

# Secure Email



As of January 1, 2013, the WCB will begin utilizing an e-mail solution that ensures the security of private information and improves the quality of service that we provide to our external customers.

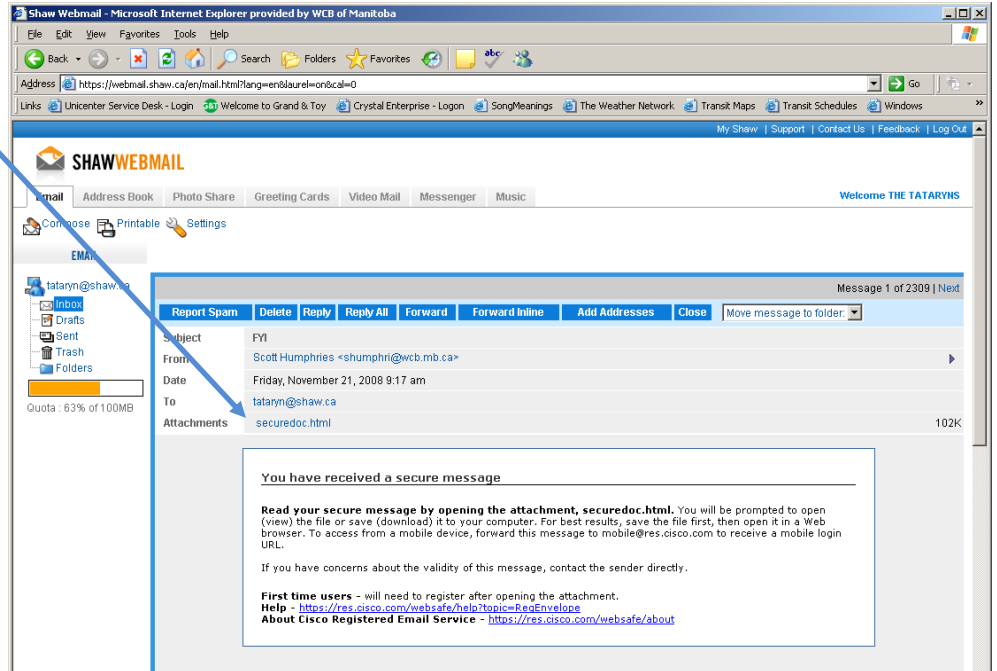
This is a legal requirement that stems from *The Workers Compensation Act (WCA)*, *The Freedom of Information and Protection of Privacy Act (FIPPA)* and *The Personal Health Information Act (PHIA)*.

When you receive your first secure e-mail from the WCB, you will be required to complete a one-time registration process. As you receive subsequent e-mails, you will just need to enter the password you create to read secure e-mails.

The following pages will guide you through the one-time registration process.

As a first-time recipient of an encrypted email, here are the steps you need to follow to register and be able to read the content of secure e-mails.

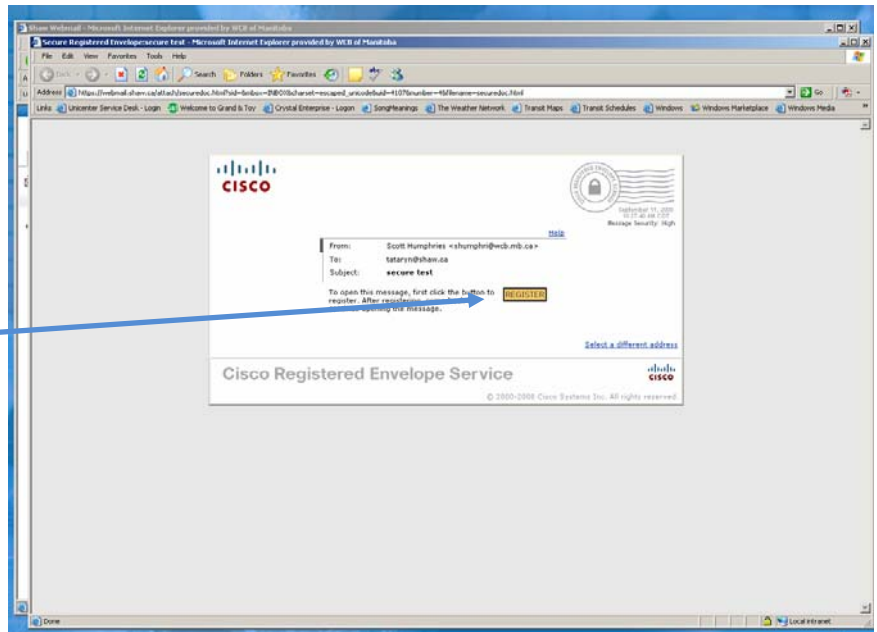
1. Open the attachment.



