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.
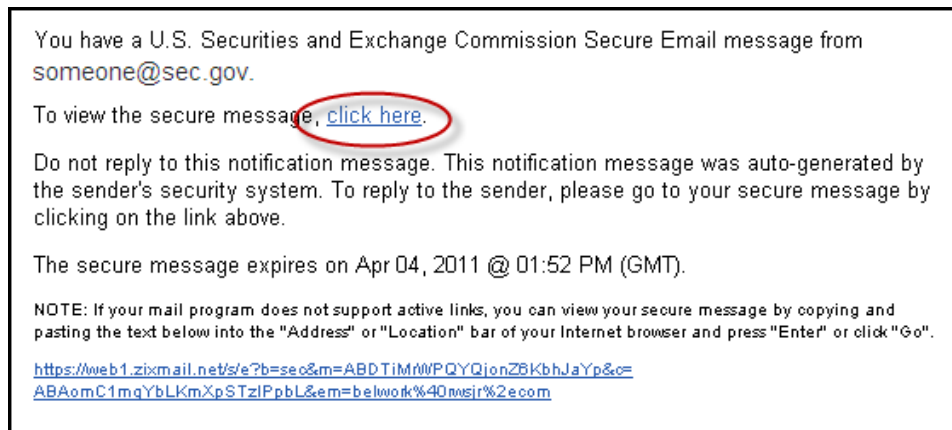
The functionality covered in this guide is:

- ❑ 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.
- ❑ What the External User must do to create an e-mail message.
- ❑ 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, click here.

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".

https://web1.zixmail.net/s/e?b=sec&m=ABDTiMrW/PQYQjonZ6KbhJaYp&c=
ABAomC1mqYbLKmXpSTzIPpbL&em=belwork%40nwsjr%2ecom

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 receive secure messages.

Email Address:

[email address field]

Password:

•••••••

Re-enter Password:

•••••••

Password Reminder Phrase:

Choose a word or phrase that will help you remember your password.

best friend

[Cancel] [Submit Password]

For Customer Support, email us at support@zixcorp.com.

Password Rules

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: ~!@#$%^&

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 https://web1.zixmail.net/s/login?b=sec 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

> You have a U.S. Securities and Exchange Commission Secure Email message from
> someone@sec.gov.
>
> To view the secure message, click here.
>
> 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".
>
> https://web1.zixmail.net/s/e?b=sec&m=ABDTiMrWPQYQjonZ6KbhJaYp&c=
> ABAomC1mqYbLKmXpSTzIPpbL&em=belwork%40nwsjr%2ecom

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.

> **U.S. Securities and Exchange Commission**
>
> **Welcome to the U.S. Securities and Exchange Commission's Secure Email Portal**
>
> **Email Address:**
>
> **Password:**   Forgot your password?
>
> Sign In
>
> Change your password
> Use online help
>
> For Customer Support, email us at support@zixcorp.com.
>
> **U.S. Securities and Exchange Commission Secure Email Registration**
>
> For first time users, click here to create your account.

