

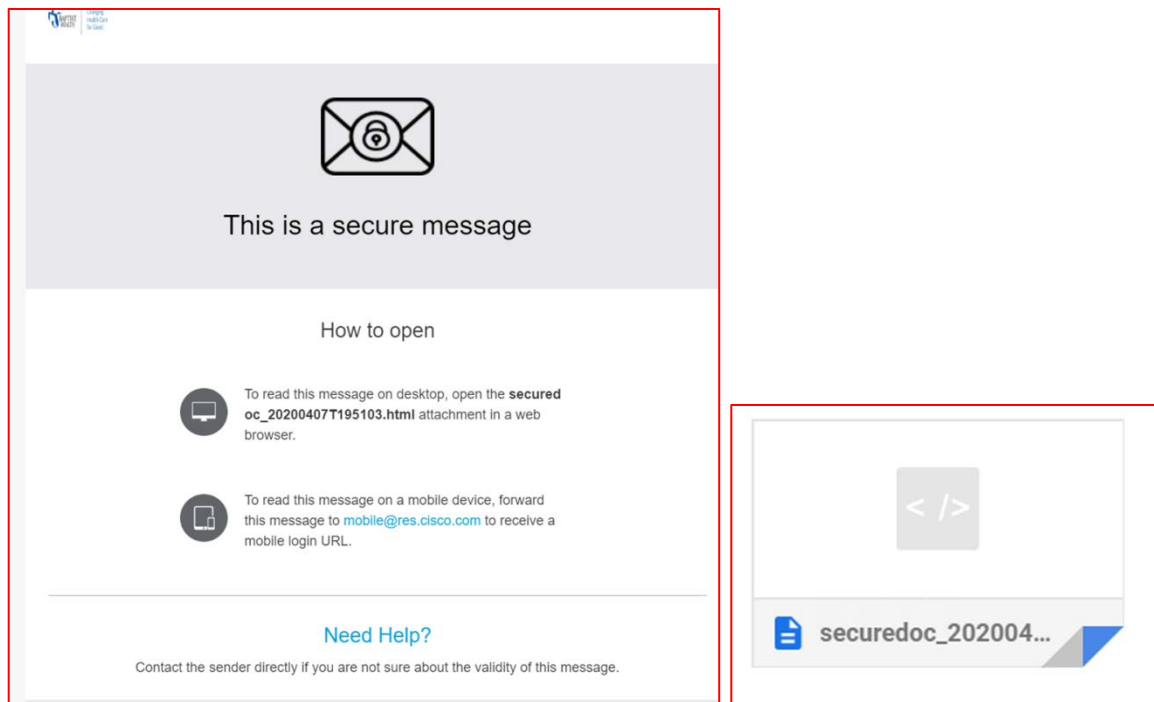
Baptist Health Instructions for Secure Email Communication

At Baptist Health, we take HIPAA and your privacy seriously. To ensure your privacy and the confidentiality of your personal patient information, we will send information securely through an encrypted email process.

You will need to register for an account and create a password and log into the secure environment to open the email. See steps below for better understanding of how to access the encrypted email.

Please be aware that exchanging emails without encryption over the internet is not secure, and may be intercepted and read by other parties (like computer hackers or for identity theft). However, if you understand those risks and are willing to consent to proceed with unsecure email, we can send the documentation in a direct-to-you email at your request. Please contact a Baptist representative for more information about consenting to receive unencrypted email.

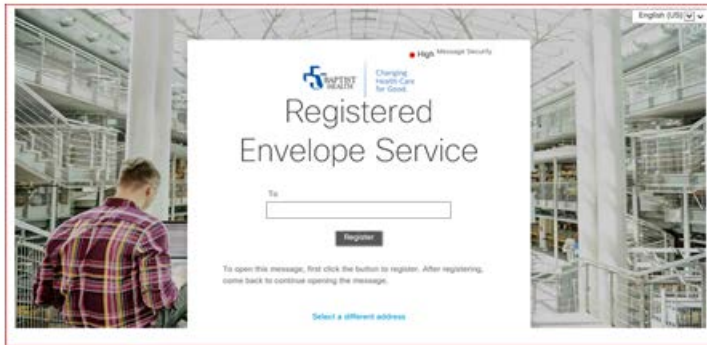
1. Encrypted email from Baptist Health will look like this. To access the secure email message, follow the “How to Open” instructions in the email and open the attachment. See Example Below.



2. Once you open the attachment you should see your email address listed in the box under the ‘To’ field.
3. Click on ‘REGISTER’ to create a new account and create a password of your choice.