The registered envelope screen will appear.

2. Click the **Register** button.

*Note: If you are one of a group of people who received the secure e-mail, you will need to select your e-mail address from a drop down list and click the **Submit** button. Then you will see the **Register** button.*



The New User Registration screen displays.

3. Complete the registration screen:

- Choose a language.
- Enter your first and last names.
- Create a password.
- Enter a short phrase as your Personal Security Phrase (e.g. My cat's name is Snow).
- Select and complete 3 security questions.
- Click the **Register** button at the bottom.

NEW USER REGISTRATION

\* = required field

**Enter Personal Information**

Email Address: tataryn@shaw.ca

Language: English (The language setting will be stored for future login and email notifications.)

First Name\*: Sheryn

Last Name\*: Tataryn

**Create a Password**

Password\*: [masked]

Confirm Password\*: [masked]

Personal Security Phrase: [input field]

**Select 3 Security Questions**

You will be asked these questions in the future if you forget your password.

Question 1\*: [Select a question...]

Answer 1\*: [input field]

Confirm Answer 1\*: [input field]

Question 2\*: [Select a question...]

Answer 2\*: [input field]

Confirm Answer 2\*: [input field]

Question 3\*: [Select a question...]

Answer 3\*: [input field]

Confirm Answer 3\*: [input field]

Remember me on this computer

**Register**

A window confirming you have created a *Cisco Registered Envelope Service* account will display and indicate you should check your inbox.

4. Close this window and go to your inbox.

#### FINAL STEP: ACCOUNT ACTIVATION

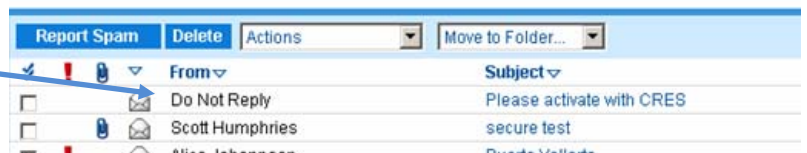
Your Cisco Registered Envelope Service account was successfully created.

**Instructions to activate your account have been emailed to lklyne@wcb.mb.ca.**

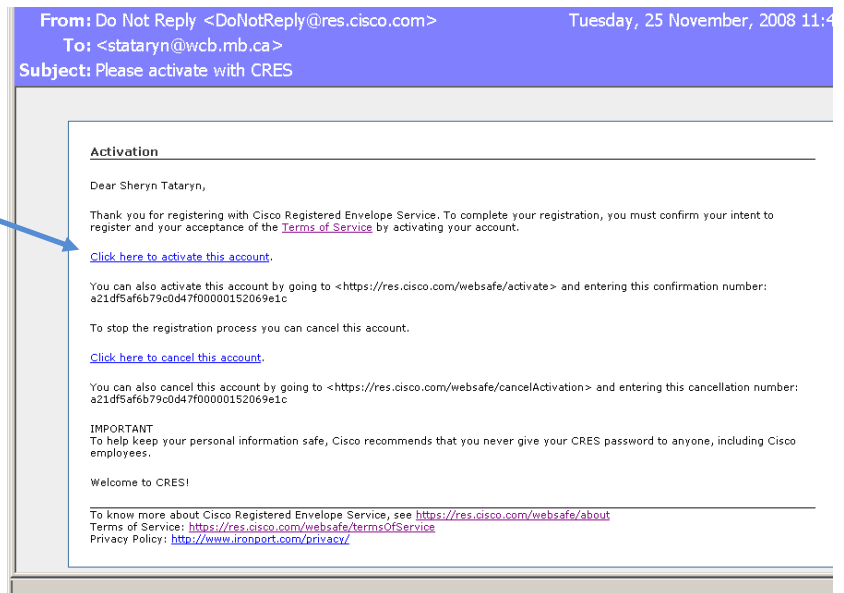
Please check your inbox. If you do not see an account activation email, check your junk email folder.

Immediately you will receive an email from **Do Not Reply**.

