

Secure Messages:

NOTE: The *first* time that an outside recipient attempts to read an NAIC secure e-mail message, they will automatically be directed to the NAIC's secure e-mail Web site, and asked to register for the site. Registration involves creating an ID and password, and establishing security challenge questions. Once you're registered, from that point forward, you'll be able to read secure e-mail messages without registering again.

- The recipient should click the Acknowledge button to open the secure message

DETAILED PROCEDURE

When a secured/encrypted message is sent to a user, a notification will be sent to that user from the IronPort appliance. An example of this message is below (**Figure 4**).

The **message will contain an attachment (securedoc.html)** for the user to open. The attachment looks like an actual envelope with sender, recipient, and subject fields (**Figure 5**). Clicking on the *Acknowledge* button will open the secure message. An example of this message is found on the next page (**Figure 6**).



Figure 4. Secure Message Notification

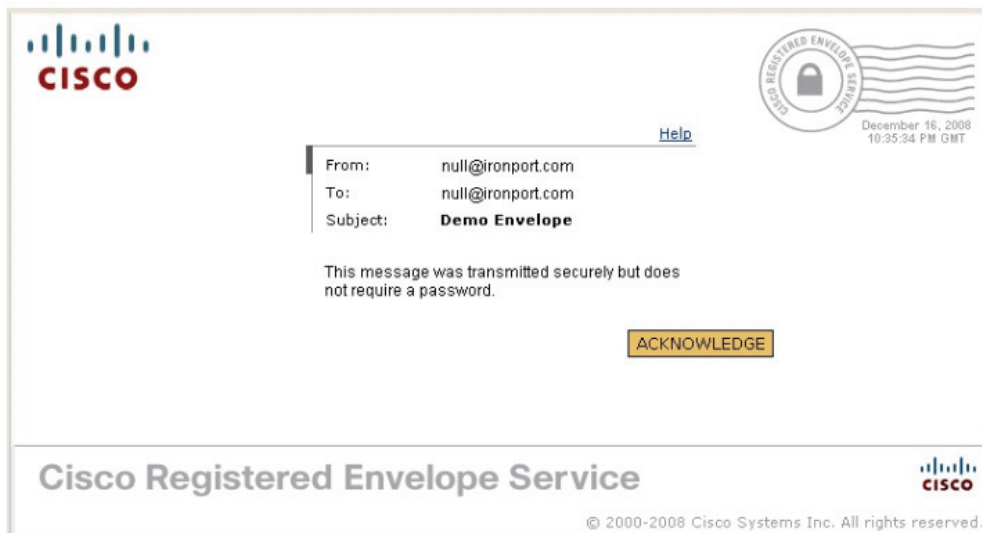


Figure 5. Secured Envelope (securedoc.html)



Figure 6. Secured Message

NOTE: If you have not previously established an account on the encryption server, then there are some additional steps, see below:

This first image is the “New User Registration” that the user will need to fill out. This requires the user to setup user name, password and security questions to retrieve password. You will receive this when clicking on the secure html or downloading the secure message for the first time.

NEW USER REGISTRATION

To assure future messages from this service are not accidentally filtered out of your email, please add "DoNotReply@res.cisco.com" to your Address Book or Safe Sender List.

* = required field

Enter Personal Information

Email Address: mackesty@comcast.net

Language: The language setting will be stored for future login and email notifications.

First Name*

Last Name*

Create a Password

Password* Enter a minimum of 6 characters or numbers. Passwords are case-sensitive. Your password must contain both letters and numbers.

Confirm Password*

Personal Security Phrase* Enter a short phrase that only you will know. This phrase will appear on message envelopes when you log in. When you see your phrase, you know you are logging in to our secure site. [More info](#)

Enable my Personal Security Phrase.

Select 3 Security Questions

You will be asked these questions in the future if you forget your password.

Question 1*

Answer 1*

Confirm Answer 1*

Question 2*

Answer 2*

Confirm Answer 2*

Question 3*

Answer 3*

Confirm Answer 3*

Register

The next image you will see is a pop up window talking about account activation.



