

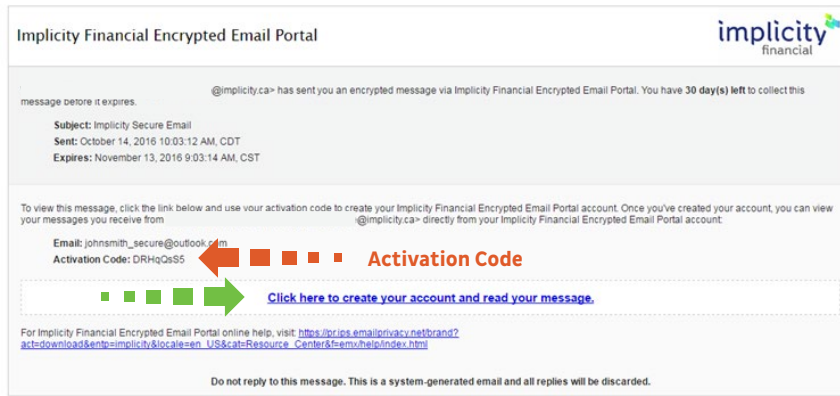
# Accessing a Secure Email

The first time you receive a Secure Email you will be prompted to create an account.

## Creating an Account

A secure email will look similar to the below

Click the link “Click here to create your account and read your message”.



You will be redirected to a new tab where Implicity’s Encrypted Email Portlet will open.

Complete the registration including, first name, last name, email address, and activation code (this code can be found in the email you received ( see the screen shot above for example). Create a password and click activate.



The registration form is titled "Enter your Registration Information" and "Create a Password". It contains the following fields:

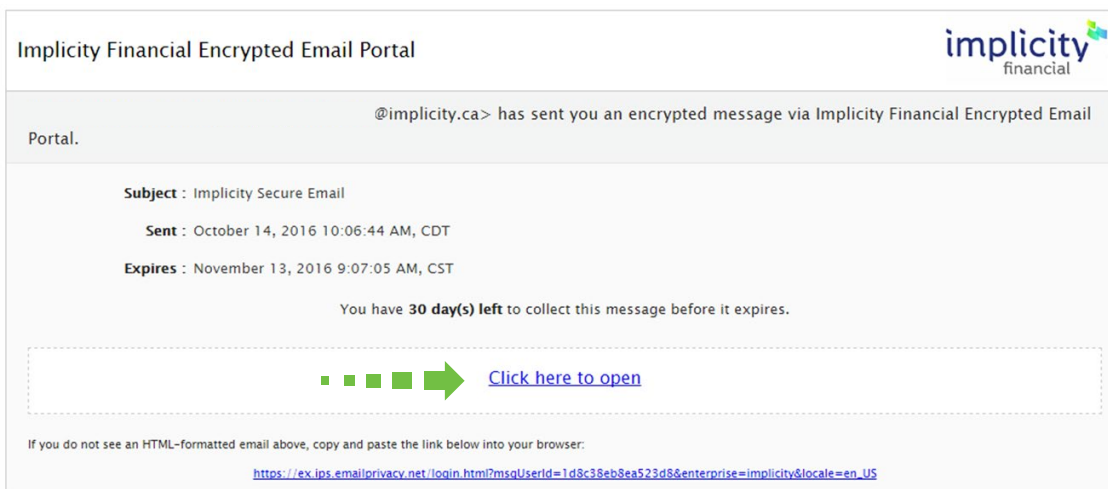
- \* First Name: John
- \* Last Name: Smith
- \* Email Address: johnsmith\_secure@outlook.com
- \* Activation Code: DRHqQsS5
- \* Password: [Redacted]
- Password Strength: Medium
- \* Confirm Password: [Redacted]

Below the password fields is the "End User License Agreement" section, which includes a link to the "End User License Agreement" and an "Activate" button.

When Implicity sends you an Secure Email message, you will receive a notification that is sent to your email account.

