FRSecure Message Center

This user guide will help you set up an account and use the Zix FRSecure Message Center to receive and send e-mail messages to Federal Reserve (FR) staff with information or attachments that have FR-classi-fied data. This system has been designed to ensure the confidentiality and integrity of such data by encrypting messages and attachments as they are routed over the Internet. Please contact your local technical support group prior to using this guide to determine whether your organization uses a Zix compatible product.

REGISTERING AN ACCOUNT AFTER RECEIVING A SECURE E-MAIL NOTIFICATION

The first time you receive a secure e-mail you will be asked to register your account with the FRSecure Mes-sage Center. Registration is a one-time, quick, and easy process.

1. Click on the hyperlink in the message to open the Registration page.

Note: If your e-mail program does not support active links, copy and paste the link into the **Address** field of your browser, and press **Enter** or **Go**.

Your e-mail address is shown on the Registration page.

2. Complete the rest of the Registration page as follows:

> **Password**
>
> Type a password that complies with the following rules. Your password must:
> - Have a minimum length of 8 characters
> - Contain both alphabetic and numeric charac-ters (A1B2C3)
> - Contain both uppercase and lowercase char-acters (AbCdE)
> - Contain at least one special character (!@#$%^&*_+=][{}\|'";:/?.,><)

3. Re-enter your password.

4. Enter a Password reminder phrase that will help you remember your password if you forget it.

5. Click Submit Password.

6. The message page will open, displaying your secure message.

You now have access to the FRSecure Message Center.

REGISTERING AN ACCOUNT FROM THE FRSECURE MESSAGE CENTER URL

If you do not receive an e-mail invitation to register in the portal, you may also register by using the URL for the secure message center.

1. From a web browser, go to https://SecureEmail.FederalReserve.com

2. Locate and click on the Register for a new account link.

3. Complete the Registration page as follows:

> **Password**
>
> Type a password that complies with the following rules Your password must:
> - Have a minimum length of 8 characters
> - Contain both alphabetic and numeric characters (A1B2C3)
> - Contain both uppercase and lowercase charac-ters (AbCdE)
> - Contain at least one special character (!@#$%^&*_+=][{}\|'";:/?.,><)

4. Re-enter your password.

5. Enter a Password reminder phrase that will help you remember your password if you forget it.

6. Click Submit Password.

7. You will receive a confirmation e-mail in your regular e-mail Inbox with instructions to activate your password.

ACTIVATING YOUR PASSWORD

1. Go to your regular e-mail Inbox, and look for a new e-mail with "Notification" in the subject line.

2. Open the e-mail, and you will find two links:
- Activate your new password
- Decline your new password

Note: If your e-mail program does not support active links, copy and paste the appropriate link into the Ad-dress field of your browser, and press Enter or Go.

3. If you click the **Decline** link, your new password will not be saved.

4. If you click the **Activate** link, your browser will open the **Activation Successful** page.

5. Click **Continue**. The Log In page is displayed.

You will see the Log In page when you select a link from a notification e-mail or when you enter the Internet URL directly in your browser.

6. Type your e-mail address.

7. Type your password.

You now have access to the FRS Secure Message Center.