Department of Banking and Finance (DBF)
Secure Message Center

DBF
Secure E-Mail Procedures

Table of Contents

Introduction

The Georgia Department of Banking and Finance has a secure electronic mail system to protect the integrity and confidentiality of information being transmitted through the Internet. The privacy of business communication is important to us and we want to ensure that your information stays private.

To meet industry best-practice standards, all confidential e-mail communication you receive from us will take advantage of Ironport/Cisco's encryption services. Ironport/Cisco's easy-to-use e-messaging protection makes it easy for you to both receive and read all of our encrypted communications - whether you are a Ironport/Cisco customer or not.

This solution secures and encrypts all email communications when designated by the DBF email user. Any DBF employee can initiate secure e-mail to anyone else with an Internet e-mail address. Recipients of these e-mails can retrieve and reply securely to the messages by doing the following:

1. You will receive an email notification that a secure message is waiting for you at the DBF Secure Message Center web site.

2. This notification will instruct you to go to the message center where you will:

   - Register an account
   - Read the secure email
   - Respond to the email

   Account registration is a one-time process. The details of this process are described in the following pages.

Receiving DBF Secure Messages

Your secure message will look like the message below.

Notification Email Message with Encrypted Message File Attachment
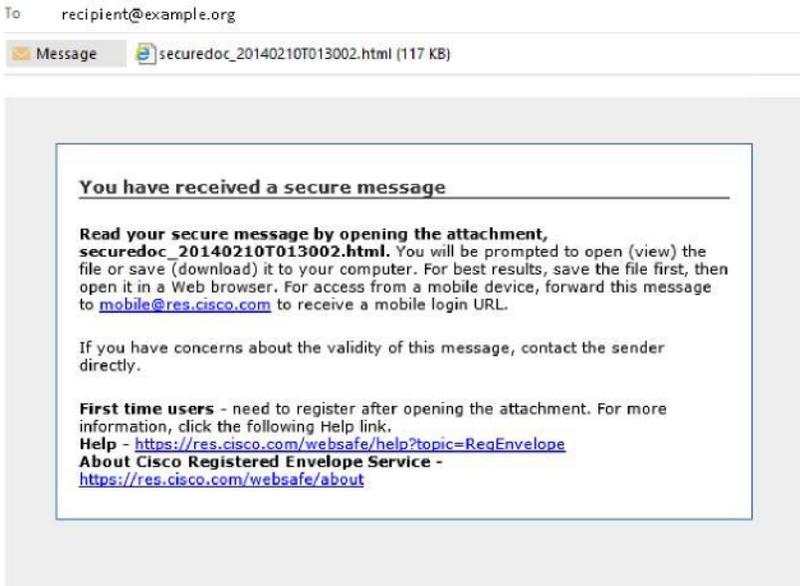
The notification email message includes the file attachment, which contains both the Registered Envelope and the encrypted content.

Step One: Opening a secure message for the first time

When you receive a Registered Envelope notification message, you need to open the file attachment to view the Registered Envelope. For best results, double-click the file attachment (securedoc_dateTtime.html where date and time represent the time stamp appended at the time the mail is sent), and save it to your hard drive before opening it, as shown here.


NOTE: The dialog box for saving an attachment may look different, depending on your email program, and whether you use a web mail site, such as Yahoo! Mail, Gmail, or Hotmail.

Step Two: Open the Attached File in a Web Browser

Open the attached file (securedoc_*date*T*time*.html where *date* and *time* represent the time stamp appended at the time the mail is sent) file in a web browser, such as Microsoft Internet Explorer or Mozilla Firefox.

