

How to create and encrypt an Excel sheet for salary information

If you cannot save the encrypted template locally, you can create and send an encrypted Excel sheet yourself.

The information is to be entered in an Excel sheet with the following structure:

Column A: Business registration (CVR) number of 8 digits

Column B: Civil registration (CPR) number (without hyphen)

Column C: Blank column D: Annual pensionable salary without thousands separator (e.g. 234567.50)

Column E: Blank

Column F: Date of adjustment as ddmmyyyy (e.g. 01012017)

Column G: Name of employee:

The file is encrypted with the code in the letter and sent to the specified email address.

Encryption instructions:

For Excel 2007: Click the **Microsoft Office button**, point to **Prepare**, and then click **Encrypt document**. For Excel 2010 or 2016: **File > Info > Protect workbook > Encrypt with password**