



SECURE MESSAGING USER GUIDE

2020

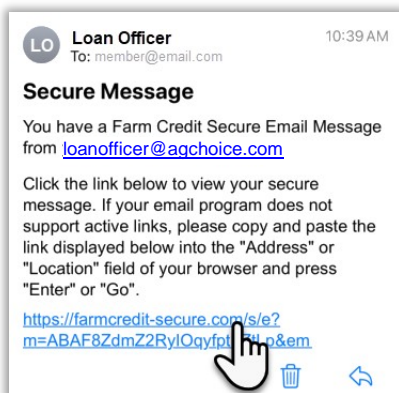
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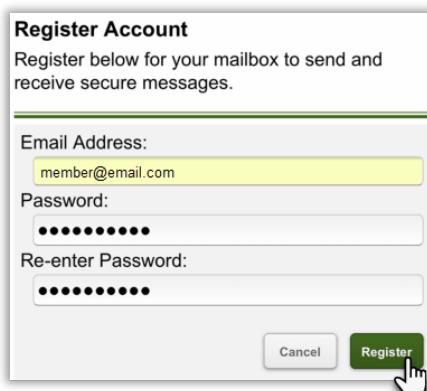
HOW TO SEND DOCUMENTS FROM A SECURED LINK

STEP PROCEDURE

1. Your loan officer may request documents electronically. You may receive an email similar to the one below. **Click the link** to open the portal.



2. Enter your **email** and **password**. Re-enter your password and click **Register**.



Register Account

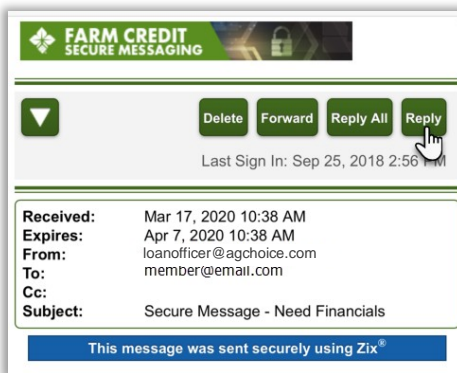
Register below for your mailbox to send and receive secure messages.

Email Address:

Password:

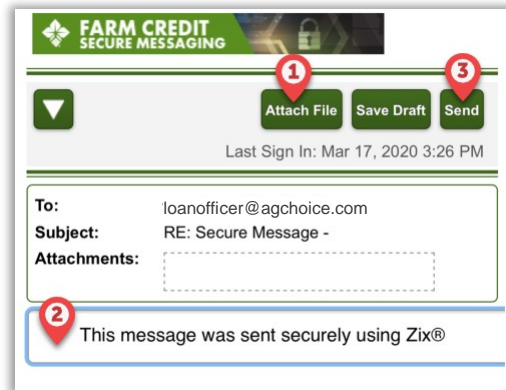
Re-enter Password:

3. The portal will direct you to the secured message. Click **Reply**.



STEP PROCEDURE

4. **Attach** the relevant files, **compose** a message, and click **Send**.

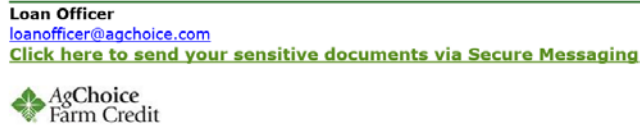


The screenshot displays the 'FARM CREDIT SECURE MESSAGING' interface. At the top, there is a header with the logo and a lock icon. Below the header, there are three buttons: 'Attach File' (marked with a red circle 1), 'Save Draft', and 'Send' (marked with a red circle 3). A dropdown arrow is visible to the left of the 'Attach File' button. Below the buttons, it says 'Last Sign In: Mar 17, 2020 3:26 PM'. The main content area shows the email fields: 'To: loanofficer@agchoice.com', 'Subject: RE: Secure Message -', and 'Attachments:'. Below the 'Attachments' field, there is a red circle 2 pointing to a blue-bordered box containing the text 'This message was sent securely using Zix®'.

HOW TO SEND DOCUMENTS FROM THE SECURE PORTAL

STEP PROCEDURE

1. Your loan officer may have a link to the portal at the end of their signature line. You can **click** the **link** and send loan documents at any time.



2. Enter your email and password and click **Sign In**.

Email Address:
member@email.com

Password:
••••••

Sign In

Forgot your password? Reset

New to secure email? Register

Need more assistance? Help

3. If you are new to secure email, click **Register**. Otherwise, skip to step 5.

Email Address:
[Empty]

Password:
[Empty]

Sign In

Forgot your password? Reset

New to secure email? Register

Need more assistance? Help

4. Enter your **email address** and create a new **password**. Re-enter your **password** and click **Register**.

Register Account
Register below for your mailbox to send and receive secure messages.

