These documents are encrypted using 7-zip. To obtain a copy of 7-Zip, please see http://www.7-zip.org/ and select the Download link. The attached instructions are for opening the documents using 7-zip.

Instructions for opening a single encrypted zip folder

1. Save the ".zip" folder on your desktop or a drive
2. Right click on a document and hover over "7-zip" and select "open archive"
3. You will be able to see all the files and folders
4. Double click or right click to open any document and you will be asked to input the password
5. Input the password you received earlier in the e-mail
6. Once you have opened one document in the folder using the password, all the documents will be able to open

Instructions for opening multiple encrypted zip folders at once

1. Save the ".zip" folders on your desktop or a drive
2. Select all encrypted folders to be opened at once and right click and hover over "7-zip" and select "extract files"
3. Input the password you received earlier in the e-mail
4. All the folders will be unlocked as well as the documents within

When you receive an e-mail with an encrypted attachment you will see the following:

WARNING: The attached file is encrypted (password-protected) and could not be scanned by the malware protection system. Use extra caution when accessing the attached file because it could contain dangerous files. Save the encrypted contents to your computer and scan the files for malware before opening.

A common phishing tactic is sending malware as an encrypted file in a message indicating the attachment contains an invoice or important information; with the password included. Information Technology at Berkshire Hathaway Energy affiliates will not send an unsolicited message with an encrypted attachment and the password in the same message.

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