

**Registration must be completed before you can send a secured e-mail.**



**Step 1**

Type

**secure.1stfarmcredit.com**  
as the web address in the internet browser.

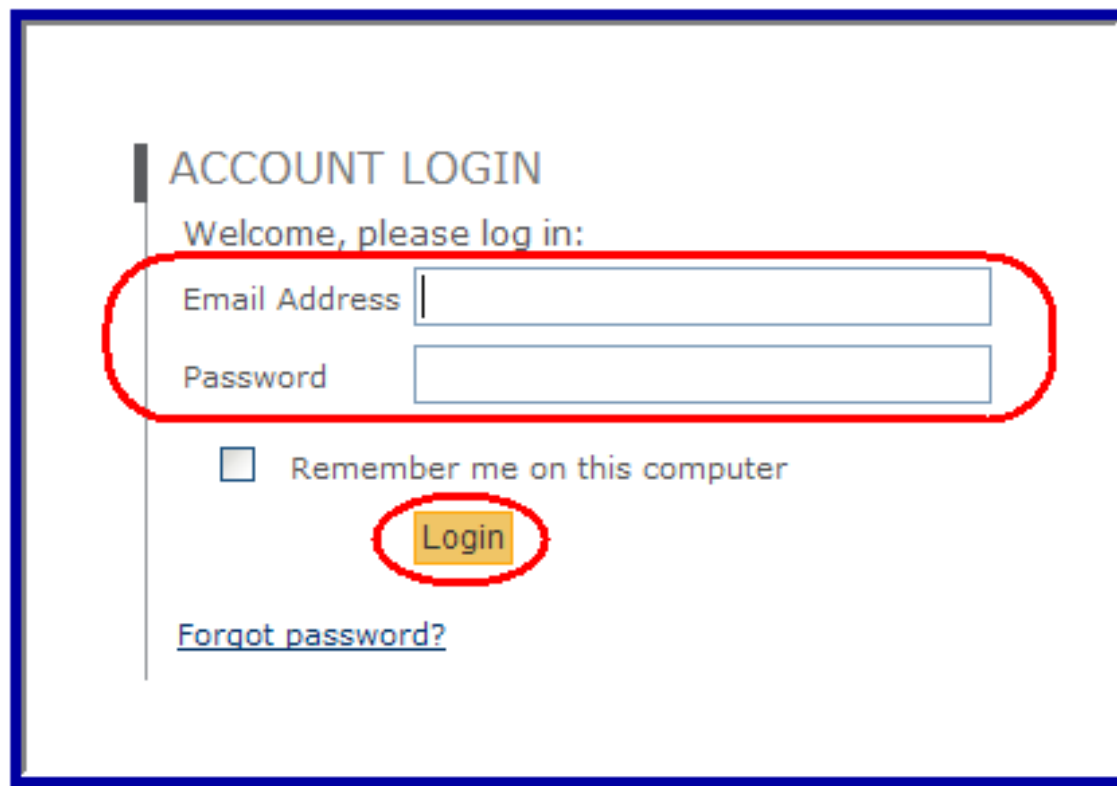


This will launch the view in figure 1

**Step 2**

Click on the link "Access Secure Email"

Figure 1



The screenshot shows a login form titled "ACCOUNT LOGIN" with the text "Welcome, please log in:". The form contains two input fields: "Email Address" and "Password". A red oval highlights both input fields. Below the fields is a checkbox labeled "Remember me on this computer". A yellow "Login" button is highlighted with a red oval. At the bottom left, there is a link for "Forgot password?".

**Step 3.**

Fill in your email address and password created during registration.

**Step 4.**

Click on the yellow Login box.

Login

**CISCO**

**EDIT PROFILE**

**Manage Messages**

**Compose Message**

**Edit Profile**

**Personal Details**

Last Name

Email Address

**Password**

New Password

Confirm Password

**Personal Security Phrase**

Personal Security Phrase

**Preferences**

Auto-open message envelopes.

BCC me on messages I send.

*Enter a minimum of 8 characters. Letters and numbers are case-sensitive.*

*Enter a short phrase that will appear on the front of the envelope. When you see this phrase, you will know you are on our secure site.*

From this screen, you can edit your profile, create secured e-mails and view secured e-mails sent.

### Step 4.

Since you are creating a new secured e-mail, click **“Compose Message”**.

There is no need to fill in any of the information fields. This is only to be done if you are editing your profile.

## How to Create a Secure e-mail (continued)

### Step 5

Fill out the appropriate fields, choose desired options, type in your message and Click the "Send" button.  
*NOTE:* You can attach documents to be sent as secured also by clicking the "attachments" button.



The screenshot shows the Cisco Compose Message interface. On the left, there is a navigation menu with three items: "Manage Messages", "Compose Message" (which is highlighted), and "Edit Profile". The main area is titled "COMPOSE MESSAGE" and contains several input fields: "To:", "CC:", "BCC:", and "Subject:". Below these fields is an "Attachments" section with the text "(none)". A paragraph of instructions follows: "To add or remove attachments click on Attachments. In the popup window select the file(s) to attach or select and remove attachments you have already added." Below this is a large text area labeled "Message:". At the bottom left, there is a checkbox labeled "Automatically BCC me on this email." In the top right corner of the compose area, there is a "Send" button, which is circled in red.

## Manage Messages

If you wish to view all of your secured e-mails, Click the "Manage Messages" link and click on the "Search" button.

