Securities and Exchange Commission Office of Information Technology



SEC External Guide for Using the E-mail Encryption Solution

The Securities and Exchange Commission National Exam Program Hotline (202)551-3925 Washington, DC

What is the E-Mail Encryption Solution?

The SEC E-Mail Encryption Solution allows External Users to compose encrypted e-mails to SEC users by using the E- Mail Encryption Solution.

The functionality covered in this guide is:

- How an External User can use the e-mail encryption solution to create a secure e-mail inbox.
- □ How the External User can read, send and receive e-mail messages to/from an SEC employee using the secure e-mail encryption solution.
- U What the External User must do to create an e-mail message.
- U What the External User must do to attach a file to an encrypted e-mail message.

How to Create an E-mail Account

In order for an External User to communicate with an SEC employee, he/she must create a special e-mail account to send and receive e-mail to/from the SEC.

1. In order to create an e-mail account, the External User must first receive an encrypted e-mail message from an SEC user. When the user clicks on the message, they will receive an invitation to view the secure message and can click on the link to register for an account. Click the "Click Here" link.

You have a U.S. Securities and Exchange Commission Secure Email message from someone@sec.gov.	
To view the secure message, <u>click here</u> .	
Do not reply to this notification message. This notification message was auto-generated by the sender's security system. To reply to the sender, please go to your secure message by clicking on the link above.	
The secure message expires on Apr 04, 2011 @ 01:52 PM (GMT).	
NOTE: If your mail program does not support active links, you can view your secure message by copying and pasting the text below into the "Address" or "Location" bar of your Internet browser and press "Enter" or click "Go".	
<u>https://web1.zixmail.net/s/e?b=seo&m=ABDTiM/WPQYQjonZBKbhJaYp&c= ABAomC1mqYbLKmXpSTzIPpbL&em=belwork%40msjr%2ecom</u>	

2. In the registration window, create a password and a password reminder phrase and then click **Submit Password**.

Register below for your mailbox to send and rec	U.S. Securities and Exchange Comm eive secure messages.
Email Address: balwak@awajr.com	Password Rules
Password:	 Passwords must be at least 6 characters in length, and meet 2 of the following conditions: Contain both alphabetic and numeric characters Contain both uppercase and lowercase characters Contain at least one special character, such as: ~1@#\$%^&
Cancel Submit Password	

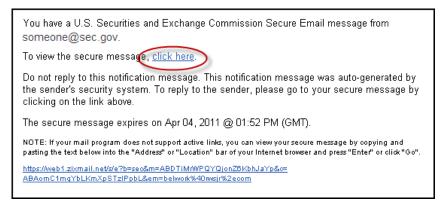
To create passwords use the following structure:

- □ Alphabetic and numeric characters
- □ Uppercase and lowercase characters
- □ At least one special character such as: \$@!&#
- 3. Add this web link <u>https://web1.zixmail.net/s/login?b=sec</u> to your Favorites list, so you can easily enter your e-mail account in the future.

Reading an Encrypted E-mail Message

To read an e-mail message sent by an SEC user:

1. Click the "Click Here" link in the e-mail message from the SEC user



OR

Open Internet Explorer or other web browser application and navigate to the secure e-mail website (https://web1.zixmail.net/s/login?b=sec).

2. When the logon screens appears, enter the ID (e-mail address) and password.

AS AND EXCENT AND	
	U.S. Securities and Exchange Commission
Welcome to the U.S. Securities and Ex	change Commission's Secure Email Portal
Email Address: Password: Forgot your password?	U.S. Securities and Exchange Commission Secure Email Registration
Sign In	For first time users, <u>click here</u> to create your account.
Change your password Use online help	
For Customer Support, email us at <u>support@zixcorp.cor</u>	<u>n</u> .

- 3. Click Sign In.
- 4. After signing-in to the United States Securities and Exchange Commission (SEC) Encrypted E-mail Portal, the Inbox will appear.
- 5. To read an Encrypted e-mail message, click on the **hyperlink** located under the **Subject field** as illustrated below.

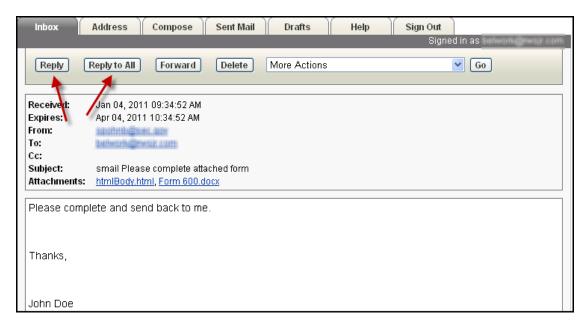
Inbox	Address	ose Sent Mail	Drafts	U.S	Securities a	nd Exchange Com	mission
					<u> </u>	d in as helver here	IF CLEATED
Refre		Subject	0	lick on the Subjec hyperlink.	~	have 2 new messa	ges.
Jelect		smail Please	complete attac	hed form		Jan 04	~
	anti-tage of the	smail Addition				Jan 04	
	anti-telline are	smail Required	Information			Jan O4	
	Construction of the second	<u>onnan required</u>	montation				

6. To open and view an attachment received in the Encrypted E-mail, click on to the **hyperlink** under the **Attachment** field to open.