Email Address:
member@email.com

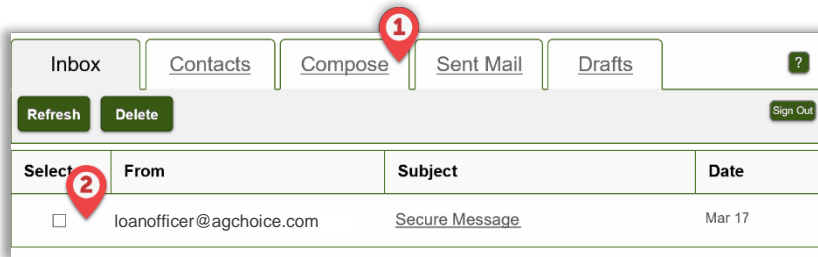
Password:
••••••

Re-enter Password:
••••••

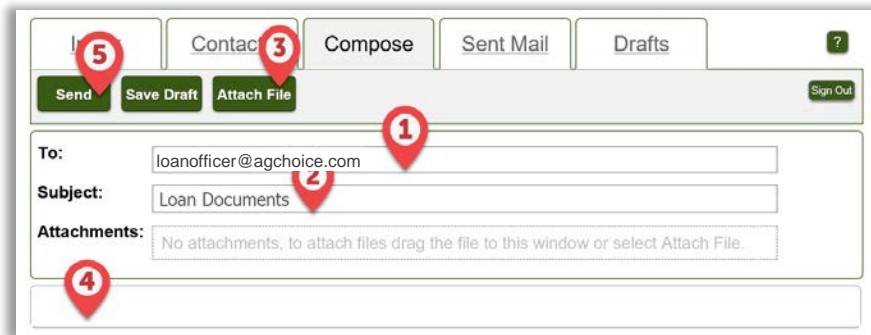
Cancel Register

STEP PROCEDURE

5. Within the portal, you can (1) **compose** new messages, and (2) view existing messages.



6. After you have clicked compose, a new message will populate. (1) Enter your **loan officer's email address**. (2) Add a **subject** line, (3) **attach** relevant files, (4) add **message** text, and (5) **send** the email.



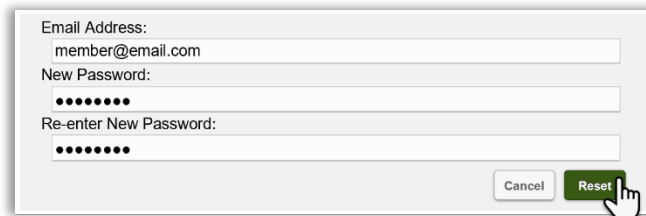
HOW TO RESET YOUR PASSWORD

STEP PROCEDURE

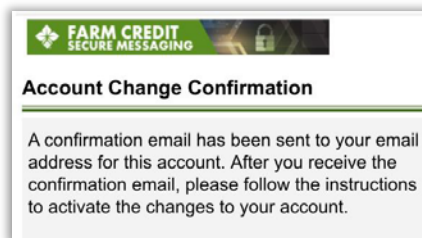
1. If you forget your password, you can reset it through the portal. On the welcome screen, click **Reset**.



2. Enter your email and new password. Click **Reset**.



3. You will receive the below **confirmation** prompting you to activate the changes via **email**.

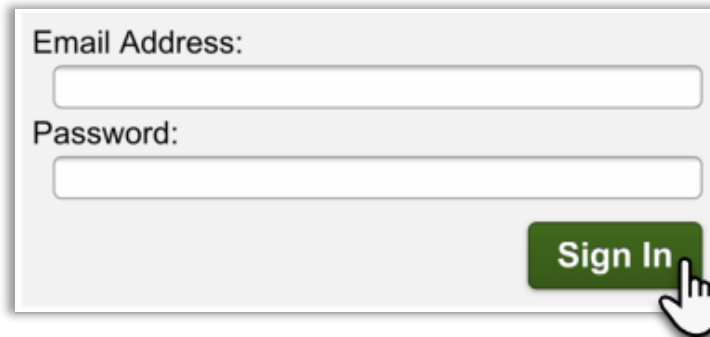


4. Within the email, click **Activate** to accept the new password.



STEP PROCEDURE

5. **Sign In** with your email and new password.



The image shows a sign-in form with a light gray background. It contains two text input fields: the top one is labeled "Email Address:" and the bottom one is labeled "Password:". To the right of the password field is a green button with the text "Sign In" in white. A white hand cursor icon is pointing at the "Sign In" button.