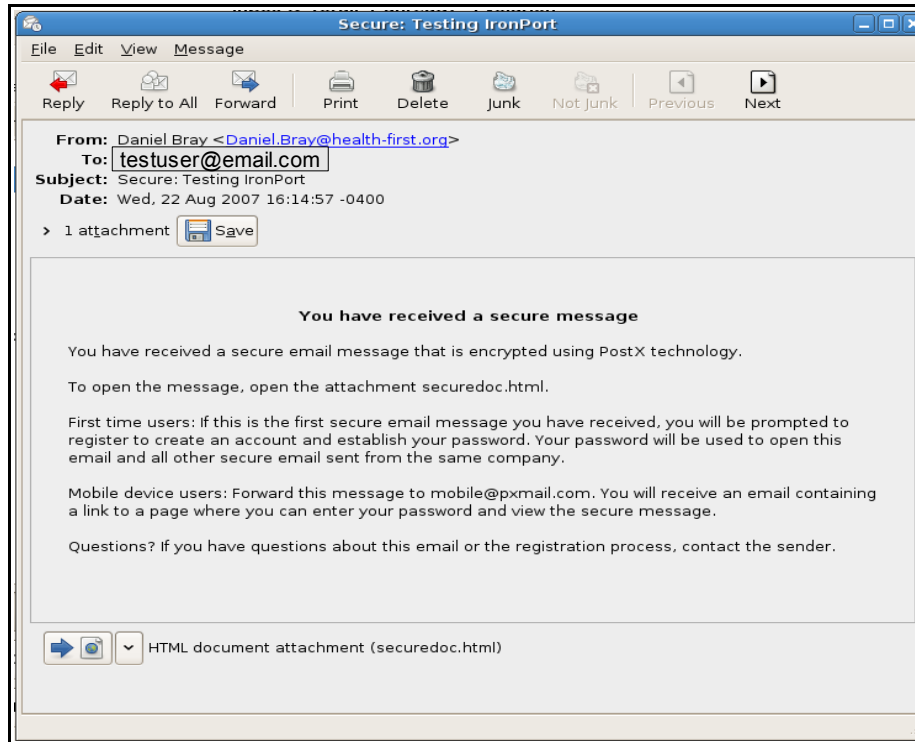
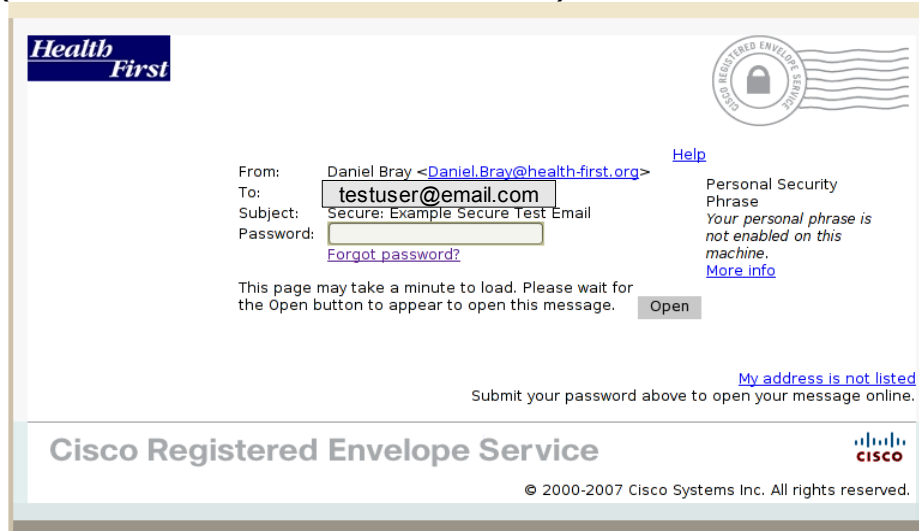


1.) When the Secure Message is sent, the Recipient should get an email from Health First stating they have received a secure message



2.) Opening this email, the Recipient should see an attached "securedoc.html" attachment. If the Recipient does not see this attachment, the Recipient may need to check with their email provider or System Administrator to see if the attachment has been blocked. These HTML files are just text files, so there should be no reason for this to have been blocked.

