

Guide to Opening Secure Emails

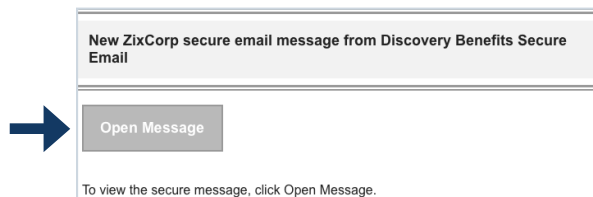


ACCESSING SECURE EMAILS

We ensure that all emails are sent securely through our secure email system and are available to view for 90 days. If you're logging in normally, accessing your secure email for the first time or resetting your password, follow the corresponding steps below.

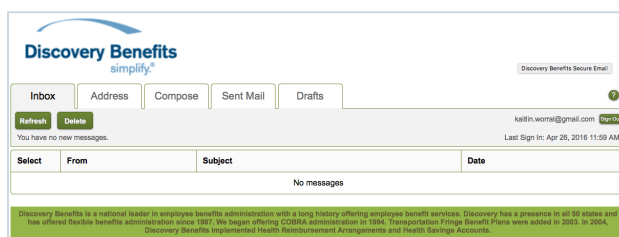
Standard Login Process

Step 1: Click on the "Open Message" button.



Step 2: Enter your credentials and select "Sign In."

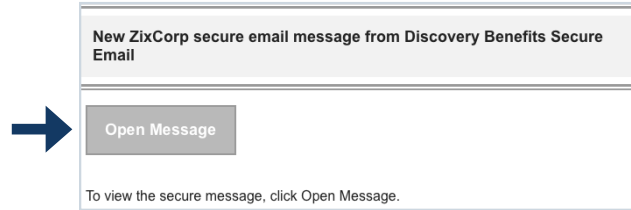
Step 3: You will then be brought to your inbox where you can access your secure emails.



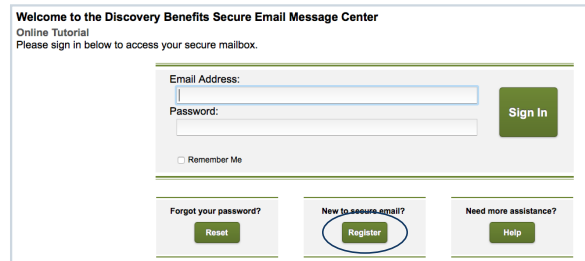
Guide to Opening Secure Emails, continued

First-Time Login Process

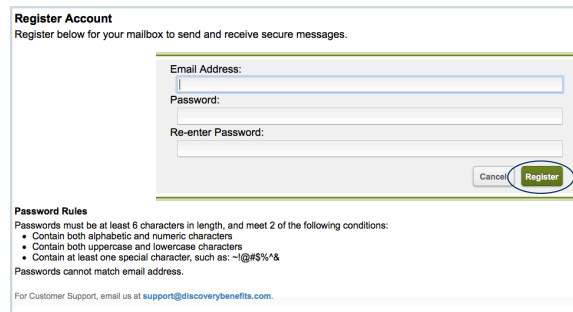
Step 1: Click on the “Open Message” button.



Step 2: You will then be brought to the following screen. Click on “Register” under the “New to secure email?” area.



Step 3: Select a password that follows the requirements outlined on the bottom of the screen and select “Register.”



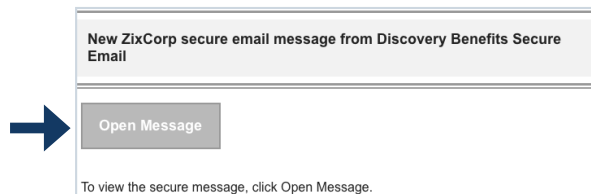
Step 4: Once you have logged in, you will be brought to your inbox where you can access your secure emails.



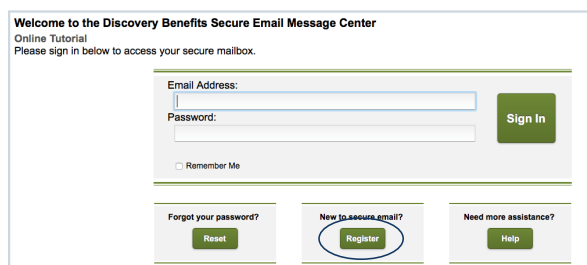
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Password Reset

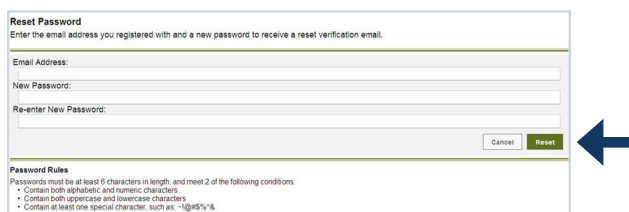
Step 1: Click on the “Open Message” button.



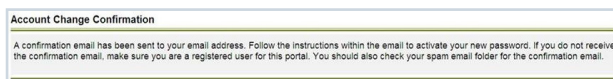
Step 2: You'll then be brought to the following screen. Click on “Reset” under the “Forgot your password?” area.



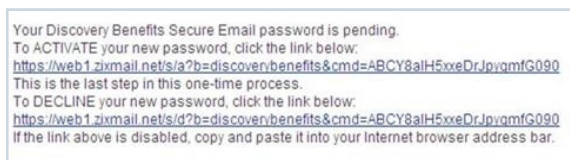
Step 3: After you have clicked “Reset,” you will be directed to the screen below.



Step 4: After you fill out the information and click “Reset,” the following screen will appear:



Step 5: Within several minutes, you'll receive an email. You will need to click on the activation link to confirm your password reset request. Once you have opened the email, you will need to click on the link within 15 minutes.



Step 6: If you have successfully reset your password, you will see an “Activation Successful” message. If the password reset failed, you will see an error message and will need to start the process again.