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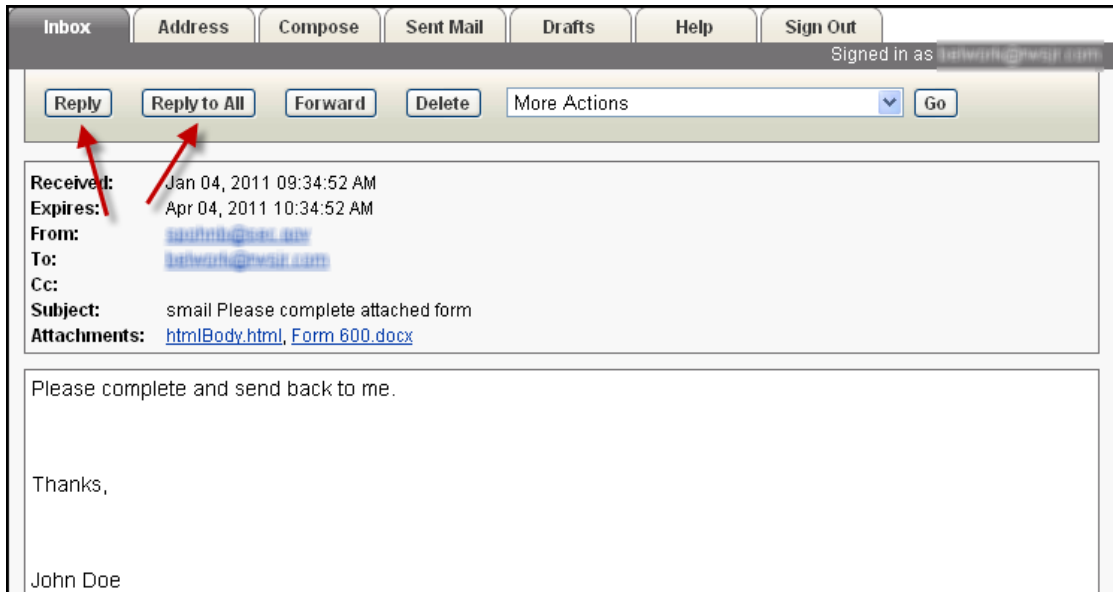
E-mail Encryption Solution
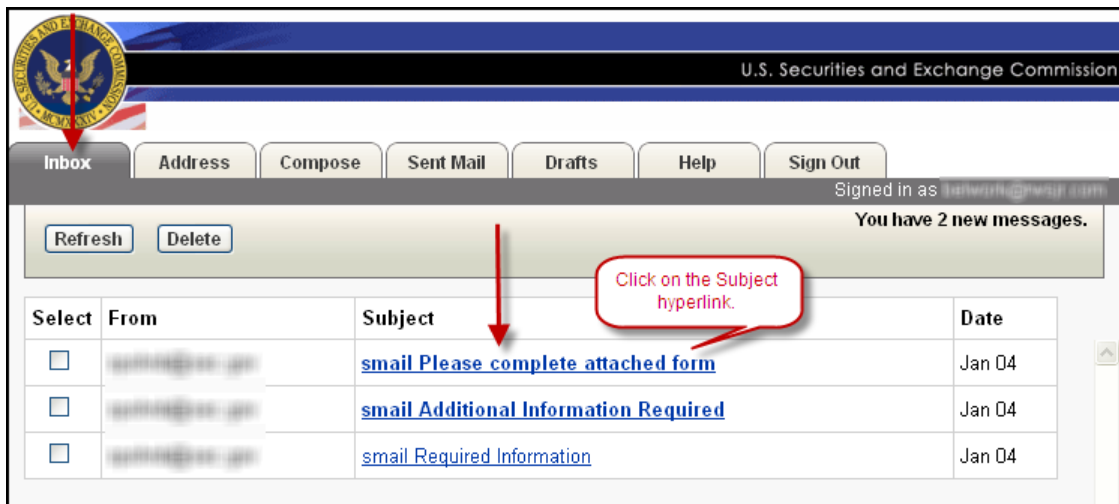
6. To open and view an attachment received in the Encrypted