Guide to Opening 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 I: Click on the "Open Message" button.

	New ZixCorp secure email message from Discovery Benefits Secure Email
→	Open Message To view the secure message, click Open Message.

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

Welcome to the Discover Online Tutorial Please sign in below to access	y Benefits Secure Email I s your secure mailbox.	Message Center	
	Email Address: Password: Remember Me		Sign In
	Forgot your password?	New to secure email? Register	Need more assistance? Help

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

Disc	covery Benefits		Discovery Benefits	Secure Email	
Inbox	Address Compos	e Sent Mail Drafts		0	
Refresh	Delete		kaitlin.worral@gma	sil.com	
You have no	new messages.		Last Sign In: Apr 26, 2	2016 11:59 AM	
Select	From	Subject	Date		
	No messages				
Discovery E has offer	Benefits is a national leader in employee ed flexible benefits administration since Discovery Ben	benefits administration with a long history 1987: We began offering COBRA administ fits implemented Health Reimbursement /	offering employee benefit services. Discovery has a presence in all atton in 1994, Transportation Fringe Benefit Plans were added in 200 vrangements and Health Savings Accounts.	50 states and 13. In 2004,	

Mercer Marketplace 365+

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First-Time Login Process

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

_	New ZixCorp secure email message from Discovery Benefits Secure Email			
→	Open Message			
	To view the secure message, click Open Message.			

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

Welcome to the Discover Online Tutorial Please sign in below to acces	y Benefits Secure Email M s your secure mailbox.	essage Center	
	Email Address:	Sign In	
	Forgot your password? Reset	New to scoure email? Register	Need more assistance? Help

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

Register Account	
Register below for your m	allbox to send and receive secure messages.
	Email Address:
	Password:
	Re-enter Password:
	Cancel
Password Rules	
Passwords must be at least 6 • Contain both alphabetic a • Contain both uppercase • Contain at least one specified of the	s characters in length, and meet 2 of the following conditions: and numeric characters and lowncrase characters cial character, such as: (@@#S%-%
Passwords cannot match em	all address.
For Customer Support, email us	at support@discoverybenefits.com.

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

Disc	overy Ben simpli	efits				Discovery Benefits Secure Email
Inbox	Address	Compose	Sent Mail	Drafts]	0
Refresh	Delete					kaitlin.worral@gmail.com
You have no	new messages.					Last Sign In: Apr 26, 2016 11:59 AM
Select	From		Subject			Date
	No messages					
Discovery B has offer	enefits is a national lead ad flexible benefits admi	ler in employee b nistration since 1 Discovery Benef	enefits administration v 987. We began offering fits implemented Health	with a long history J COBRA administr n Reimbursement J	offering employee benefit services. ration in 1994. Transportation Fringe Arrangements and Health Savings A	Discovery has a presence in all 50 states and Benefit Plans were added in 2003. In 2004, ccounts.

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Password Reset

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

	New ZixCorp secure email message from Discovery Benefits Secure Email
→	Open Message
	To view the secure message, click Open Message.

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

Welcome to the Discover Online Tutorial Please sign in below to acces	y Benefits Secure Email I s your secure mailbox.	Message Center			
	Email Address: Password: Renember Me				
	Forgot your password?	New to secure email? Register	Need more assistance? Help		

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

Reset Password Enter the email address you registered with and a new password to receive a reset verification email	II.	
Email Address:		1
New Password:		
Re-enter New Password:		
	Cancel Reset	
Password Rules		
Passwords must be at least 6 characters in length, and meet 2 of the following conditions: • Contain both uppercase and lowercase characters • Contain both uppercase and lowercase characters • Contain at least one special character, such as -\l00sty*s		

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

ccount Change Confirmation		
A confirmation email has been sent to your email address. Follow the instructions within the email to activate your new password. If you do not receive the confirmation email, make sure you are a registered user for this portal. You should also check your spam email folder for the confirmation email.		

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.

Your Discovery Benefits Secure Email password is pending.	
To ACTIVATE your new password, click the link below:	
https://web1.zixmail.net/s/a?b=discoverybenefits&cmd=ABCY8alH5xxeDrJpygmf0	3090
This is the last step in this one-time process.	
To DECLINE your new password, click the link below:	
https://web1.zixmail.net/s/d?b=discoverybenefits&cmd=ABCY8aIH5xxeDrJpygmf0	3090
If the link above is disabled, copy and paste it into your Internet browser address	bar.

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.

Activation Successful	Discovery Benefits Secure Email
You have successfully activated your new password. Click Continue to return to the Sign In page. Continue Note: Your password is important. Please store it in a safe place.	The confirmation has already been processed or too much time has passed. Continue