## Step 1.

Select all files to be included in ZIP file.

## Step 2.

Right click on files and select 'Show more options' (if using an older version of Windows, you may not need this step)

Name			Date	modifi	ed	Туре		Size	
A Payslip FA 31.01.25.pdf			25/0	2/2025	12:52 PM	Adobe	Acrobat D		10 KB
A Payslip FA 31.12.25.pdf			25/0	2/2025	12:52 PM	Adobe	Acrobat D		11 KB
Payslip MA 09.01.25 to 22.01.25.pdf			25/0	25/02/2025 12:52 PM			Acrobat D		70 KB
A Payslip MA 23.01.25 to 05.0	n nr	17	25.00	0.0005	12 52 014		Acrobat D		69 KB
	*	C	()	Ŕ	Ŵ				
	×	Open			Ente	er			
	Ċ	Share							
	☆	Add to	Favou	rites					
		Compr	ess to.			>			
	<b>\\.</b> .	Сору а	s path		Ctrl	+Shift+C			
	B	Proper	ties		Alt+	Enter			
		Edit in	Notep	ad					
	62	Show r	nore o	ptions					

Then select '7-Zip' then 'Compress and email'

Name		Date modified	Туре		Size		
A gayslip FA 31.01.25.pdf		25/02/2025 12:52 PM	Adob	e Acrobat D	10 KB		
A gayslip FA 31.12.25.pdf		25/02/2025 12:52 PM	Adob	e Acrobat D	11 KB		
A Payslip MA 09.01.25 to 22.0	1.25.pd	f 25/02/2025 12:52 PM	Adob	e Acrobat D	70 KB		
Payslip MA 23.01.25 to 05.0		Open with Adobe Acrobat Print Add to Favourites 7-Zip Scan with Microsoft Defender	>	Acrobat D Add to a	69 KB archive		
	Copy as 년 Share	Copy as path Share		Add to " Compre	'New folder.7z" ss to "New folder	r.7z" and email	
Send to		Send to	>	> Add to "New folder.zip"			
		Cut Copy		CRC SHA		r.zip" and email	>
		Create shortcut Delete Rename					
		Properties					

## Step 3.

'Add to Archive' box will appear. Under 'Archive format' make sure you change this to **'zip'**. Under 'Encryption' you will need to enter & re-enter your password.

Daveli	Ivew folder.zip				~	Ŀ
Paysli	Archive format:	zip	$\sim$	Update mode:	Add and replace files	
Paysli	Compression level:	5 - Normal	$\sim$	Path mode:	Relative pathnames	
	Compression method:	* Deflate	~	Options Create SFX arc	hive	
	Dictionary size: * 32 KB		$\sim$	Compress shared files		
	Word size:	• 32	~	Delete files after	er compression	
	Solid Block size:		$\sim$	Encryption		
	Number of CPU threads:	• 4 🗸 🗸	/4	Enter password:		
	Memory usage for Compress 272 MB / 13067 MB / 1633	ing: 3 MB * 80%	~	Reenter password	:	
	Memory usage for Decompre	essing:	2 MB			
	Split to volumes, bytes:			Show Passwor	d	
	Parameters:		~	Encryption method	I: ZipCrypto	~

Please enter your Broker Originator Number as the password. Then click 'OK'.

## Step 9.

Newly created ZIP file will automatically be added to an email for you to send.

If you have any issues with the above, please contact your BRM, Lender or our Broker Support Team.