E-mail, click on to the **hyperlink** under the **Attachment** field to open.
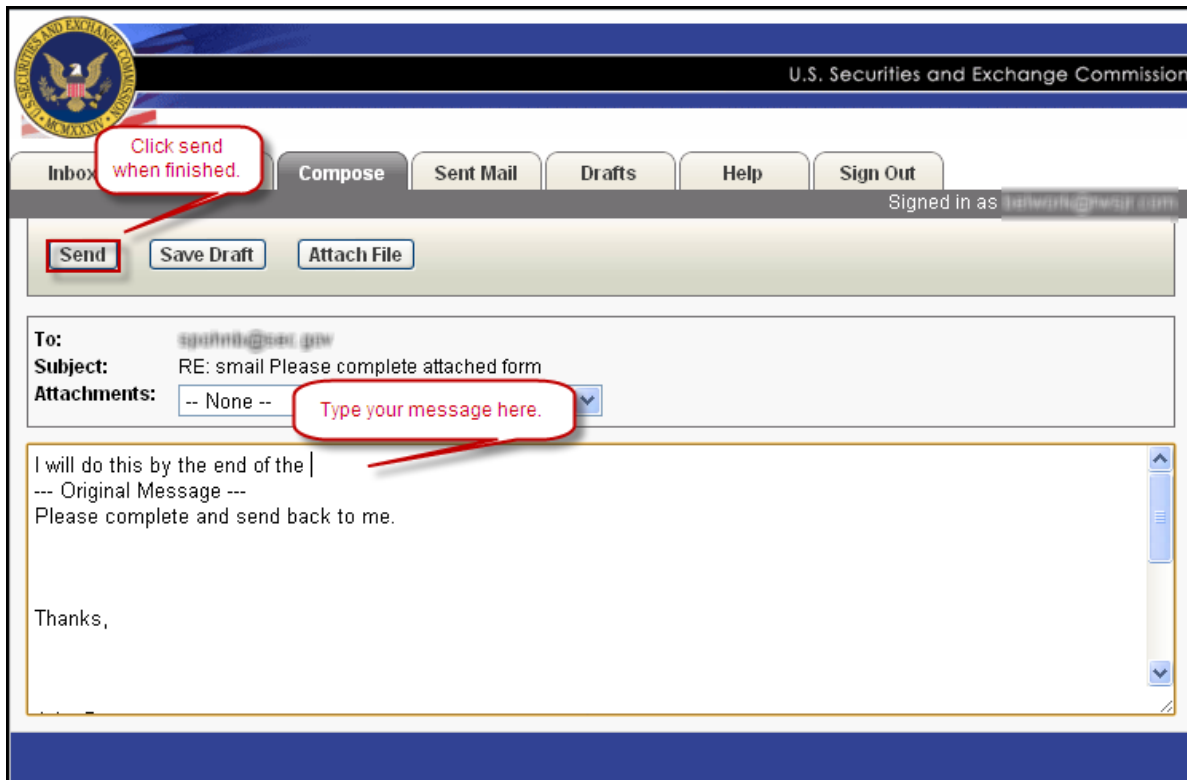
E-mail Encryption Solution
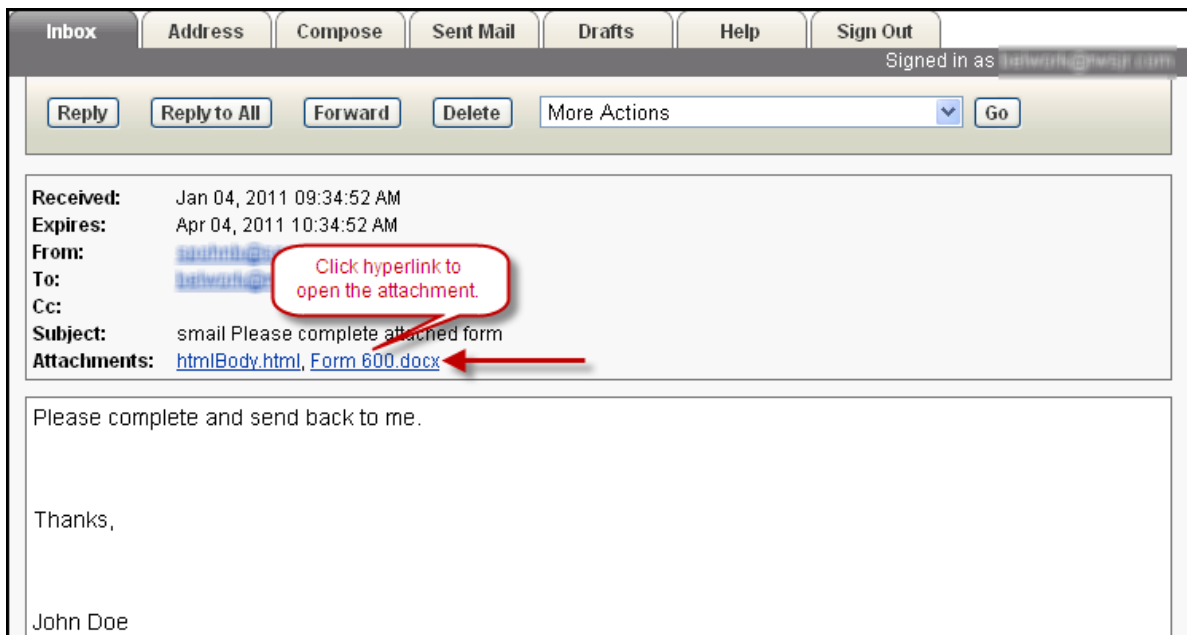
Replying to an Encrypted E-mail Message

