

Secure Email



As of January 1, 2013, the WCB will begin utilizing an e-mail solution that ensures the security of private information and improves the quality of service that we provide to our external customers.

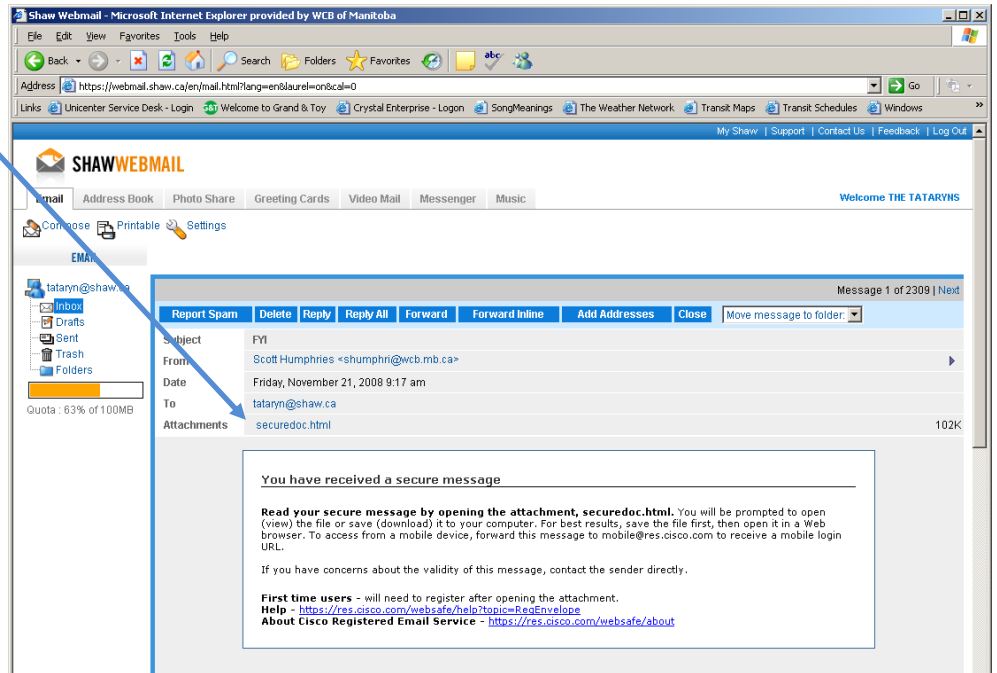
This is a legal requirement that stems from *The Workers Compensation Act (WCA)*, *The Freedom of Information and Protection of Privacy Act (FIPPA)* and *The Personal Health Information Act (PHIA)*.

When you receive your first secure e-mail from the WCB, you will be required to complete a one-time registration process. As you receive subsequent e-mails, you will just need to enter the password you create to read secure e-mails.

The following pages will guide you through the one-time registration process.

As a first-time recipient of an encrypted email, here are the steps you need to follow to register and be able to read the content of secure e-mails.

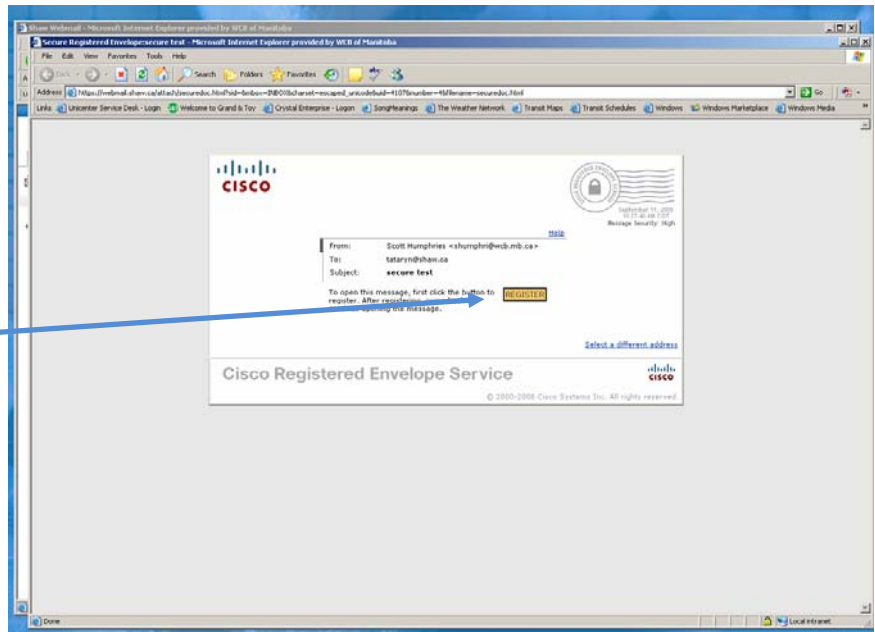
1. Open the attachment.