3.) The attachment is the actual encrypted message. When opened, the attachment (which should use the web browser) should look like the following:

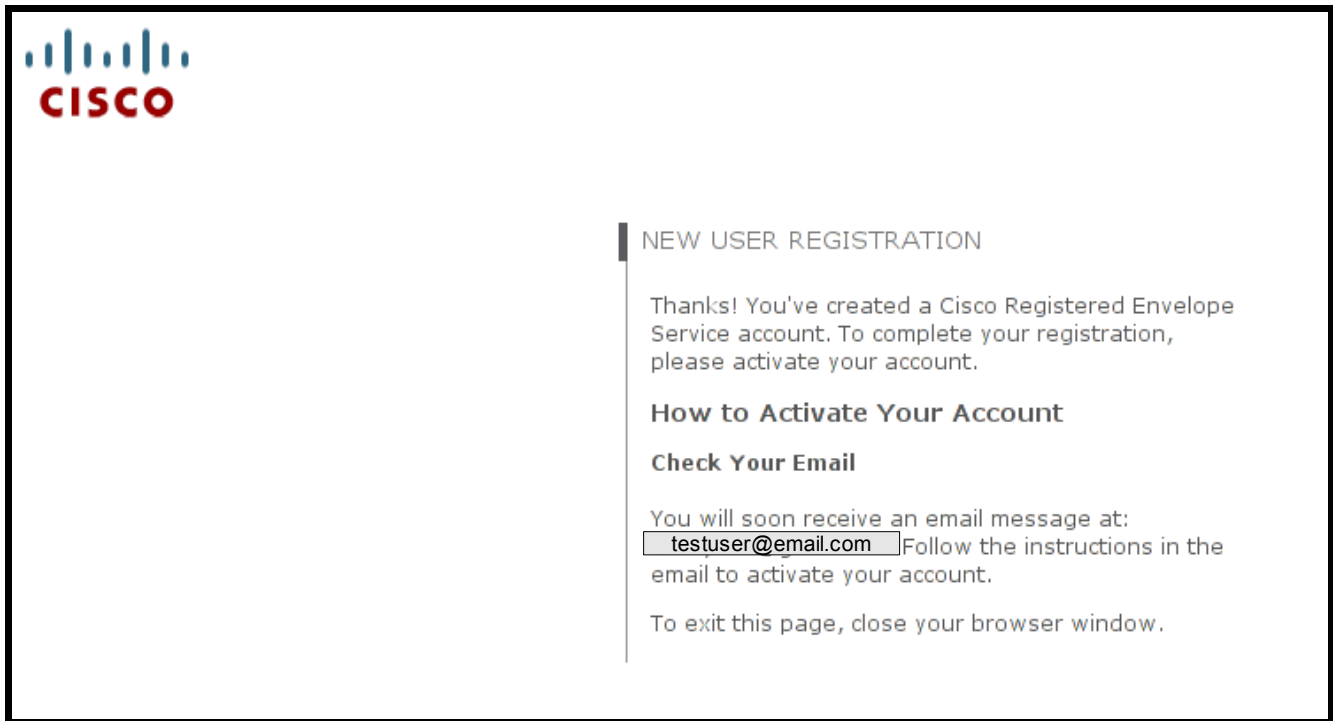


You should see either an "Open" or "Register" button. Clicking either "Open" or "Register" to begin this one time registration process. (if you've never registered just leave the password blank for now)

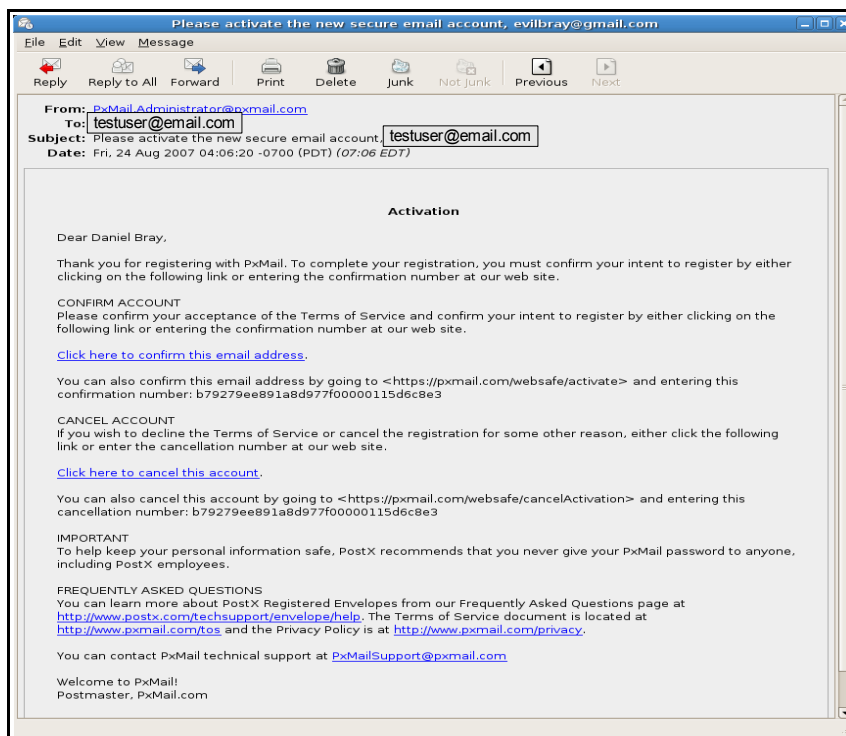
4.) The registration page will look like this:

The screenshot shows the "NEW USER REGISTRATION" page. At the top left is the Cisco logo. The page is titled "NEW USER REGISTRATION" and has a "* = required field" note. The form is divided into several sections: "Enter Personal Information" with fields for "Email Address" (testuser@email.com), "Language" (English), "First Name*", and "Last Name*"; "Create a Password" with fields for "Password*", "Confirm Password*", and "Personal Security Phrase"; and "Select 3 Security Questions" with three sets of "Question*", "Answer*", and "Confirm Answer*" fields. At the bottom, there is a "Remember me on this computer" checkbox and a "Register" button.

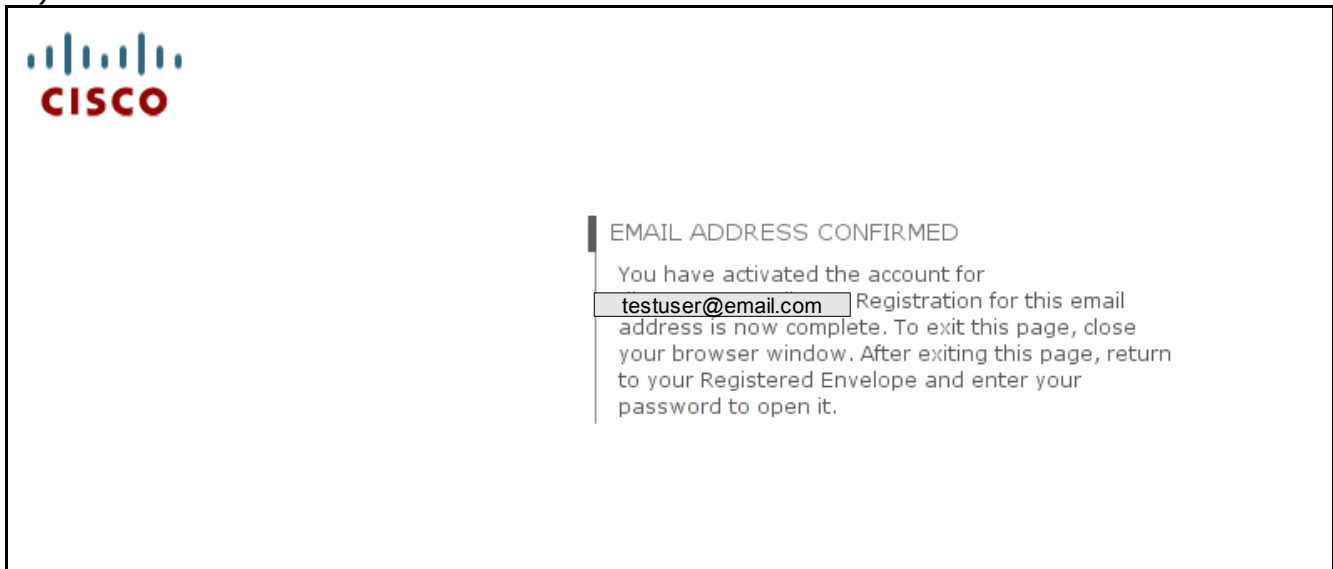
5.) Once the registration form is completed and submitted, the Recipient will be prompted to return to their email and look for the **Activation Email**