To reply to an e-mail message:

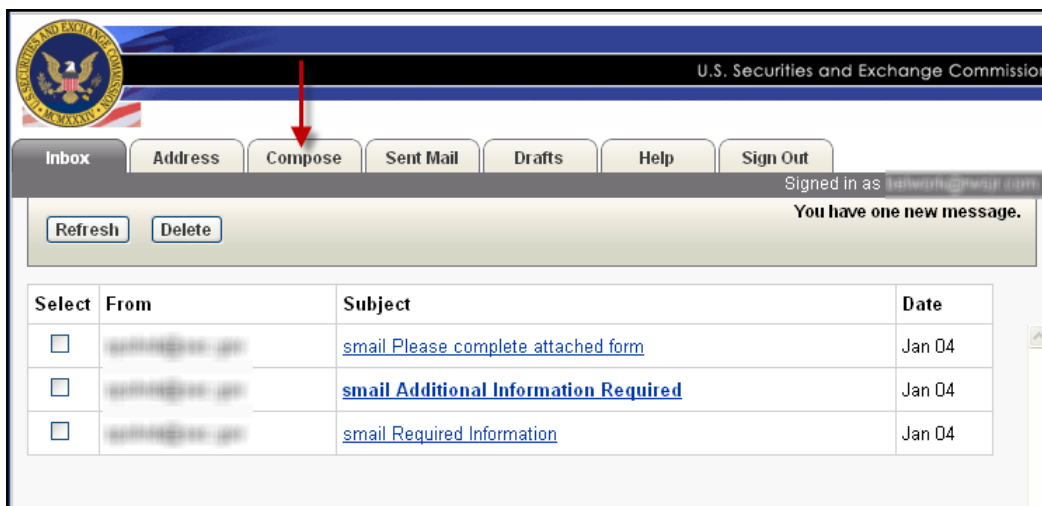1. Click the **Reply** or **Reply to All** buttons as shown in the opened e-mail below.

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

Creating an Encrypted E-mail Message

To compose an encrypted e-mail message:

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

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.
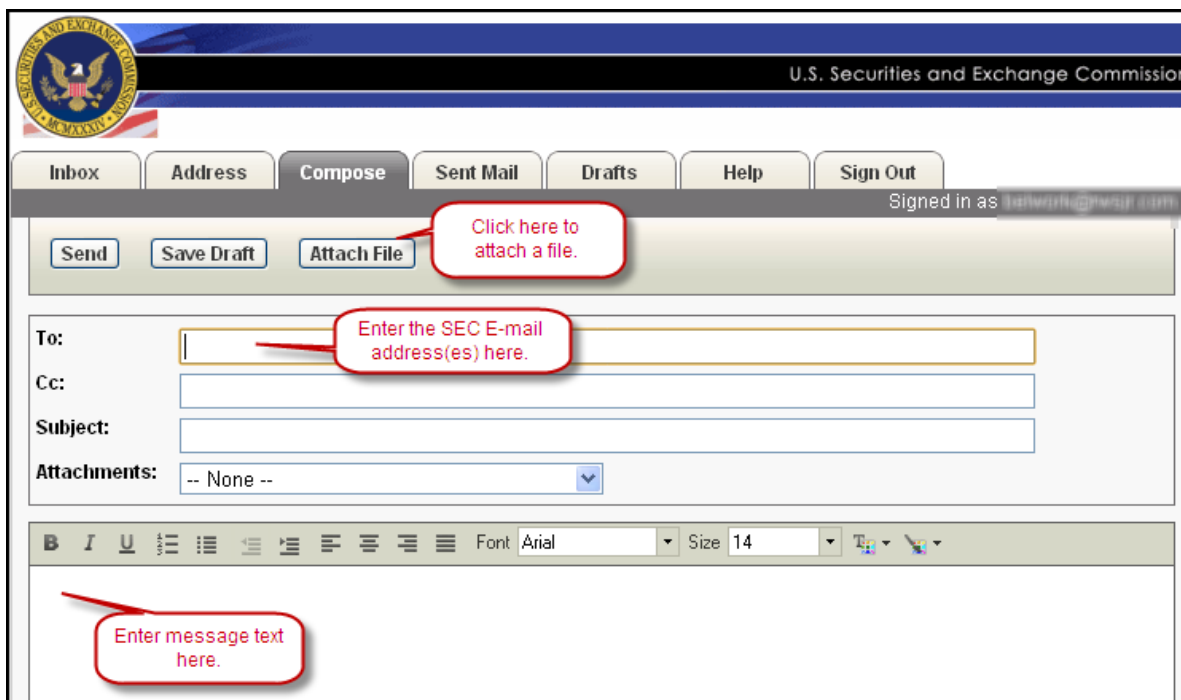

