KINECTA
FEDERAL CREDIT UNION

1440 Rosecrans Avenue
Manhattan Beach, CA 90266

PROOFPOINT EMAIL ENCRYPTION UPGRADE INSTRUCTIONS

Kinecta will be upgrading its email encryption software, Proofpoint, and as part of this upgrade, you will need to register with the new Proofpoint encryption software in order to view secure emails and attachments that are sent on behalf of Kinecta as part of the loan application process.

The first time you receive a secure message in this new version, you will be prompted to create a username and password in order to register with Proofpoint. You may choose your current username and password if you wish. *NOTE: This is a mandatory registration. Existing login credentials will not automatically transfer to the updated system but can be re-chosen during the new registration process.* Please refer to screenshots below for what steps you will need to take in setting up this new account.

Once your account has been registered and a login and password issued, you will then be able to access your secure emails going forward once the upgrade has taken place on 07/17/2012. You will only need to register once and any subsequent emails sent on behalf of Kinecta will only require you to enter your password.

# # #

Instructions

The first time you receive a secure message, you will be prompted to register with Proofpoint Encryption. Click the **Click to read message** button.

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Registering with Proofpoint Encryption

The first time you receive a secure message, you will be prompted to create an account to register with Proofpoint Encryption. See screenshot below.

Fill in the fields (you may use your current username and password), select your security Question and Answer, and then click **Continue**.

You will then be able to read your secure email and also have the ability to reply, reply to all, or forward the email if needed. Click **Logout** when you are done.

The next time you want to read a secure message, you will be prompted to log in to Proofpoint Encryption using your password. See screenshot below.

07/12

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