

E.A. Kelley Personal Lines Encryption

1. You will receive an email like the example below.

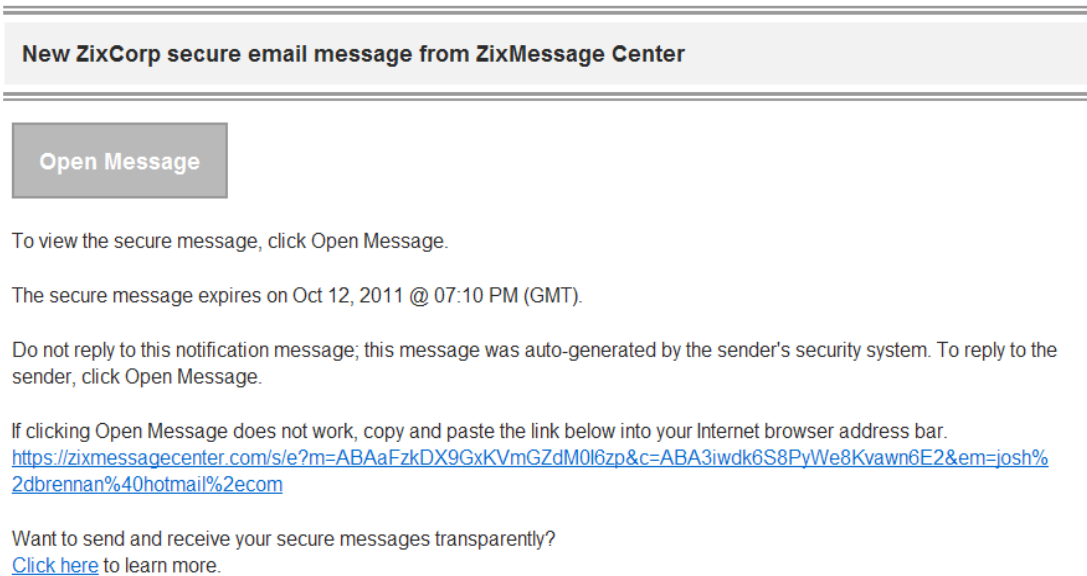


Figure 1 Example of Encryption Email

2. Click on the "Open Message" button. It will bring you to the Zix Message Center. If this is your first time it will request that you enter your email address and a password to register.

The screenshot shows the Zix Message Center registration interface. At the top, there are logos for "zixcorp" and "zix message center". A central graphic shows a smartphone displaying "Message Sent Secured by zixcorp". Below the logos, the text "Register Account" is followed by the instruction "Enter your email address and a password to register and begin sending and receiving secure messages." The registration form includes the following fields:

- Email Address: josh-brennan@hotmail.com
- Language: English (dropdown menu)
- Password: (text input field)
- Re-enter Password: (text input field)

At the bottom right of the form are "Cancel" and "Register" buttons. Below the form, the "Password Rules" section states "Passwords must be at least 6 characters in length." and a link "Learn more" is provided for users who want to receive secure messages directly in their inbox.

Figure 2. Registration window.

3. Once you have registered you will not have to register again. It will only ask you for your password. And the email will be displayed immediately after you register.
4. You can reply to the message from Zix Message Center. The site will save all of the messages sent to you and sent by you from the site. You can click on the “more actions” drop down box and save the message. You can also send the message to your own email if you want to save it in your system.

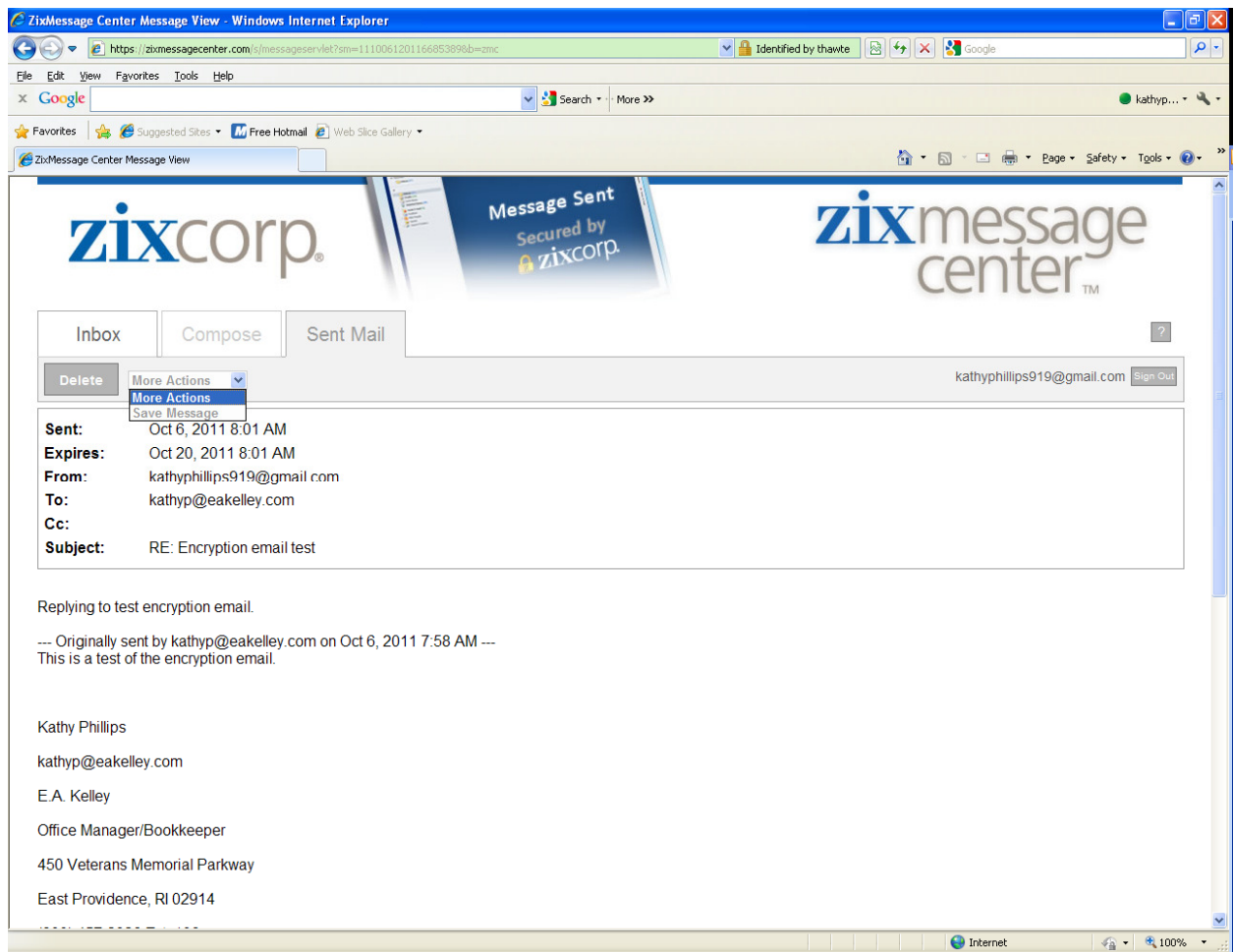


Figure 3. Save Message Option