

This user guide will help you set up an account and use the Zix FRSecure Message Center to receive and send e-mail messages to Federal Reserve (FR) staff with information or attachments that have FR-classified data. This system has been designed to ensure the confidentiality and integrity of such data by encrypting messages and attachments as they are routed over the Internet. Please contact your local technical support group prior to using this guide to determine whether your organization uses a Zix compatible product.

REGISTERING AN ACCOUNT AFTER RECEIVING A SECURE E-MAIL NOTIFICATION

The first time you receive a secure e-mail you will be asked to register your account with the FRSecure Message Center. Registration is a one-time, quick, and easy process.

1. Click on the hyperlink in the message to open the Registration page.

Note: If your e-mail program does not support active links, copy and paste the link into the **Address** field of your browser, and press **Enter** or **Go**.

Your e-mail address is shown on the Registration page.

2. Complete the rest of the Registration page as follows:

Password

Type a password that complies with the following rules. Your password must:

- Have a minimum length of 8 characters
- Contain both alphabetic and numeric characters (A1B2C3)
- Contain both uppercase and lowercase characters (AbCdE)
- Contain at least one special character (!@#\$%^&* _+=][\|'";:/?.,><)

3. Re-enter your password.

4. Enter a Password reminder phrase that will help you remember your password if you forget it.

5. Click Submit Password.

6. The message page will open, displaying your secure message.

You now have access to the FRSecure Message Center.

REGISTERING AN ACCOUNT FROM THE FRSECURE MESSAGE CENTER URL

If you do not receive an e-mail invitation to register in the portal, you may also register by using the URL for the secure message center.

1. From a web browser, go to <https://SecureEmail.FederalReserve.com>

2. Locate and click on the Register for a new account link.

3. Complete the Registration page as follows:

Password

Type a password that complies with the following rules Your password must:

- Have a minimum length of 8 characters
- Contain both alphabetic and numeric characters (A1B2C3)
- Contain both uppercase and lowercase characters (AbCdE)
- Contain at least one special character (!@#\$%^&* _+=][\|'";:/?.,><)

4. Re-enter your password.

5. Enter a Password reminder phrase that will help you remember your password if you forget it.

6. Click Submit Password.

7. You will receive a confirmation e-mail in your regular e-mail Inbox with instructions to activate your password.

ACTIVATING YOUR PASSWORD

1. Go to your regular e-mail Inbox, and look for a new e-mail with “Notification” in the subject line.
2. Open the e-mail, and you will find two links:
 - Activate your new password
 - Decline your new password**Note:** If your e-mail program does not support active links, copy and paste the appropriate link into the Address field of your browser, and press Enter or Go.
3. If you click the **Decline** link, your new password will not be saved.
4. If you click the **Activate** link, your browser will open the **Activation Successful** page.
5. Click **Continue**. The Log In page is displayed. You will see the Log In page when you select a link from a notification e-mail or when you enter the Internet URL directly in your browser.
6. Type your e-mail address.
7. Type your password.

You now have access to the FRS Secure Message Center.

OVERVIEW OF MAILBOX FEATURES

After you have successfully registered and activated your password, you are ready to read, reply to, and send FR secure e-mail messages by using the tabs at the top of the page. The tab that is highlighted indicates your location.

Note: All Message Center messages expire 21 days after receipt or delivery.

The **Inbox** tab lists all of the unexpired, encrypted email messages that you have received. You can read, reply to, and delete messages that you receive in your Inbox.

The **Sent Items** tab lists the messages you have sent using your message center. You can review the text of sent messages, the intended recipients, and other details.

Use the **Compose** tab to initiate messages to FR business contacts. You can attach files to your messages, set a message priority, or save them as drafts to complete later.

The **Address** page permits you to save the e-mail addresses of people you correspond with.

Use the **Drafts** tab to save incomplete messages that you would like to complete at a later time.

Click the **Profile** button to change your password.

Click the **Help** button to access information about the FRSecure Message Center.

Click the **Log Out** button when you have finished your session and wish to exit.

For a complete detailed guide on navigating and using the FRSecure Message Center, please click on the Help link from the FRSecure Message Center homepage at <https://SecureEmail.FederalReserve.com>