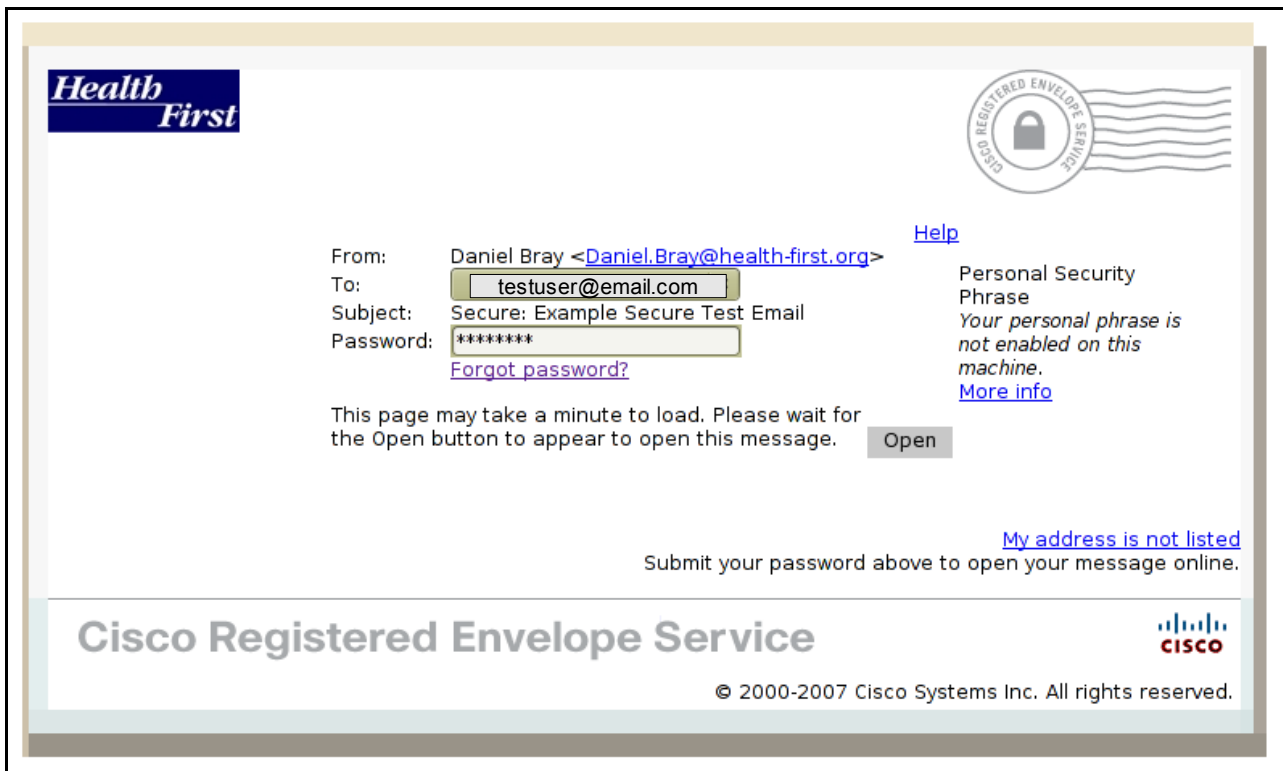
6.) The **Activation Email** contains a confirmation URL labeled: [Click here to confirm this email address](#) The Recipient must click this URL.



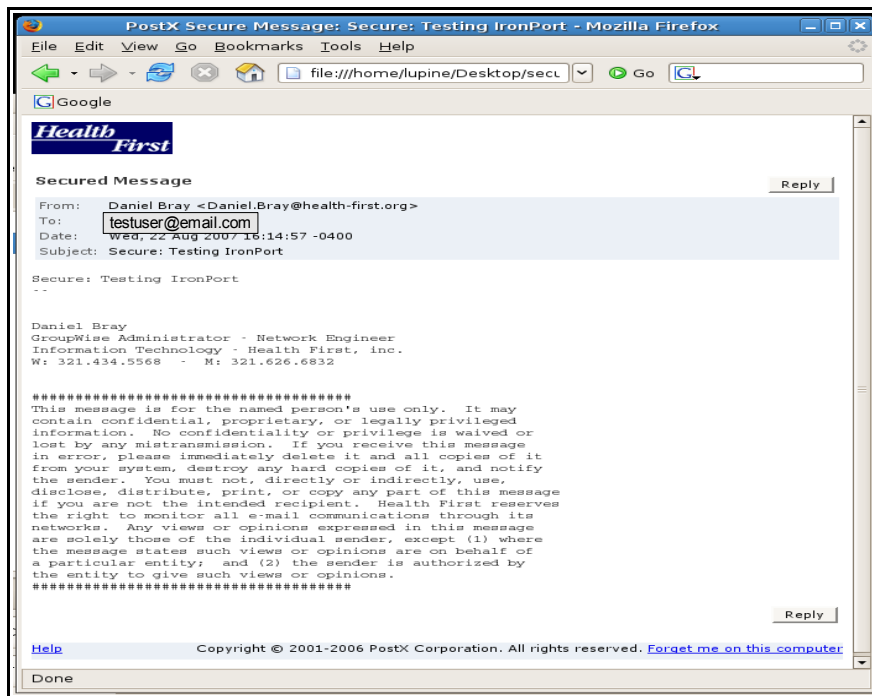
7.) Once clicked the account is created and activated



8.) When the Recipient returns to the original **Secured Email**, the attachment will now prompt for a password. Once the registration process is completed, the Recipient will not have to do it again, but should always see this login form when reading Health First secure mail



9.) Upon successful authentication, the Recipient will be able to view the encrypted message



10.) From within this secure message, the Recipient also has the ability to **Reply** securely back to you the sender