Inbox	Address	Compose	Sent Mail	Drafts	Help	Sign Out	
						Signe	ed in as helwich grows own
Reply I	Reply to All	Forward	Delete	More Actions			Go
Received: Expires: From: To: Cc: Subject: Attachments:	Apr 04, 201 smail Plea	11 09:34:52 AM 1 10:34:52 AM Click hyper open the attac se complete attac timl, Form 600.de	chment.				
Thanks,	lete and se	nd back to me					
John Doe							

To reply to an e-mail message:

1. Click the **Reply** or **Reply to All** buttons as shown in the opened e-mail below.



2. Enter your message text and click **Send** when finished.

U.S. Sec	urities and Exchange Commission
Click send Inbox when finished. Compose Sent Mail Drafts Help Sig	n Out Signed in as
Send Save Draft Attach File	
To: Subject: RE: smail Please complete attached form Attachments: None Type your message here.	
l will do this by the end of the Original Message Please complete and send back to me.	
Thanks,	×

Creating an Encrypted E-mail Message

To compose an encrypted e-mail message:

1. Click the **Compose** tab within the Inbox.

Inbox	Address Compos	Signed in as	change Comr	P COM
Refre	sh Delete			
Select	From	Subject	Date	
	anti-menter une	smail Please complete attached form	Jan O4	~
	anti-Manan upp	smail Additional Information Required	Jan O4	
	anningen um	smail Required Information	Jan O4	

- 2. In the **To** field, enter the e-mail address(es) for the mail recipients. Separate each e-mail address with a comma or semi-colon.
- 3. Click on **Cc** to add additional mail recipients, and then enter a **Subject** for your message.

Note: An External user can only send encrypted mail to a SEC e-mail address (i.e.name@SEC.GOV). All mail sent from the SEC secure portal is automatically encrypted regardless of its content.

U.S. Securities and Exchange Commission
Inbox Address Compose Sent Mail Drafts Help Sign Out Signed in as
Send Save Draft Attach File Click here to attach a file.
To: Cc: Enter the SEC E-mail address(es) here.
Subject: Attachments: None
B I U ∰ I I I I F F F F F F F F F F Arial ▼ Size 14 ▼ T + ▼ + ▼
Enter message text here.

- 4. To attach one or more files, click on the Attach File button.
- 5. Click on the **Choose File** button to search for the file.

Inbox	Address	Compose	Sent Mail	Drafts	Help	Sign Out	
	h a file, brow:	se to each file any as 10 files			lick Add File.	Click Attach v	vhen finished.
Attach F	iles: se File No file	e chosen	Click Cl	noose File to e for the file.)		
Add Fi Attachme	ents:						
	3						
Attack	1						

- 6. After the file is located, click **Add File**. The file(s) will appear in the Attachments window. To remove a file, click on the file in the Attachments window and click **Remove File**.
- 7. After all attachments have been added, click Attach.

Note: You may attach as many as 10 files up to a total of 15 MB.

Attach File To attach a file, browse to each file you want to attach, then click Add File. Click Attach when finished. You may attach as many as 10 files up to a total of 15 MB.
Attach Files: Choose File No file chosen
Add File
Attachments: confirmation_letter_html16788813.PDF Remove File
Attach

8. Complete the body of the message, and then click the **Send** button. The message will be sent to the SEC user.

		U.S. Securities and Exchange Commission
C. MANAGE		
Inbox		Address Compose Sent Mail Drafts Help Sign Out
		Signed in as
Send	S	ave Draft Update Attachments
To:		anilian on one
Cc:		
Subject:		Information you requested
Attachme	nts:	confirmation_letter_html16788813.PDF 🛛 🖌 Remove File
BI		i 🗄 🖆 🔄 🚍 🚍 Font Arial 🔹 Size 14 🔹 🏣 - 🍇 -
Here is th	ne infoi	rmation you requested.
Thanks,		
Jane Doe		

Things to Remember

- You can attach up to 15MB of information, up to 10 files of 1.5 MB each.
- All unread messages will be removed from the Encrypted e-mail inbox in 60 days.
- Each message will have the date of its expiration at the bottom of the message.
- An External User can only send encrypted mail to an SEC mail address (i.e. name@SEC.GOV).
- Attachment files may contain financial or sensitive information.
- The SEC secure portal e-mail will automatically encrypt mail text and attachments.