Baptist Health Instructions for Secure Email Communication

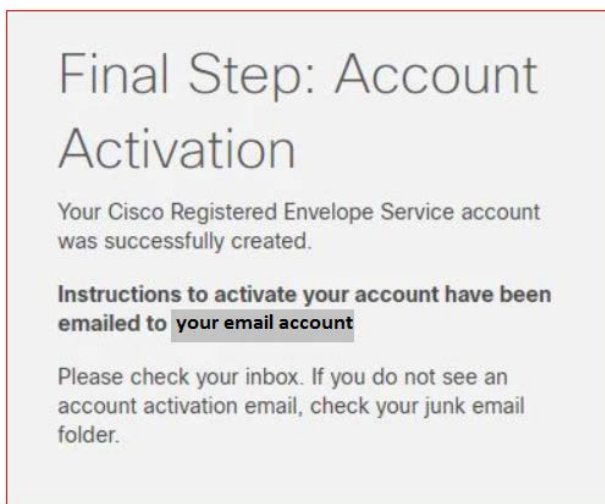
- If this is not your first time receiving an encrypted email from Baptist Health, you will be taken to a secure login. There is a 'Forgot Password' button on the page to reset your password if needed.



- The **New User Registration** page is displayed, as shown in the below figure.

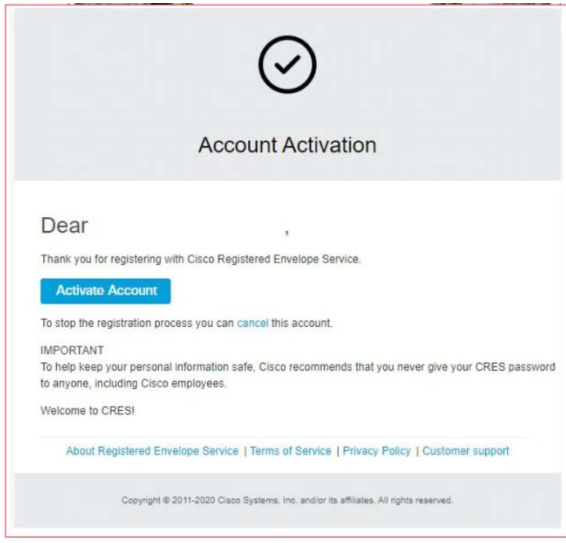
A screenshot of the 'New User Registration' page. The page title is 'Registered Envelope Service' and the main heading is 'New User Registration'. It contains several input fields: 'Email Address', 'First Name*', 'Last Name*', 'Password*', and 'Confirm Password*'. There is a checkbox for 'I agree to CRES's Terms of Service' and a 'Register' button at the bottom.

- Upon registering, the following account activation page is displayed. You need to follow the instructions in the account activation to activate your secure account.

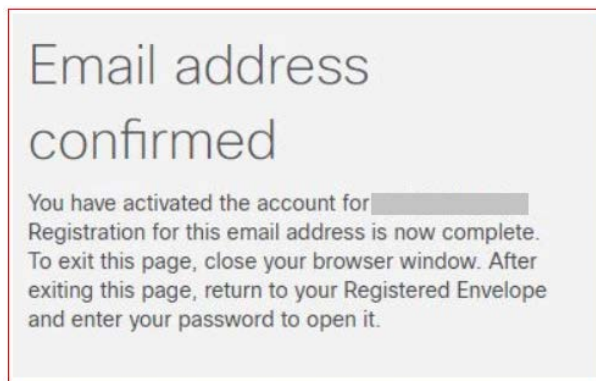


Baptist Health Instructions for Secure Email Communication

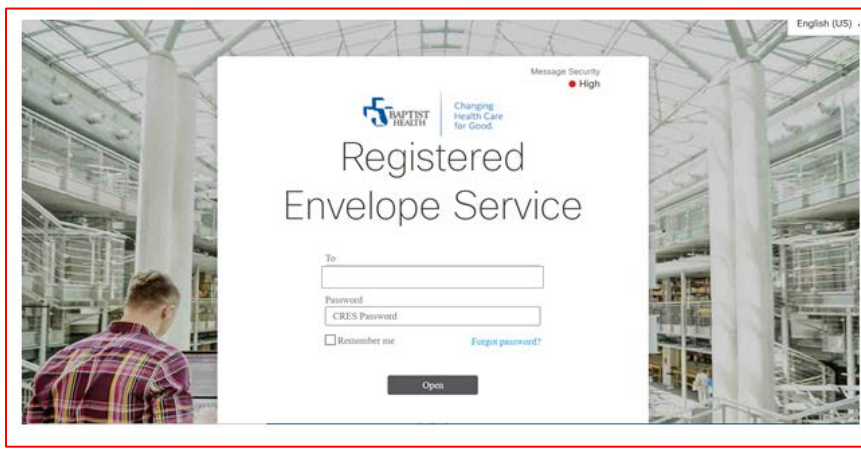
7. Check your email inbox for an activation message from the service. If the email is not in your inbox, check the spam or junk email folder in case the activation message was filtered



8. In the activation email message, click the link to activate your user account. The following confirmation page is displayed.