5. Open this email.

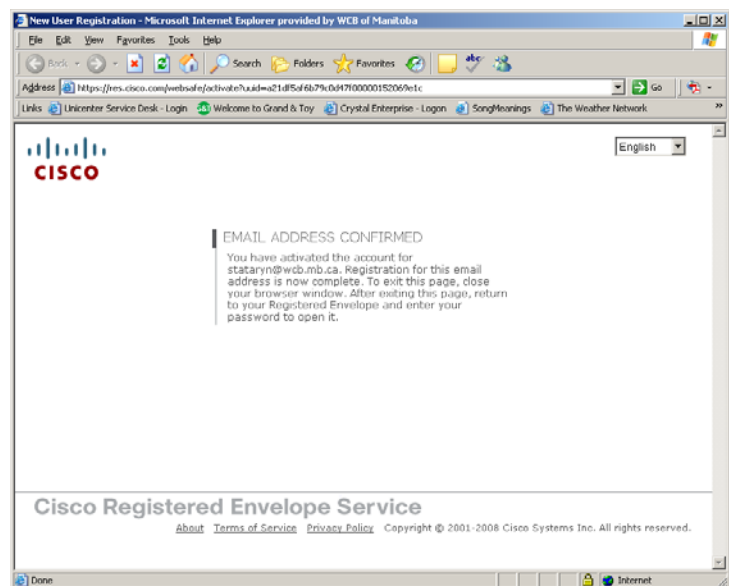


6. Click the link to activate your account.



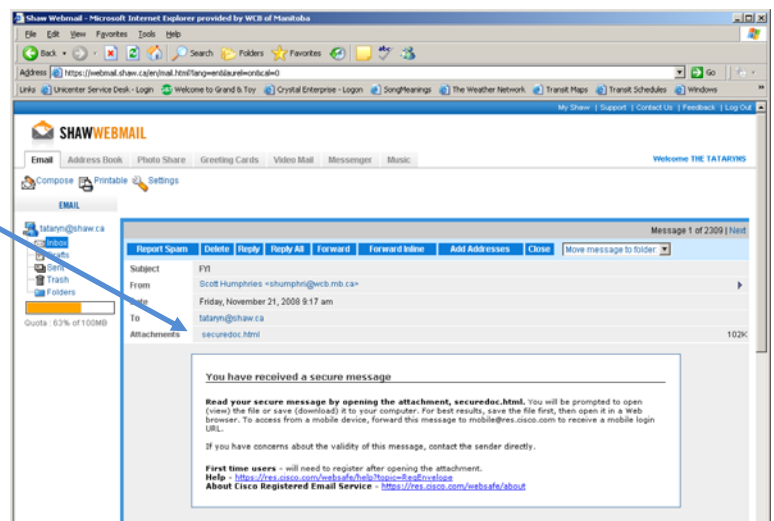
The confirmation screen will show your account has been activated.

Close this window and return to the original secure e-mail.



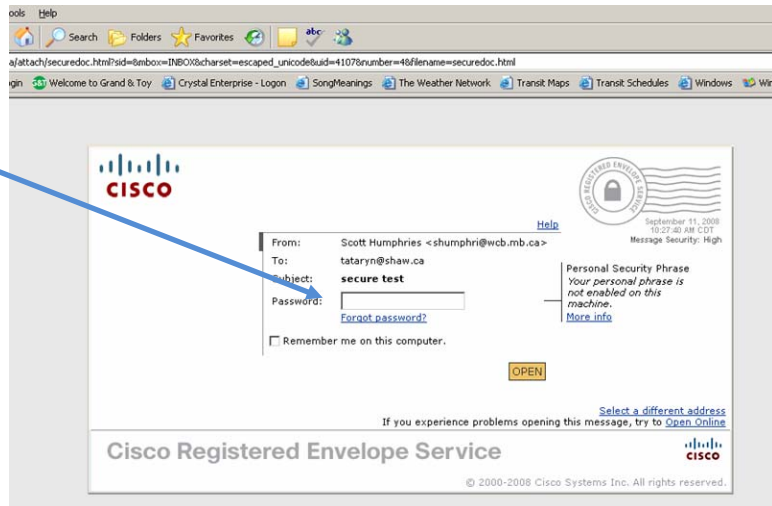
that

7. Open the attachment again.



This time your email will be recognized.

8. Enter the password you just created and click **Open**.



The email will display.

If you reply, the e-mail you send will also be encrypted.

