

MailSafe Introduction to Recipients

Schwartz & Schwartz has taken a proactive approach to protect our important confidential client information. We have subscribed to an email encryption service called **MailSafe**. With MailSafe, our staff will compose and send emails as they do today. However, any email containing sensitive or confidential items will be automatically encrypted and sent to you via our MailSafe portal.

With MailSafe, we can quickly and privately send statements, confidential documents, and other important information to you in an encrypted format, thereby protecting your information in a highly secure manner.

When sensitive information is sent to you for the first time, you will receive an email in your inbox with the following subject line: *Perimeter MailSafe Registration Invitation*. Upon opening the email, you will be prompted to use your web browser to set-up your MailSafe account with us. Set-up only takes minutes with a few simple steps, and only needs to be done the first time you receive secure mail from us.

Set-up will ask for the following information:

1. Click on the link **“Register Now”**.
2. Click on **“Accept”** for the user agreement.
3. Type in a **6-digit password composed of letters and numbers**. Passwords are case sensitive and will be required to be remembered for future access. Passwords do not expire.
4. Complete your name, address and company information.
5. Select a password retrieval question from the drop down menu.
6. Click on the word **“Register”**.

You will receive a message back thanking you for completing the registration and inviting you to log into MailSafe.

Subsequent uses of MailSafe will only require that the recipients login to the Secure Email Center, **Figure 1**, to see message(s). Recipients will use the same Email address and password that was completed in the registration form.

When recipients reply back to us via MailSafe, their message will also be encrypted, thereby enabling confidential information to be sent in the same encrypted safe format.

We selected this service for use with our customers because protecting personal, confidential and financial information is of the utmost importance to us. We value our relationships and want to do all that we can to make you feel safe and secure in transacting business with **Schwartz & Schwartz**.

