



Diversified Administration, Inc.  
Section 125 Cafeteria Plan  
PDF Encryption Password Form

We understand the growing need to protect digital transmission of private health information in today's world. To help us maintain the best security for your employees, please complete the form to let us know what you would like the password set to. If we send to multiple people in your company, they will all need to have this password to open any files we send relevant to your company. The password can be any length, but we suggest using a combination of CAPITAL Letters, lower case letters, and symbols \$^@&!@. This combination of cases and symbols ensures that your password will be even more secure.

Company Name: \_\_\_\_\_

Please use the Following Password to protect the e-mails Diversified Administration, Inc. sends to the above listed company:

\_\_\_\_\_

Submitted By: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Entered by: \_\_\_\_\_

Fax to (954) 983-9695  
Or E-mail to [claims@div125.com](mailto:claims@div125.com)

---