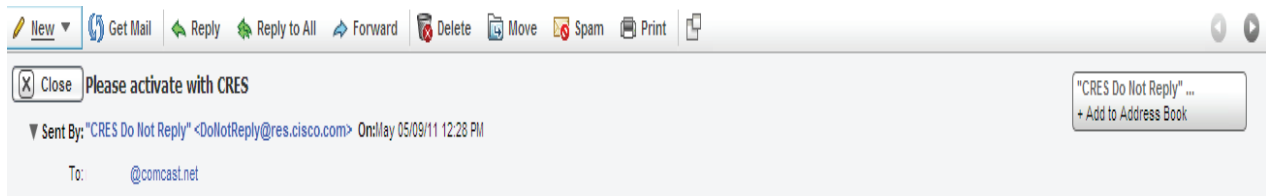
FINAL STEP: ACCOUNT ACTIVATION

Your Cisco Registered Envelope Service account was successfully created.

Instructions to activate your account have been emailed to BLANK @comcast.net.

Please check your inbox. If you do not see an account activation email, check your junk email folder.

The final step is to go back into your email account and activate the new Encryption account. Click the link “Click here to activate this account”.



Activation

Dear **End User**

Thank you for registering with Cisco Registered Envelope Service. To complete your registration, you must confirm your intent to register and your acceptance of the Terms of Service by activating your account.

Click here to activate this account.

You can also activate this account by going to <<https://res.cisco.com/websafe/activate>> and entering this confirmation number: b154e5240000012fd5cd537ec0a86e8f9e022618

To stop the registration process you can cancel this account.

Click here to cancel this account.

You can also cancel this account by going to <<https://res.cisco.com/websafe/cancelActivation>> and entering this cancellation number: b154e5240000012fd5cd537ec0a86e8f9e022618

IMPORTANT
To help keep your personal information safe, Cisco recommends that you never give your CRES password to anyone, including Cisco employees.

Welcome to CRES!

To know more about Cisco Registered Envelope Service, see <https://res.cisco.com/websafe/about>
Terms of Service: <https://res.cisco.com/websafe/termsOfService>
Privacy Policy: <http://www.ironport.com/privacy/>

Now you can proceed back to the secure email. Once you are back to the original secure message it will ask you to insert your password the first time. Insert your password then check the box to “remember me”. If you don’t check “remember me” check box it will require your password each time you receive a secure message.

CONFIDENTIAL DATA FILTERING

If someone attempts to send an e-mail message containing confidential data (such as a credit card, social security number, or bank account number) to an NAIC/NIPR/IIPRC staff member, the sender's e-mail message will be blocked.

Both the sender and the NAIC/NIPR/IIPRC staff member (intended recipient) will be notified.

Below is a sample of the message that the sender would receive:

Subject: Message Notification

▼ Sent By: "Mail Delivery System" <MAILER-DAEMON@gateway1.naic.org> On: May 10, 2011 6:18 AM
To: msmith@outsidemail.com

You are receiving this notification because the email you sent to mpress@naic.org contained content that violates the NAIC\NIPR\IIPRC confidential data policy. The email with the subject "Your credit card payment" has been blocked.


If you are sending email to the NAIC\NIPR\IIPRC and receive this notice you can send an email without confidential data (SSN, Credit Card info, etc) to the recipient at the NAIC\NIPR\IIPRC. Tell the recipient you received this notice and want send sensitive data. The recipient at the NAIC\NIPR\IIPRC can start a secure (encrypted) communication.

If you have any questions contact the NAIC Help Desk at 816-783-8500

Please do not reply to this message as this mailbox is not monitored.

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Below is a sample of the message that the intended NAIC/NIPR/IIPRC recipient would receive:

2 KB  **Mail Delivery System** **Message Notification**

From: Mail Delivery System <MAILER-DAEMON@gateway1.naic.org> Sent: Tue 5/10/2011
To: Press, Michael J.
Cc:
Subject: Message Notification

You are receiving this notification because an email sent to you by msmith@outsidemail.com contained content that violates the NAIC\NIPR\IIPRC confidential data policy. The email with the subject "Your credit card payment" has been blocked.

You can contact this user to establish a secure channel communication via the Encryption server.

Please do not reply to this message as this mailbox is not monitored.

05/10/11