The registered envelope screen will appear.

2. Click the **Register** button.

*Note: If you are one of a group of people who received the secure e-mail, you will need to select your e-mail address from a drop down list and click the **Submit** button. Then you will see the **Register** button.*



The New User Registration screen displays.

3. Complete the registration screen:

- Choose a language.
- Enter your first and last names.
- Create a password.
- Enter a short phrase as your Personal Security Phrase (e.g. My cat's name is Snow).
- Select and complete 3 security questions.
- Click the **Register** button at the bottom.

NEW USER REGISTRATION

* = required field

Enter Personal Information

Email Address: tataryn@shaw.ca

Language: English The language setting will be stored for future login and email notifications.

First Name*: Sheryn

Last Name*: Tataryn

Create a Password

Password*: Enter a minimum of 6 characters or numbers. Passwords are case-sensitive. Your password must contain both letters and numbers.

Confirm Password*:

Personal Security Phrase: Enter a short phrase that only you will know. This phrase will appear on message envelopes when you log in. When you see your phrase, you know you are logging in to our secure site.

Select 3 Security Questions

You will be asked these questions in the future if you forget your password.

Question 1*: Select a question...
Answer 1*:
Confirm Answer 1*:

Question 2*: Select a question...
Answer 2*:
Confirm Answer 2*:

Question 3*: Select a question...
Answer 3*:
Confirm Answer 3*:

Remember me on this computer

Register

A window confirming you have created a *Cisco Registered Envelope Service* account will display and indicate you should check your inbox.

4. Close this window and go to your inbox.

FINAL STEP: ACCOUNT ACTIVATION

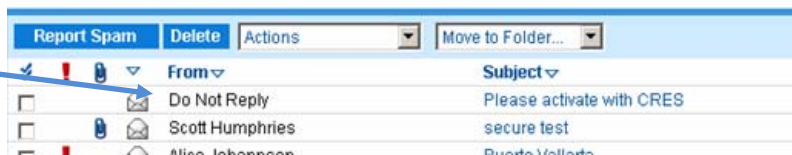
Your Cisco Registered Envelope Service account was successfully created.

Instructions to activate your account have been emailed to lklyne@wcb.mb.ca.

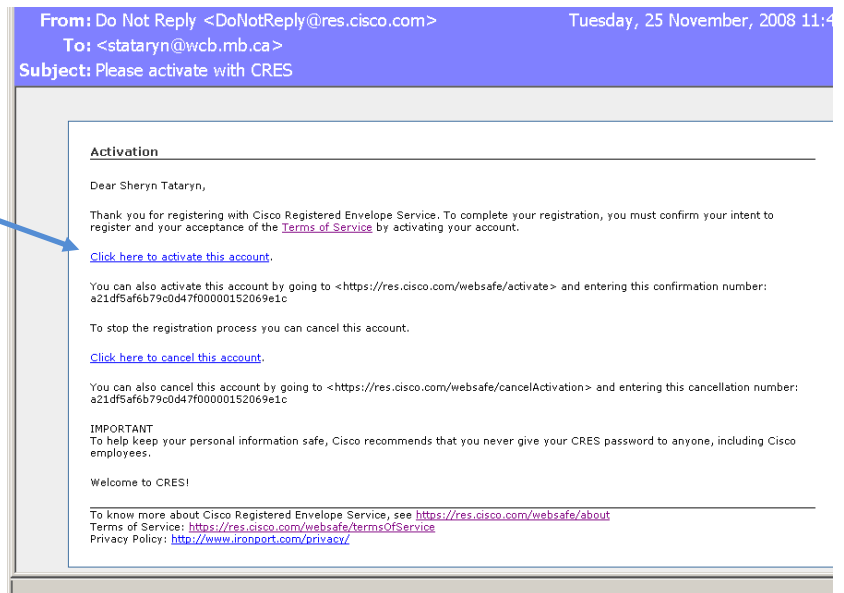
Please check your inbox. If you do not see an account activation email, check your junk email folder.

Immediately you will receive an email from **Do Not Reply**.