The Registered Envelope is displayed.
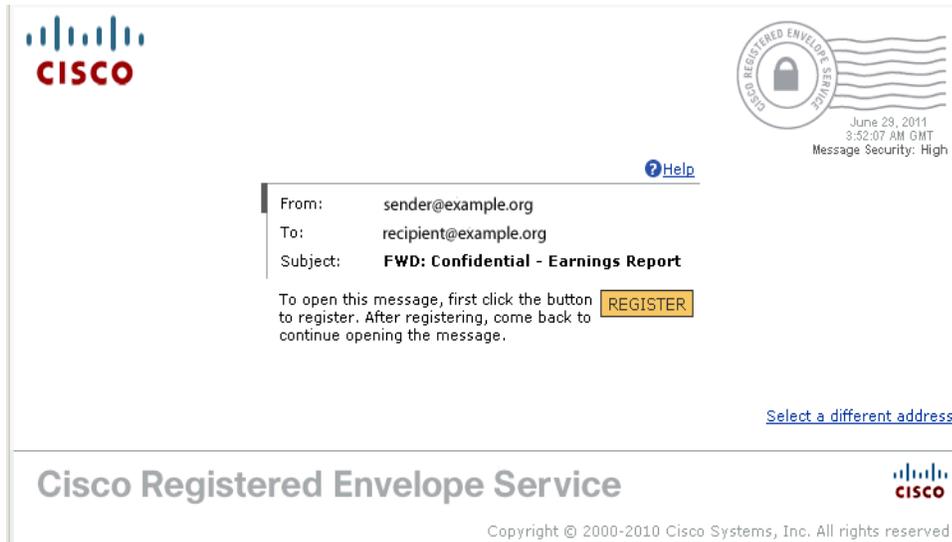
Step Three: Click the Register Button to Enroll with the Service

Click the Register button on the Registered Envelope to enroll with Cisco Registered Envelope Service.

Complete the online registration form and click the Register button at the bottom of the page to create a user account. There is no charge to enroll with and use the service.

After you complete the form and click Register, the following confirmation page is displayed.

Step Four: Activate Your CRES Account

Check your email inbox for an activation message from the service. If the email is not in your inbox, check the spam or junk email folder in case the activation message was filtered. The following example shows a typical activation message.
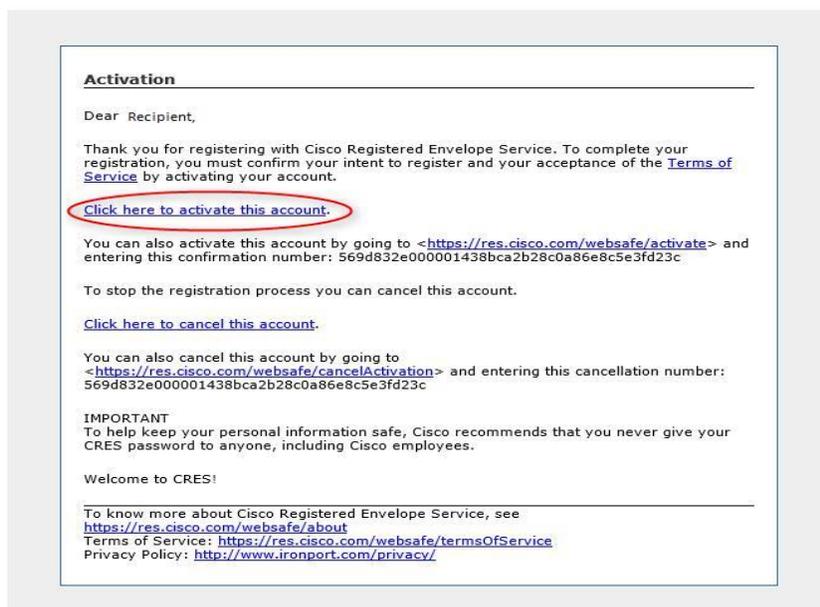
In the activation email message, click the link to activate your user account.

The following confirmation page is displayed.

EMAIL ADDRESS CONFIRMED

You have activated the account for recipient@example.org. Registration for this email address is now complete. To exit this page, close your browser window. After exiting this page, return to your Registered Envelope and enter your password to open it.

Cisco Registered Envelope Service

About   Terms of Service   Privacy Policy   Copyright © 2001-2008 Cisco Systems Inc. All rights reserved.

Step Five: View the Registered Envelope Again and Enter Your Password

Return to the Registered Envelope. The Register button is no longer displayed on the envelope. An Open button appears in its place, as shown here.

Enter the password for your Cisco Registered Envelope Service user account, and click **OPEN**.