File has SPII information. • When emailing a form that has SPII, it must be encrypted per FIPS 140-2 using approved encryption program. • The SecureZip application will be used to encrypt the file. • If you do not have this application, use your agency encryption software to encrypt the form before emailing to the supplier team.

The Confidential Travel Vendor Request and the W-9 require email encryption before sending to [9-AMC-KINTANA-Supplier-Setup@faa.gov](mailto:9-AMC-KINTANA-Supplier-Setup@faa.gov). A specific passphrase for encryption must be used.

The W-9 form is only needed if this is a Name Change. Link to W-9 [About Form W-9, Request for Taxpayer Identification Number and Certification | Internal Revenue Service (irs.gov)](https://www.irs.gov/forms-pubs/about-form-w-9)

Please contact [9-amc-etravel-helpdesk@faa.gov](mailto:9-amc-etravel-helpdesk@faa.gov) for the passphrase.

**\*Note: Travel arrangers will need to encrypt and send the Confidential Travel Vendor Request form to 9-AMC-KINTANA-Supplier-Setup@faa.gov for Invitational Travelers. Forms will not be accepted unless they come from a government email address.**

How to Encrypt a document

1. Open the form and fill out all required information.

2. Save the file to your desktop or other location.

3. Right click on file to encrypt.

4. Select SecureZIP.

5. Select Add To New Archive

6. Rename to vendor name on the form if desired to have unique name.

7. Click Save. Make sure it is in the location that is desired

8. Passphrase: Enter in the standard required passphrase (Passphrase will be emailed to user) Please contact [9-amc-etravel-helpdesk@faa.gov](mailto:9-amc-etravel-helpdesk@faa.gov) for passphrase if you don’t have it.

9. Confirm passphrase: Enter same passphrase a second time

10. Click OK

11. Enter in PIN and click OK. • Enter PIN a second time and click OK

12. The zip file is created and ready to be emailed to the supplier team.

13. Right click on the zip file just created.

14. Select Send to.

15. Select Mail recipient.

16. Outlook will create a file and add the required attachment.

17. The email address to send the attachment is: 9-AMC-KINTANA-Supplier-Setup@faa.gov.

18. Type in special instruction in the body of the email if required.

19. Click Send and it will email the attachment to the supplier team for processing

07.13.23