5. Open this email.

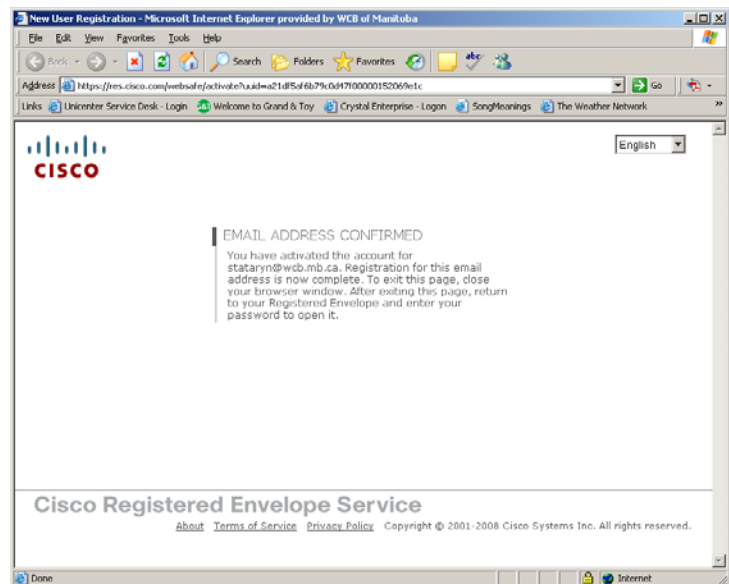


6. Click the link to activate your account.



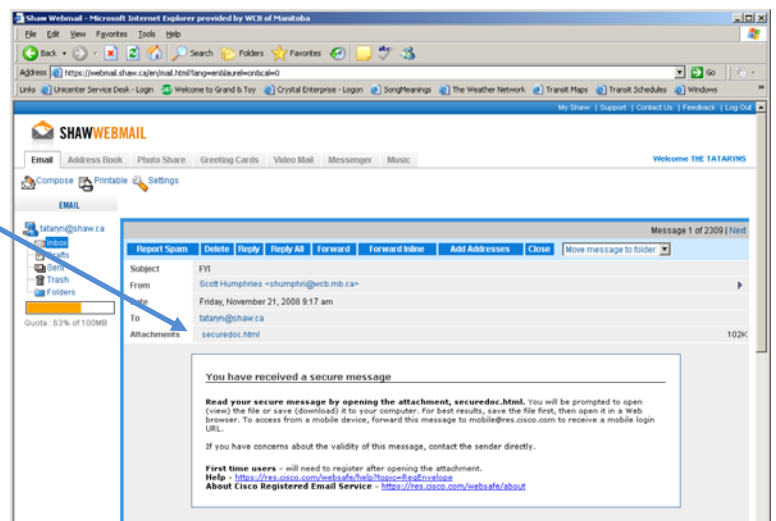
The confirmation screen will show your account has been activated.

Close this window and return to the original secure e-mail.



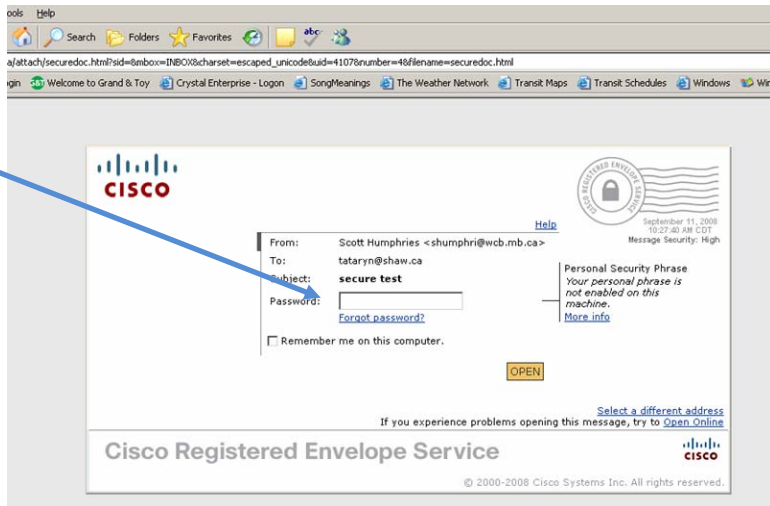
that

7. Open the attachment again.



This time your email will be recognized.

8. Enter the password you just created and click **Open**.



The email will display.

If you reply, the e-mail you send will also be encrypted.

