How to Use Neo-Certified Secure Email System

1 ## Look for an email titled "Secure Message" ☐

If you do not see it in your inbox, check your junk mail or spam folder.
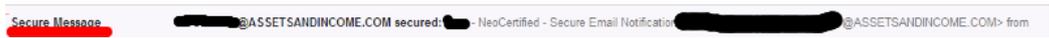
2 ## Open Email ☐

Click "Click here to open your secure message"
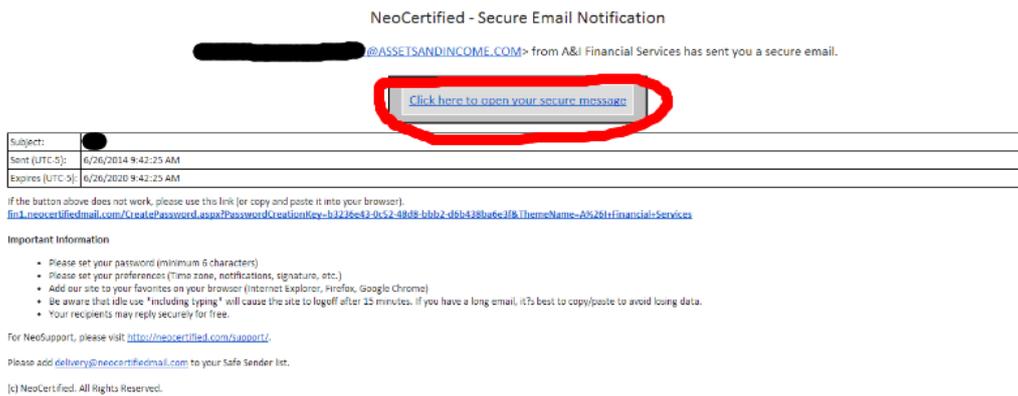
3 ## Registering for the first time ☐

If you have not previously registered, you will automatically be taken to the registration page.
Your Username (your email address) should pre-populate for you.
1. Create password.
2. Re-enter password.
3. Create security question.
4. Type in security question answer.

4   For your future reference:

- Username: _____
- Password: _____

5   View a Secure Email

From the Inbox screen, click the link in the subject field to view your email.
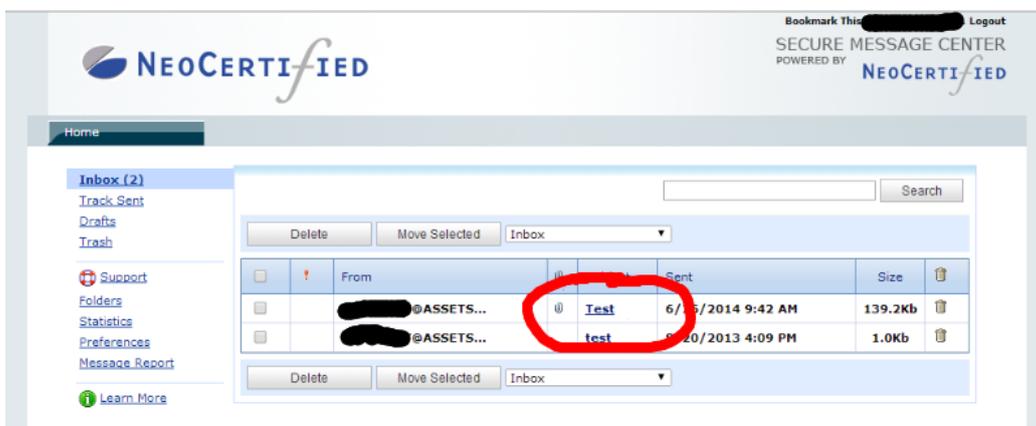
6   Send a Secure Email

1. While your secure email is open, click "reply" in the top left corner of the email.
2. Attach any documents you want to send - Attach one at a time by choosing the file and clicking attach file.
3. Click "Send" when finished.
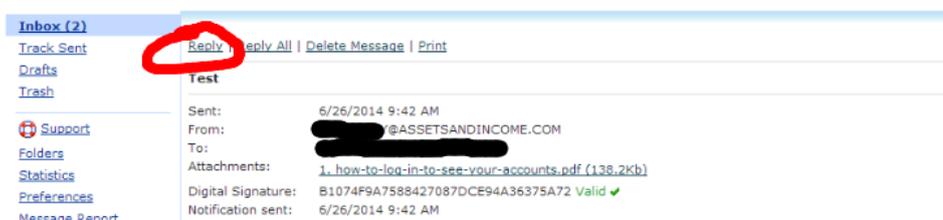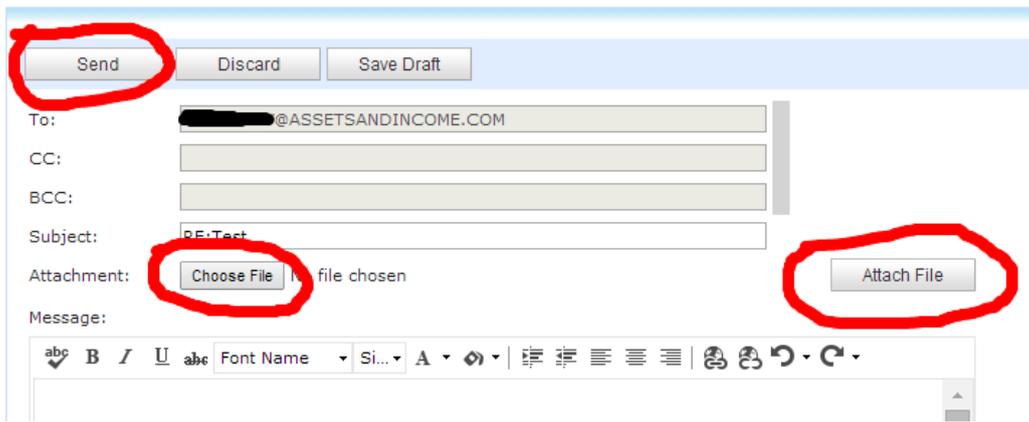
7   Log Out   ☐

Click "Log Out" in the top right corner of the screen when you are finished.

8   Please call Client Care or your Advisor with any   ☐

questions - (303) 690-5070

Securities provided through Geneos Wealth Management, Inc. member FINRA and SIPC.
Investment advisory services offered through A & I Financial Services LLC, Registered Investment Advisor.