

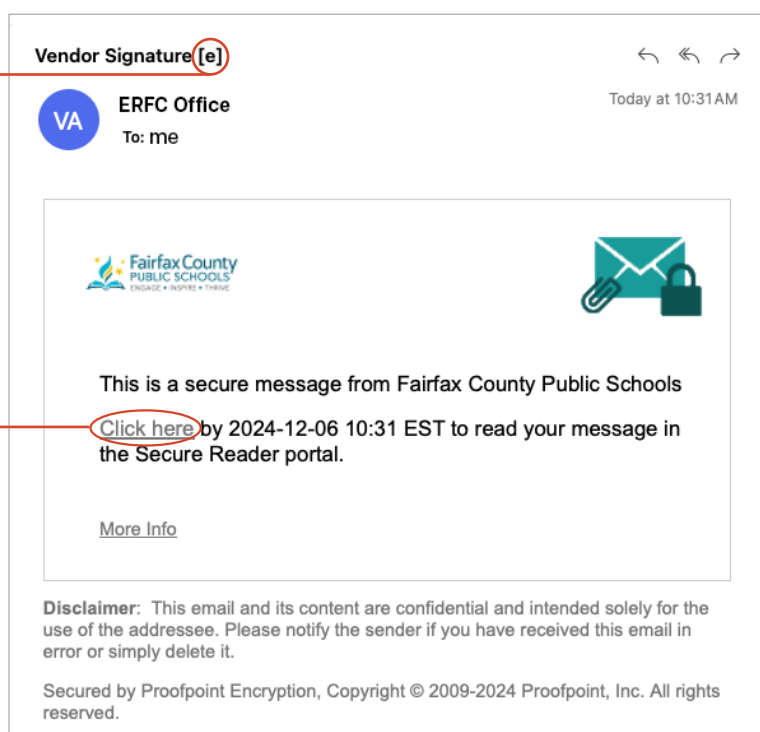
# How to Open and Reply to an Encrypted Email From ERFC



If the subject line of your email has an **[e]** on the end, you've received an encrypted email. Here's how to access and reply to it.

## 1 Click Here

Select **Click Here** within the specified timeframe to access your message in the Secure Reader portal.

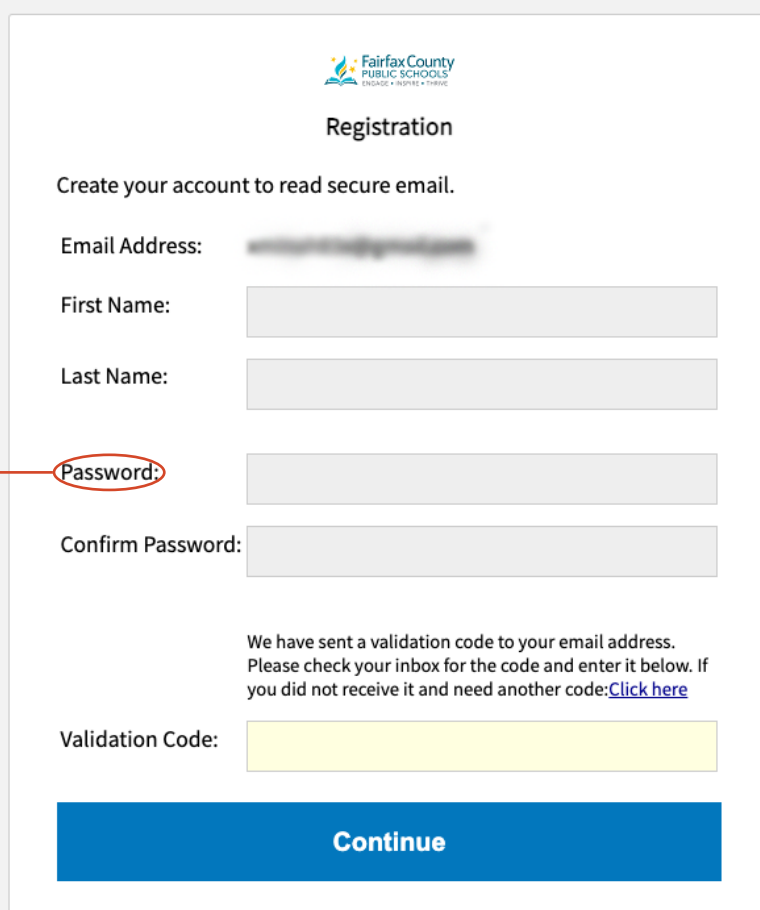


## 2 Create Account

You'll be prompted to create an account. Your email address will be pre-filled. Enter your first and last name and create a password. **Your password must:**

- Be at least 15 characters long
- Contain both uppercase and lowercase characters
- Have at least one number and one symbol
- Not include your username

Check your inbox/junk mail folder for a separate email that contains a validation code. Enter this code and click **Continue**.



## 3 View the Encrypted Message

Once authenticated, the encrypted email will be displayed.

## 4 Reply Securely

Any reply from this screen will automatically remain encrypted to ensure your information stays secure.

