SEC External Guide for Using the E-mail Encryption Solution

The Securities and Exchange Commission
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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://web12.mail.net/vr7?e70eqa&ms=ABP%7B1MWEFQy3ojpZ04bJ6yp&d=AW6qfC1Tm1y7QyLnmVpST2EfPbALetm%65iewsKb40jyvH%7e.com

2. In the registration window, create a password and a password reminder phrase and then click Submit Password.
To create passwords use the following structure:

- Alphabetic and numeric characters
- Uppercase and lowercase characters
- At least one special character such as: $@!&#
- Password will expire after 60 days, after which you will be prompted for a new one upon logon. Your account will still be active.

3. Add this web link [https://web1.zixmail.net/s/login?b=sec](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.

   ![Click Here link example]

   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/login?b=sec

   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.

   ![Logon screen example]

   Welcome to the U.S. Securities and ExchangeCommission’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@zixmail.com.

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

![Reply and Reply to All buttons]

- Received: Jan 04, 2011 09:34:52 AM
- Expired: Apr 04, 2011 10:34:52 AM
- From: john.doe@example.com
- To: john.doe@another.com
- Cc: 
- Subject: Please complete attached form
- Attachments: Form 600.doc

Please complete and send back to me.

Thanks,

John Doe

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

![Send button and message field]

Type your message here.
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.

![Image of email interface]

**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.