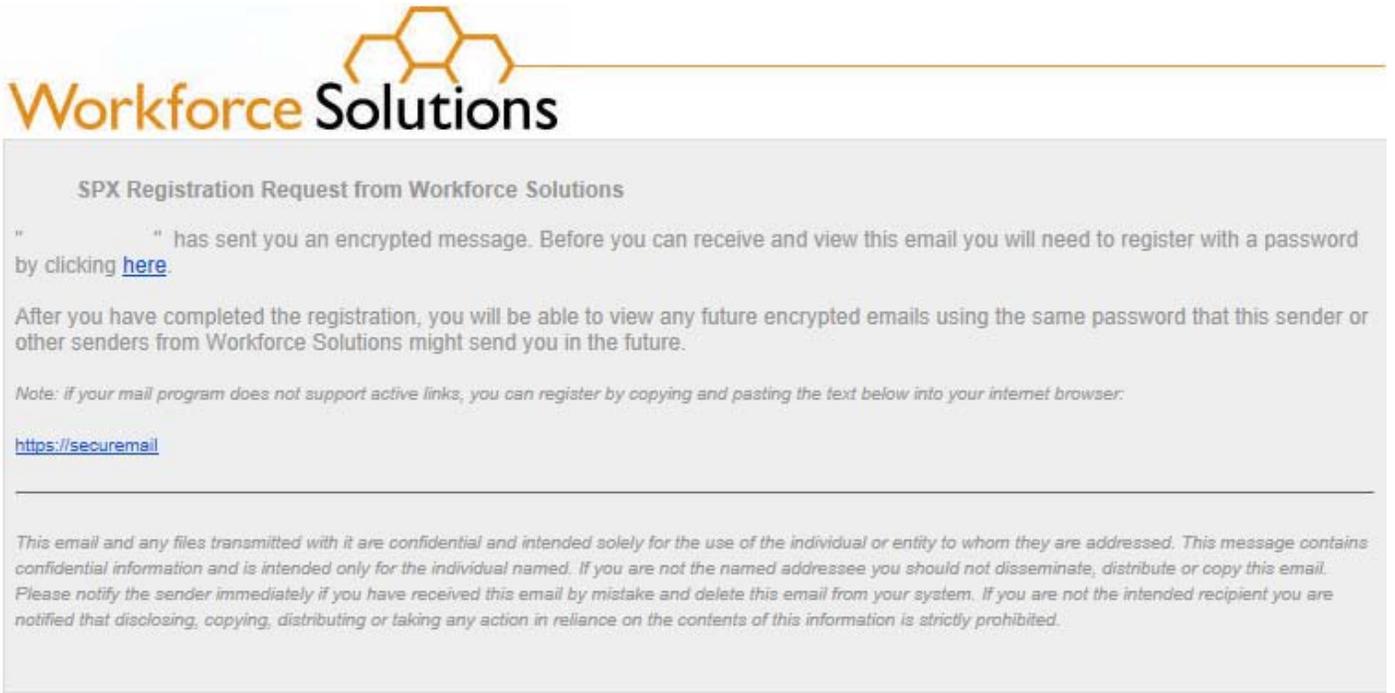


# INSTRUCTIONS FOR PERSONS WHO RECEIVE AN ENCRYPTED EMAIL FROM WORKFORCE SOLUTIONS

1. When an encrypted email is sent, the recipient will receive the following email:

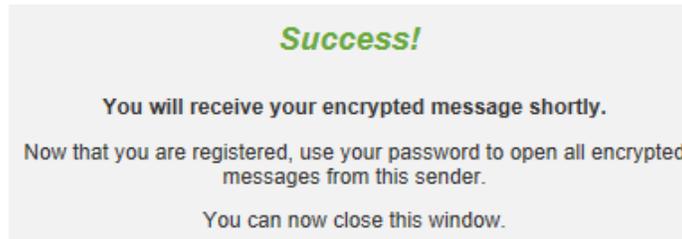


**SOPHOS**  
powered by SPX encryption

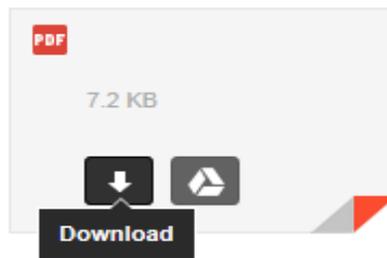
2. The recipient should follow the directions inside the email to Create a Password, and
3. Create a password

