protect Using Password'. Below the title bar, it says 'Requires user to enter a password for:'. There are two radio buttons: 'Viewing' (which is selected) and 'Editing'. Below the radio buttons, there are two text input fields: 'Type Password' and 'Re-type Password'. At the bottom of the dialog box, there is a 'More Options' dropdown menu, a 'Cancel' button, and an 'Apply' button.