# HOW CAN I LEAVE MY ZIP FILE ENCRYPTION PASSWORD?

## ZIP-FILE-ENCRYPTION

To protect your sensitive data, your invoices should be encrypted that only you, the recipient, can read. Access by unauthorized third parties is therefore excluded. Via the SelfServicePortal (SSP) of the Deutsche Post DHL Group you can easily set up the zip file encryption at any time. The portal can be reached via the link in the registration e-mail or directly at **https://ebib-ssp.deutsche-post.de**.
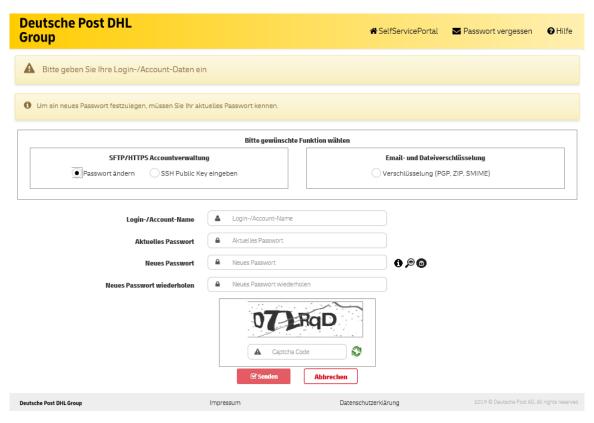
In the following you will find step-by-step instructions for registering in the SSP and for setting up the zip file encryption.

1. **ADDRESS AND REGISTRATION IN THE PORTAL**
   a. Click on the link in the registration e-mail (account name is already preset) or

b. go to **https://ebib-ssp.deutschepost.de** in your browser.



c. Password for login portal

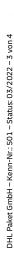If you already have a password for your account and you know it, please continue with step 2.
If you already have a password for your account but do NOT know it anymore, or if the registration e-mail is older than 72 hours and the link has expired, please apply for a new one under step 3 "Forgot your password" Password.
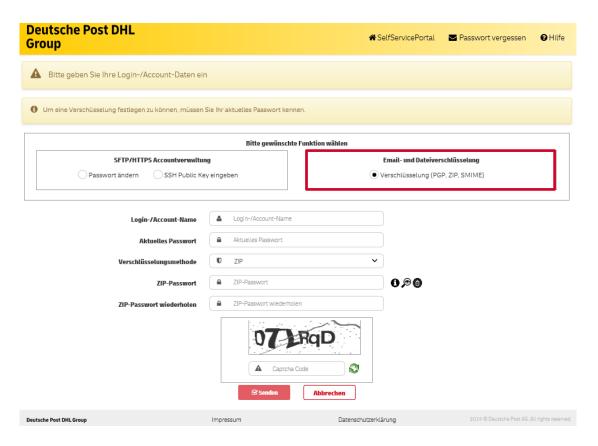For a new access, please initially create a password for your account. If you got to the page via the link from the registration e-mail, your account name is already preset. If you have called up the page **https://ebib-ssp.deutschepost.de** directly, please click on "Forgot your password" in the top navigation bar and follow the next steps - see step 3.

## 2. SELECT ZIP PASSWORD

As soon as you have set up your access to the SSP, you can set up your ZIP encryption:

a. Select the "Encryption (PGP, ZIP, S / MIME)" function in the right group field and enter your login / account name and password.

b. Use the drop-down field to select the encryption method "ZIP" and enter your desired password for the zip file encryption of your invoices. Repeat the password and make a note of it, because you will need it in future to open your invoices. After you have entered the displayed "Captcha Code", please click on "Send".

c. You will then receive a confirmation e-mail to your saved e-mail address. From this point on, you will receive your invoices in encrypted form and can open them with your specified ZIP password.



### 3. LOG-IN FORGOT PASSWORD OR LINK EXPIRED AFTER 72 HOURS

a. If you do not know your password, please click on "Forgot password" in the navigation bar above and follow the next steps.

**Instructions for ZIP encryption**                                                                 **DHL Paket**

b.  Enter your login / account name (your e-mail address) and the "Captcha Code" displayed and click on the "Send" button.

c.  If the login / account name you entered has been successfully verified, a confirmation message will be displayed on the screen.

d.  A short time afterwards you will receive an email to your registered email address.  Click on the link contained therein and follow the steps given to set your new password.

e.  If your password has been changed successfully, a confirmation message will appear on the screen.  Make a note of the password because you will need it to log into the SSP in the future.

f.  Return to the homepage **at https://ebib-ssp.deutschepost.de** and continue with step 2.


## 4.  FURTHER QUESTIONS OR USE ANOTHER ENCRYPTION METHOD (S/MIME, PGP)

a.  Do you have any further questions or would you like to use another encryption method as a zip file for your e-mail communication, we must first store these in our systems before you can enter your password and SSH key in the SSP. Please contact the help desk by email or phone
e-mail: DHL_Rechnungsvariante@deutschepost.de
Telephone: +49 228 76367659
Mon - Fri from 8 a.m. to 6 p.m.

b.  An overview of the possible encryptions (S/MIME, PGP, ZIP) and the respective advantages and disadvantages can be found at https://dhl.de/codieren.