The screenshot shows a password creation form with the Workforce Solutions logo at the top. Below the logo is the text "Set your password below to access secure emails you have been sent." The form contains three input fields: "Email Address:", "Password:", and "Confirm password:". To the right of these fields is a box titled "Password Requirements:" containing three items: "Passwords must be 8-32 characters in length", "Password must contain at least one letter and one digit", and "Passwords must match". At the bottom of the form is a "Register" button.

- After successfully registering, the recipient will receive the message below and the encrypted email will be delivered.

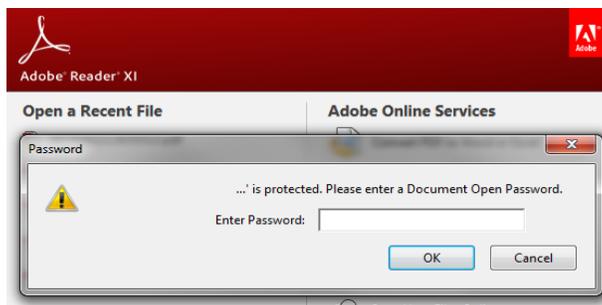


- When viewing the encrypted email, select the encrypted PDF attachment.  
Note: use **Adobe Acrobat Reader version 7.0 or higher**. To view the contents, enter the password that you created during the registration process.

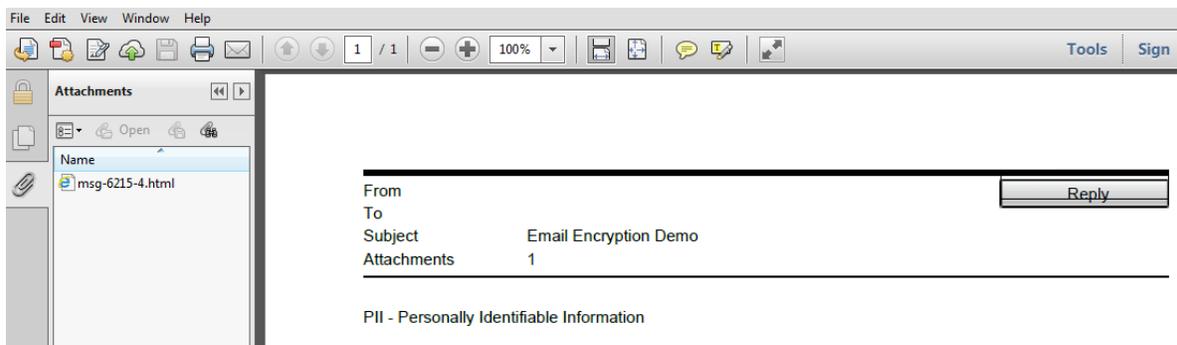


Note: The attachment may be located in different locations depending on the email service being used by the recipient. If the attachments aren't visible, click on the paper clip icon to display them.

- When the password window opens, the recipient will enter the password they created.



- Recipients now have access to view encrypted email.



# HOW TO REPLY TO A WORKFORCE SOLUTIONS ENCRYPTED EMAIL

Select “Reply” when responding to the encrypted email. No additional password encryption is needed when replying to the encrypted email.