4. To attach one or more files, click on the **Attach File** button.
5. Click on the **Choose File** button to search for the file.
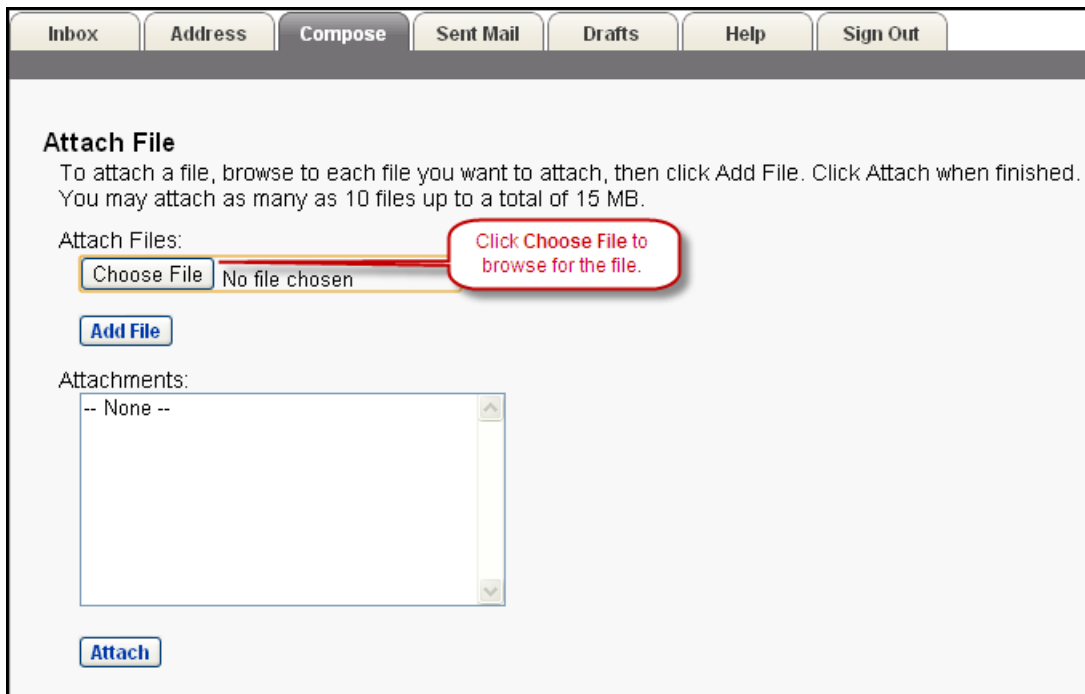
6. After the file is located, click **Add File**. The file(s) will appear in the Attachments window. To remove a file, click on the file in the Attachments window and click **Remove File**.
7. After all attachments have been added, click **Attach**.

