7-Zip User Guide for Clinics
Practicing Family Physician Group Contract

This document outlines how to install and use 7-Zip on a Windows workstation. 7-Zip is a free file archiver with a high compression ratio. It is used to create encrypted archive files (also known as Zip files) to ensure secure transport, and both the sender and receiver are required to install 7-Zip.

Benefits of Using 7-Zip:
- The receiver only needs to enter the password once, during the extraction process. A password is not required for individual files after extraction.
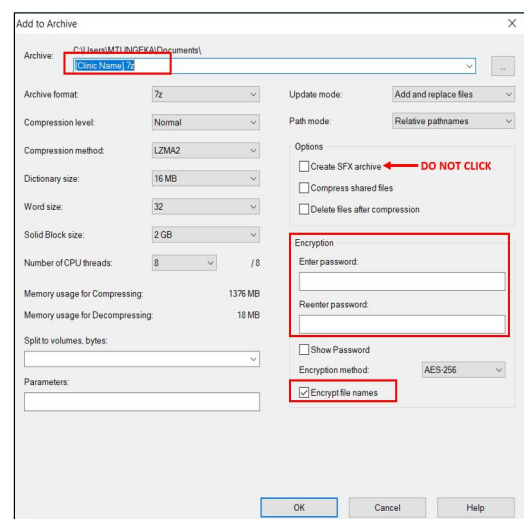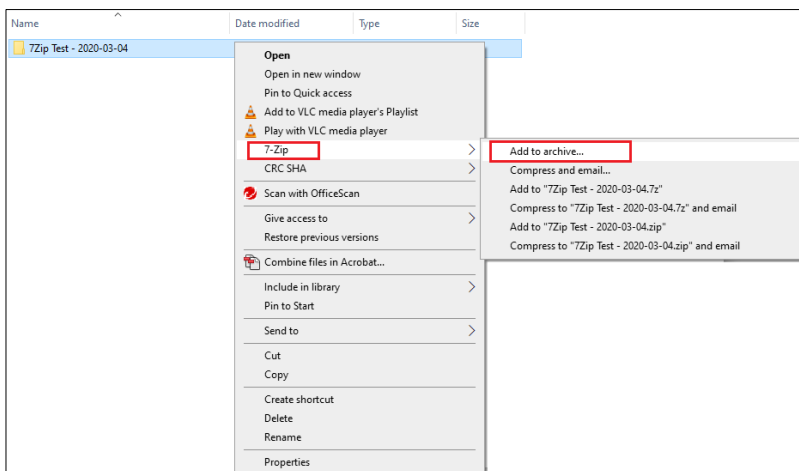
Download Link
https://www.7-zip.org/download.html
FAQ Page
https://www.7-zip.org/faq.html

Installing 7-zip
1. Download the 7-Zip '.exe' file via the link provided above (ensure system requirements are met)
2. Double-click the '.exe' file and follow the installation instructions

Creating an Encrypted Archive
1. Right-click the file/folder that you want to archive, and under the "7-Zip" menu, click "Add to archive…"
2. Click "Encrypt file names"
3. **Do NOT** click "Create SFX archive" (self-extracting archive)
4. Under the "Encryption" section, enter a password (use a mixture of 10-15 upper/lower case letters, numbers, and special characters. Try to avoid characters that could be confused with each other like zero and O, or the number one, the letter i and the letter l).
5. By default, the name of the encrypted archive will be the same as the file/folder which you are encrypting. Click on the "Archive" selection box and rename the file/folder to: "*[Clinic Name]*.7z"
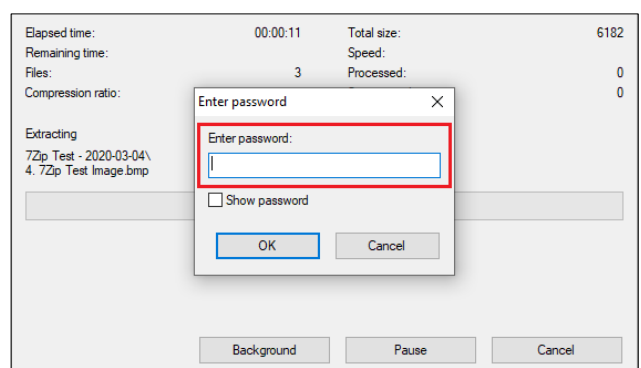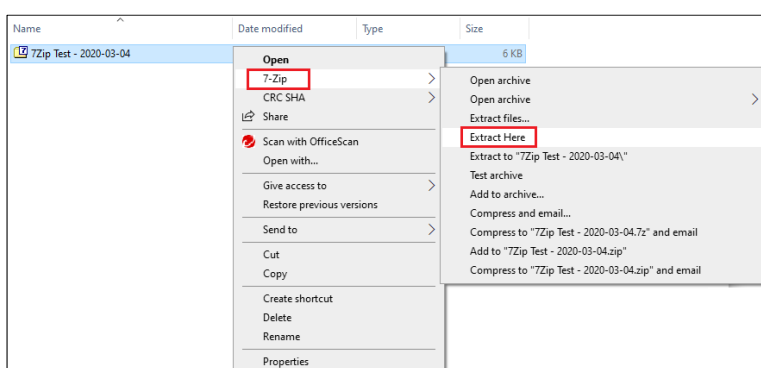

Sending a 7-zip file:
1. Zip the file(s) as per the process described above
2. Attach the zipped file to an email and send to PCN.Compensation@gov.bc.ca. Please use the following naming convention in the email subject field: "*Expression of Interest: [Clinic Name]*"
3. Upon receipt of the EOI Form, you will be provided with a Confirmation of Receipt email which will include instructions on providing the Ministry with the password to access the encrypted Zip file

Extracting an Encrypted Archive
1. Right-click the archive that you want to extract, under "7-Zip" menu, click "Extract Here"
2. You will be prompted to "Enter password" – input the password provided by the Ministry
   o Extracted files/folders will appear in the same location as the archive file/folder

If you have any questions regarding using 7-Zip to send or receive files, please contact: PCN.Compensation@gov.bc.ca