PII - Personally Identifiable Information

Figure 1

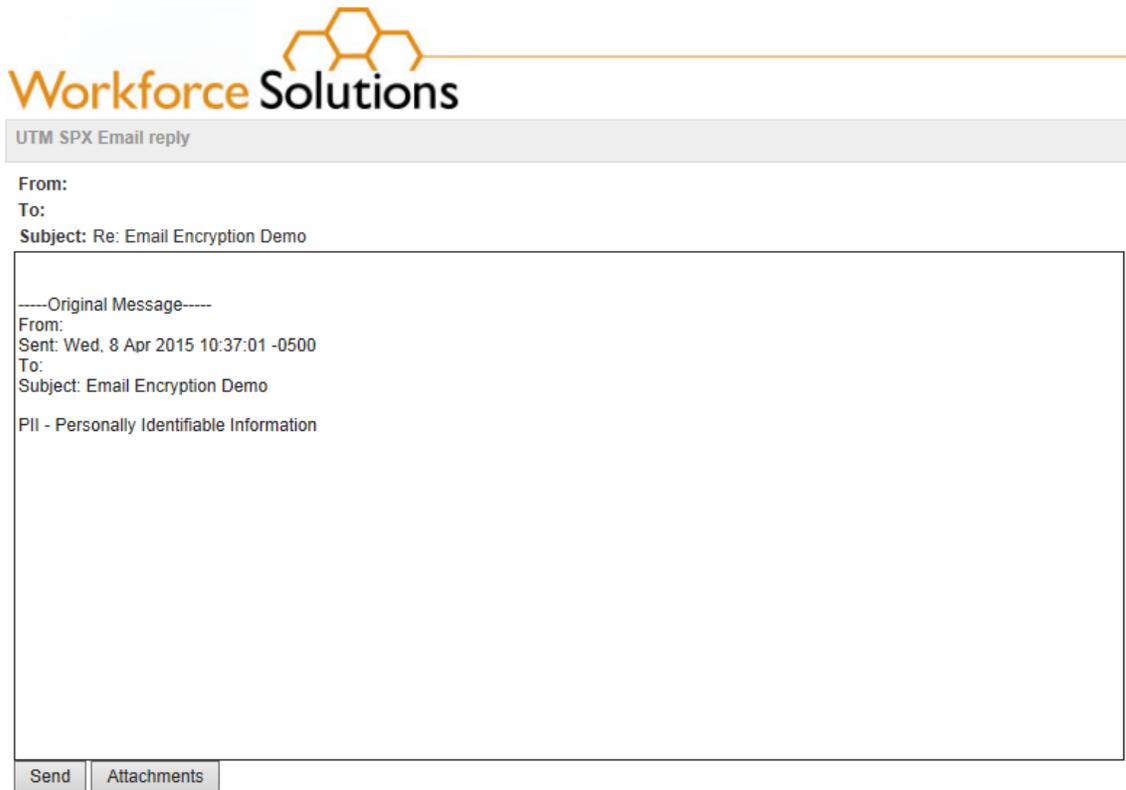


Figure 2

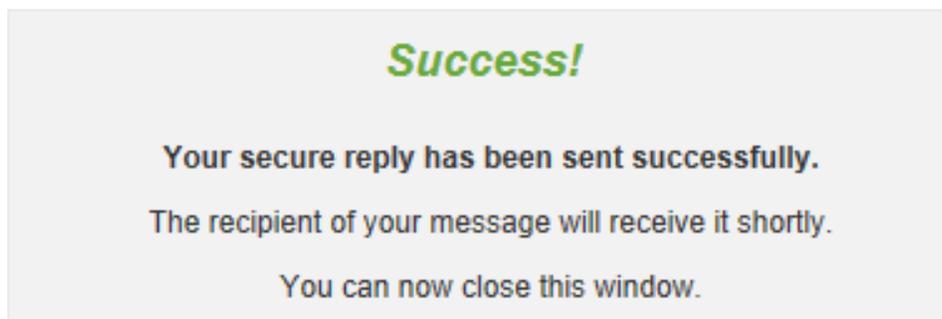


Figure 3