   Note: You may attach as many as 10 files up to a total of 15 MB.
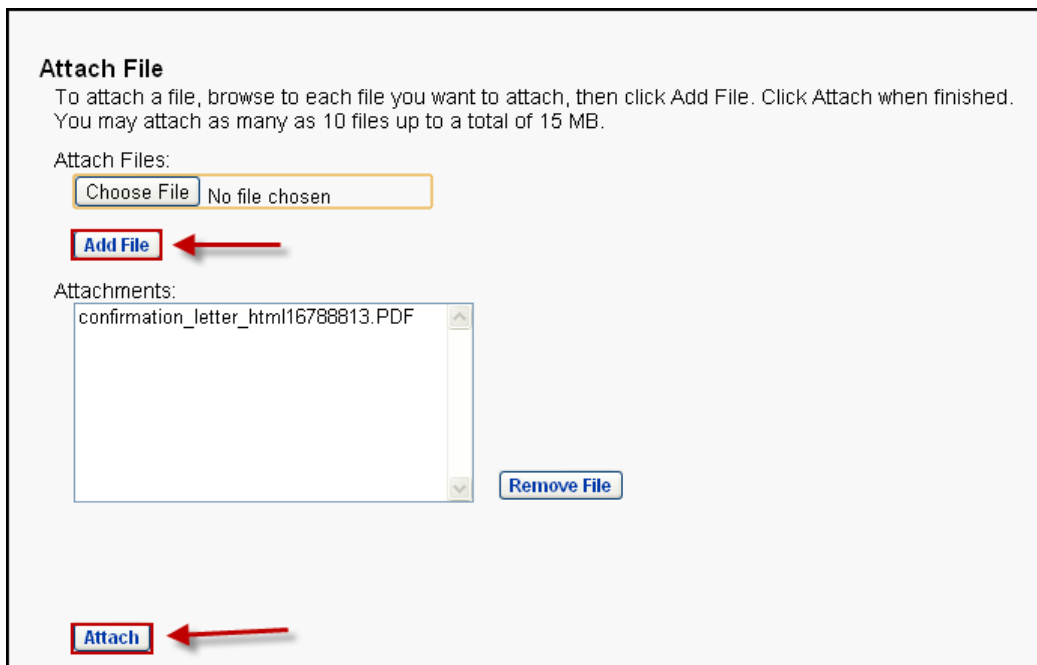
8. Complete the body of the message, and then click the **Send** button. The message will be sent to the SEC user.
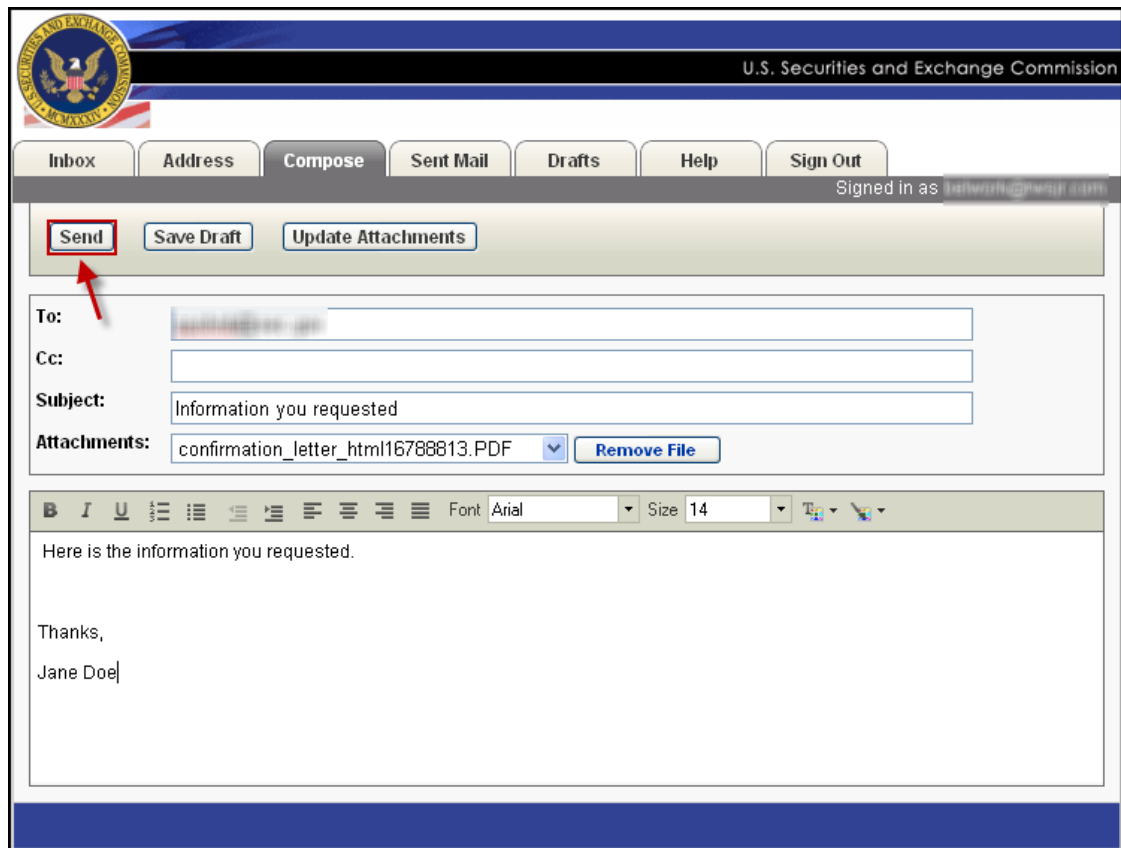
Things to Remember

❑ 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.