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ZIX ENCRYPTED EMAIL MESSAGING

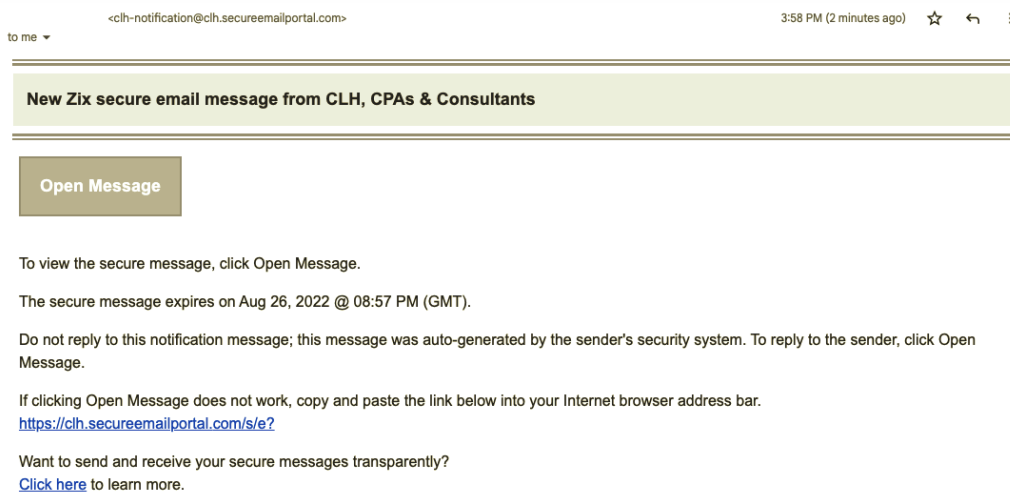
CLH IS TRANSITIONING AWAY FROM SAFESEND

- To best serve our clients, CLH offers several secure document platforms, including a Web Portal for long-term storage of documents.
- CLH is transitioning away from SafeSend and will be using Zix Encrypted Emails to send and receive secure emails and attachments with our clients.
- Clients who do not use the CLH Web Portal should set up a Zix Encrypted Email account:
 - Navigate to <https://clh.secureemailportal.com/s/login>
 - Click on “Register” and follow the prompts to set up an account.
 - Once an account is created, clients can securely send emails to CLH.
 - Zix Encrypted Email will retain emails clients send to and receive from CLH.

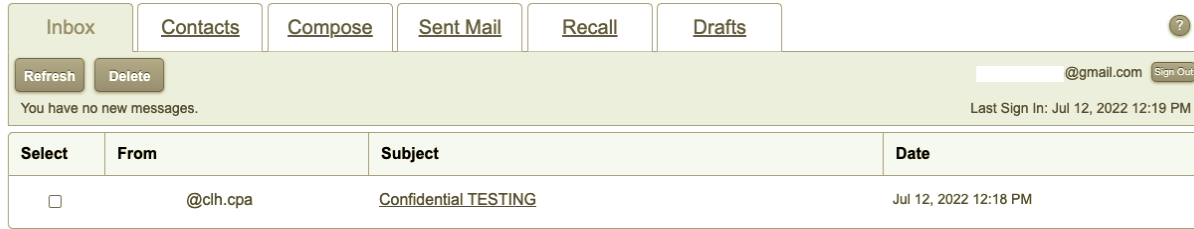
GETTING TO KNOW ZIX ENCRYPTED EMAIL MESSAGING CENTER

READ MESSAGES

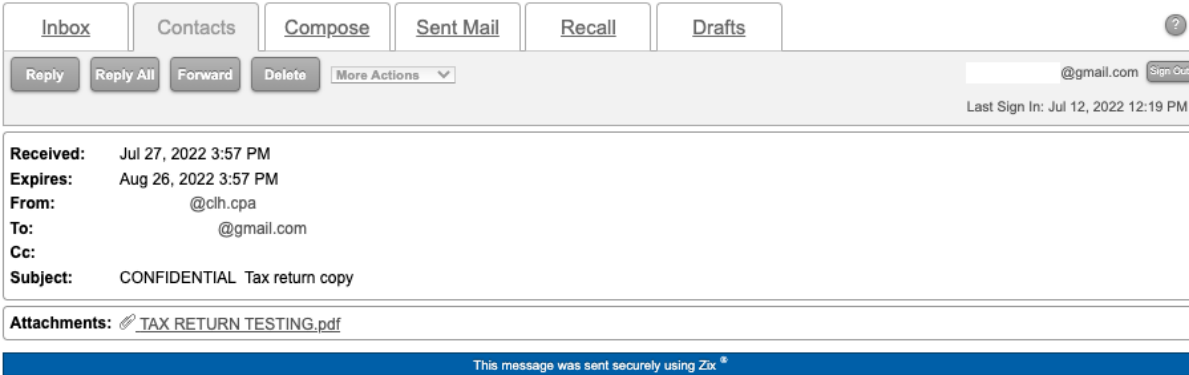
- In your email inbox, you’ll receive a message including the word “Confidential” in the subject line. The message will include a link to open the secure message. Click “Open message” to continue.



- Log into the portal account using your name and password.
- Click on the Inbox tab to read messages.

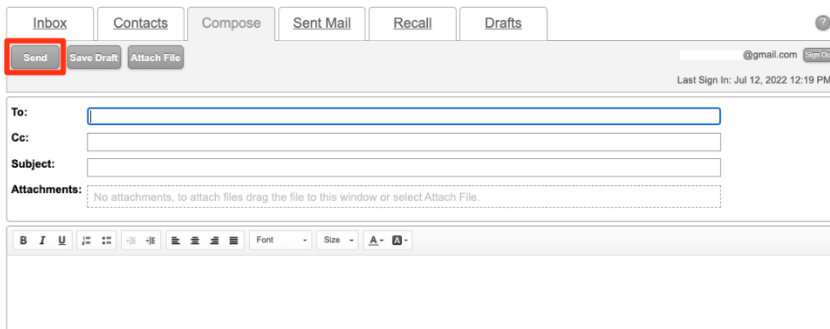


- Click on a message to read and access any attachments.
- Click on an attachment to download.



SEND SECURE MESSAGE

- Log into the portal account using your name and password.
- Click on the Compose tab to send secure messages.
- Complete the typical email fields (To, Subject) and attach any documents. Click Send.



RESET PASSWORD

- Navigate to <https://clh.secureemailportal.com/s/login>
- Click on “Reset” and follow the prompts to reset your password.

CONTACT US

Please email (clh@clh.cpa) or call (219-874-0210) our office if you have any questions regarding secure messaging.