

# SECURE EMAIL INSTRUCTIONS

## HOW TO SUBMIT YOUR APPLICATION SECURELY OVER EMAIL.

AgChoice uses a secure email server, but that security is limited to messages within our server. To overcome this, we use a third party online portal – Zixcorp – to securely send and receive outside data. It works by encrypting email text, images and attachments, making it retrievable and readable only by registered, verified users.

Please follow the below instructions to access our secure message portal. This will allow you to submit your loan application and accompanying documents to AgChoice electronically without sacrificing the security of your personal information.

### **1. EMAIL YOUR LOAN OFFICER, OR PROVIDE HIM OR HER WITH YOUR EMAIL ADDRESS.**

An AgChoice employee will initiate the process by sending you a secure message. You will receive an email from Zixcorp asking you to follow a link in order to retrieve the message.

### **2. OPEN THE ZIXCORP EMAIL AND FOLLOW THE LINK INCLUDED IN THE EMAIL BODY.**

The link will be <https://farmcredit-secure.com>. If you are a first time user, the website will prompt you to create a user name and password. These steps ensure that no one except you can access the email.

### **3. OPEN THE EMAIL FROM YOUR LOAN OFFICER AND RESPOND AS APPROPRIATE.**

Once you are set up, you will see the email from your AgChoice loan officer. When you respond to that email within the portal, everything you send is securely transferred back to AgChoice's email server.