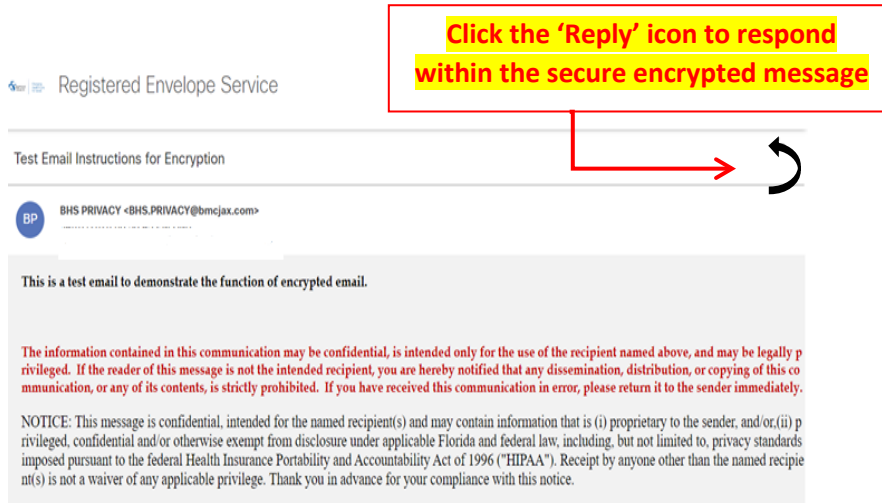


9. Return to the Registered Envelope. The Register button is no longer displayed on the envelope. The Open button appears in its place, as shown below.

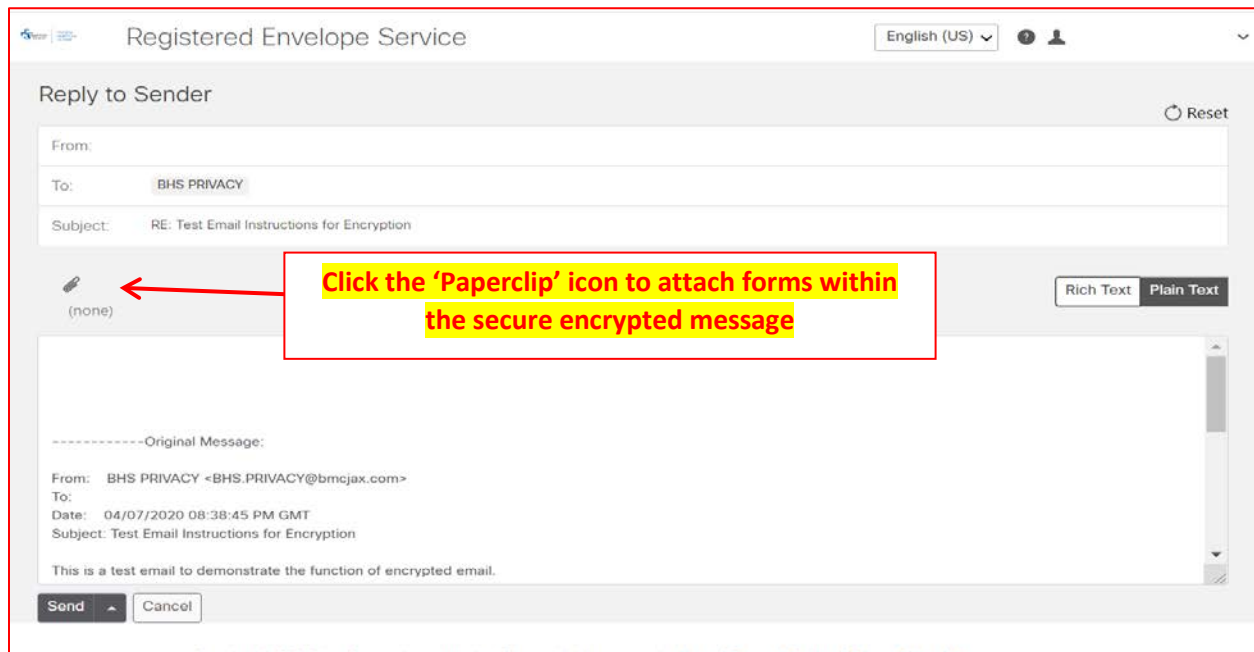


Baptist Health Instructions for Secure Email Communication

10. Enter the password for your Cisco Registered Envelope Service user account, and click Open. The message is displayed in the window.
11. To respond to the sender via the encrypted message envelope click the reply icon.