## Retrieving an Email

Click the link contained in the notification to be taken to the login screen where you will sign into your Secure Email account.

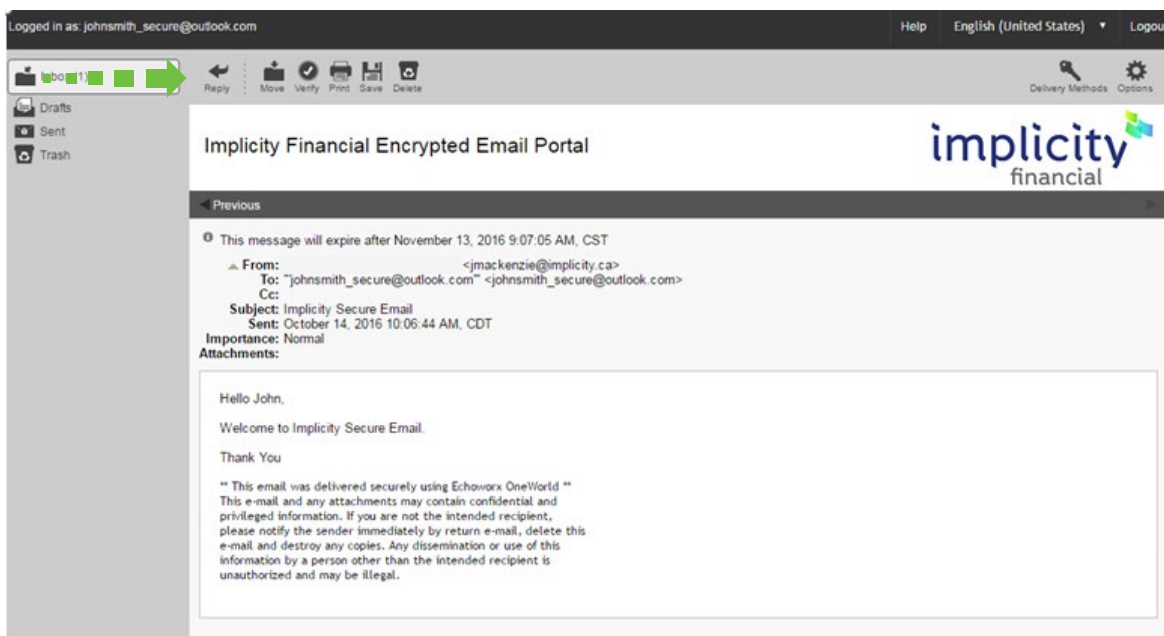


Once logged in to the encrypted email portal, you can view and open your emails.



