How to Use Neo-Certified Secure Email System



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.

NEOCERTI-IED				Bookmark This SECURE MESSAGE CEN POWERED BY NEOCERTIA		
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Learn More						

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.



Send	Discard Save Draft
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CC:	
BCC:	
Subject:	DE-Test
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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

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