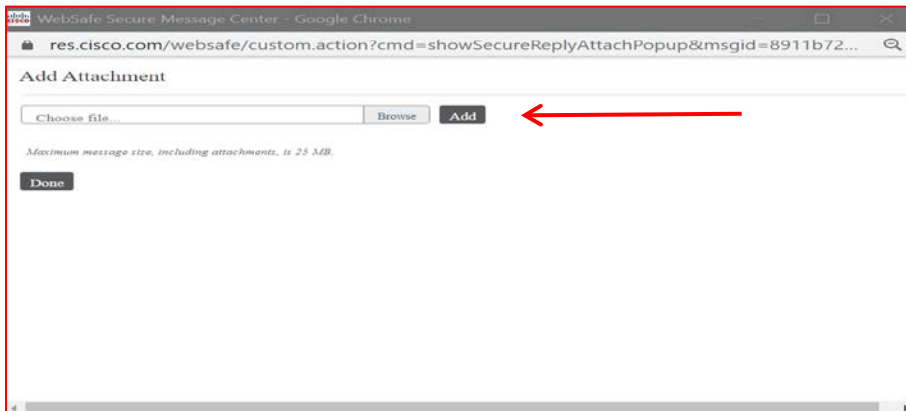


12. Attach any documents or completed forms by clicking on the Paperclip icon.

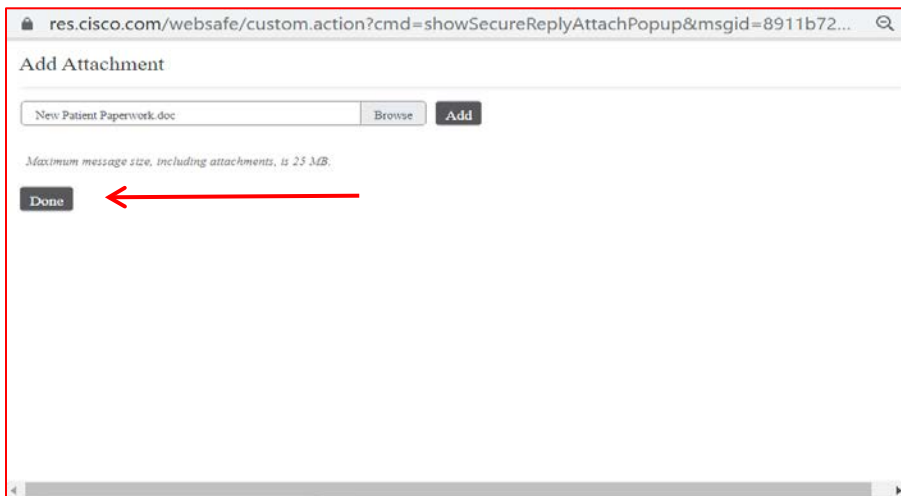


Baptist Health Instructions for Secure Email Communication

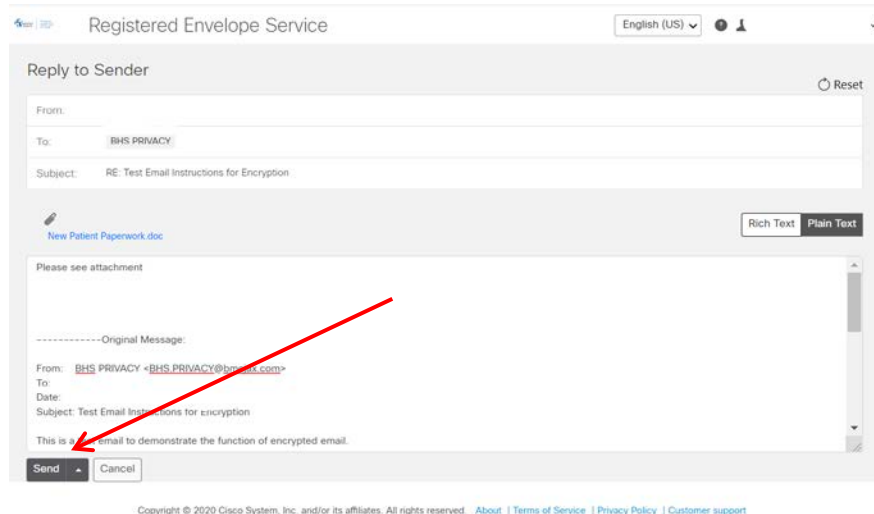
- Choose the saved file by clicking 'Add' to browse and selecting the document or forms you would like to attach.



- Click 'Done' to attach your document or form to the email



- You will see the document attached to the email. Click 'Send' to send the email.



Baptist Health Instructions for Secure Email Communication

16. **FINAL STEP** - You will receive notice that your message was sent successfully.