## Replying to a Message

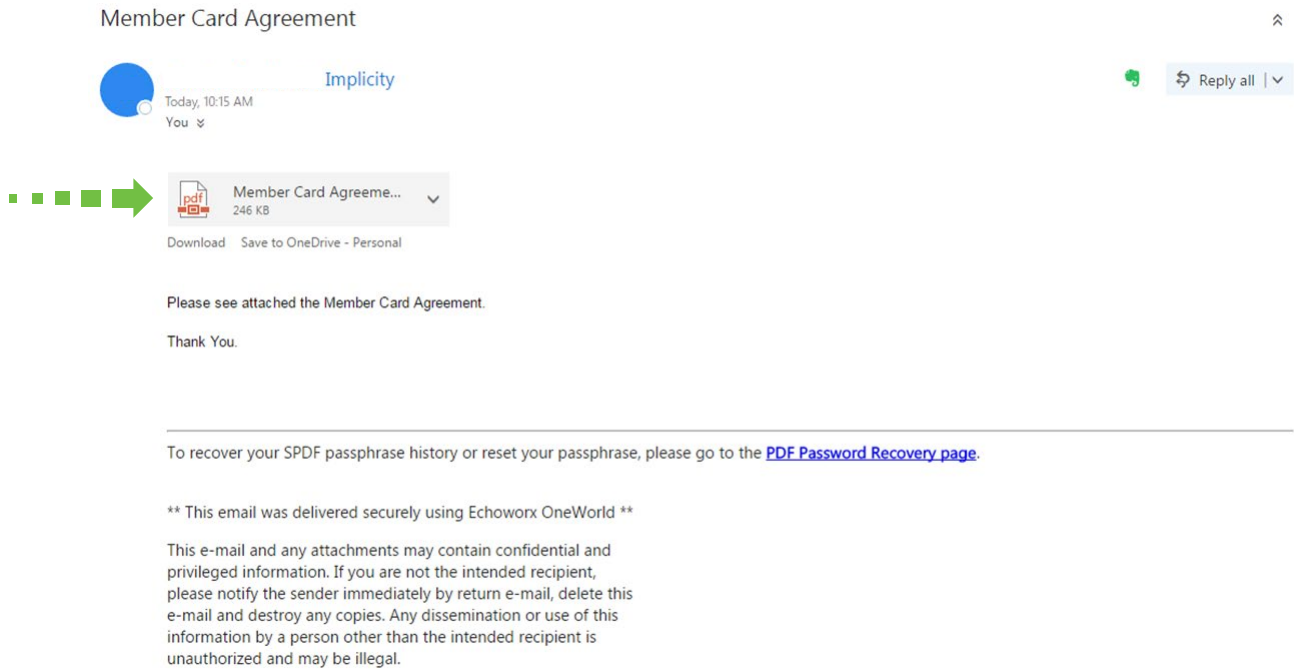
To respond to your Secure Email, click the reply button to respond to the sender of the message.



## Opening/Adding Attachments

The first time you receive an attachment you will be prompted to create a password. This password must be different from your account password, and will be used only to open attachments. Once a password has been selected click on the attachment.

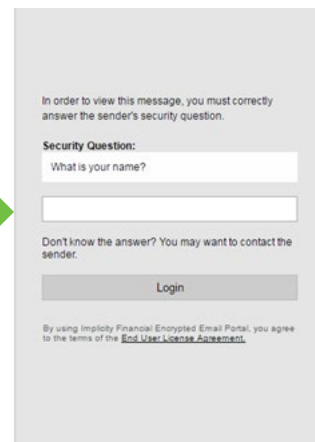
You will be prompted to enter the password. Once completed your PDF will be available to be opened.



The screenshot shows an email interface. At the top, the subject is "Member Card Agreement" with an expand icon. The sender is "Implicity" with a blue profile picture, and the time is "Today, 10:15 AM". There is a "You" icon. On the right, there is a "Reply all" button. Below the header, there is a PDF attachment titled "Member Card Agreeeme..." (246 KB) with a download icon and a "Save to OneDrive - Personal" option. The body of the email contains the text: "Please see attached the Member Card Agreement." followed by "Thank You." At the bottom, there is a link: "To recover your SPDF passphrase history or reset your passphrase, please go to the [PDF Password Recovery page](#)." Below that, a security notice reads: "\*\* This email was delivered securely using Echoworx OneWorld \*\*" and a disclaimer: "This e-mail and any attachments may contain confidential and privileged information. If you are not the intended recipient, please notify the sender immediately by return e-mail, delete this e-mail and destroy any copies. Any dissemination or use of this information by a person other than the intended recipient is unauthorized and may be illegal."

## Retrieving Passphrase Emails

You may receive a Secure Email that is encrypted and accessible using a passphrase. This passphrase will be shared outside the Secure Email via telephone or in another email chain. Once you receive the link, complete the answer and your encrypted email will be available.



The screenshot shows a security question screen. At the top, it says: "In order to view this message, you must correctly answer the sender's security question." Below that, the "Security Question:" is "What is your name?". There is a text input field for the answer. Below the input field, there is a "Login" button. At the bottom, there is a small disclaimer: "By using Implicity Financial Encrypted Email Portal, you agree to the terms of the [End User License Agreement](#)."