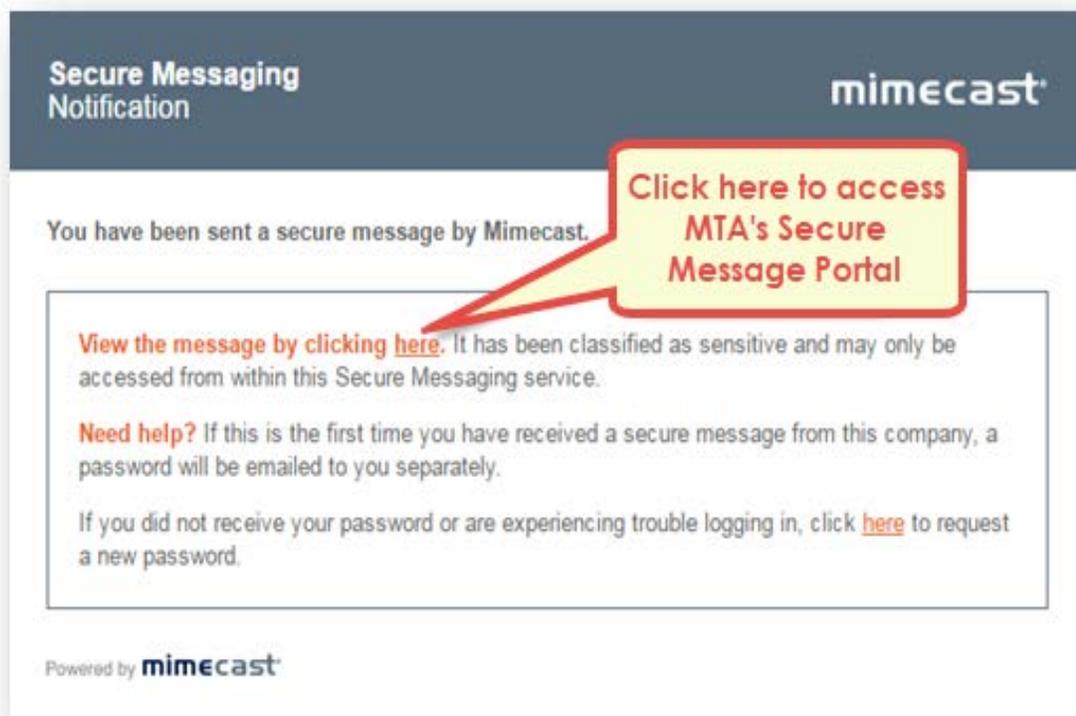


Miller Tanner Associates' Secure Message Portal provides a user friendly, secure channel for sending and receiving sensitive information via email. The messages are sent via the MTA Gateway and accessed by the user using the MTA Secure Message Portal. This means the messages are not passed through the recipient's email server, and so can only be seen by the recipient.

The Secure Message Portal allows recipients of a secure message to read it and respond. It requires users to log in with their email address and secure Message password before any messages can be accessed.

When a secure message is sent to you by Miller Tanner Associates, you'll receive an email notification like the one below.

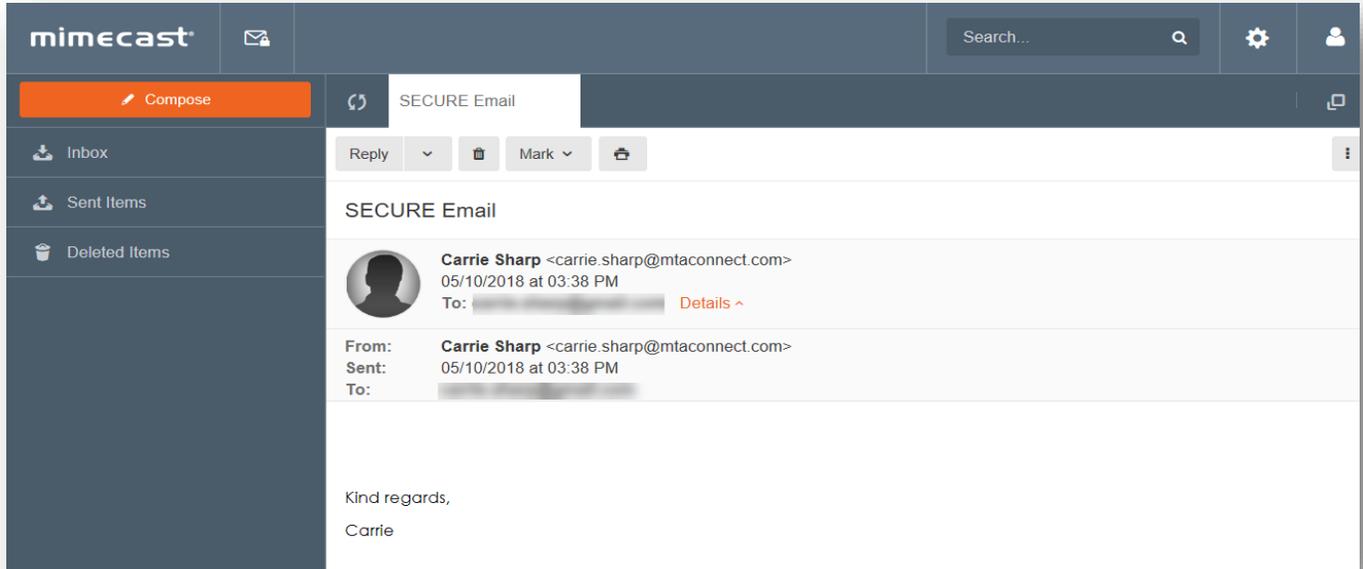


After logging in you will be taken to your personal Inbox which has the same functionality as other email clients.

### ***To Access Miller Tanner Associates' Secure Message Portal:***

1. Click the link in the email from Miller Tanner Associates. The Secure Message Portal log in dialog is displayed.
2. Enter your Email Address.
3. Click the Next button. The Password field is displayed.

4. Enter your Secure Message Portal Password.
5. Click the Log In button. The Secure Message Portal is displayed.



### First Time Users

If this is the first time you have accessed MTA's Secure Message Portal, you'll receive a separate email with the log in details required to access the Secure Message Portal. This includes the email address to use, and a temporary one time password. This password must be changed upon initial login and will become your password whenever you access the

Secure Message Portal in the future.



### *To Change Your Password:*

1. Enter the Password displayed in the second email notification in the top field.

If you use the “copy and paste” feature to copy across the initial password, check this does not add an extra space at the end of the password. If it does, this will create an error preventing you from logging in.

2. Enter a New Password in the middle field.
3. Confirm the New Password in the bottom field.
4. Ensure the password meets security requirements.

Reset Password

.....

.....

.....|

**Check the indicators to ensure your new password meets security requirements**

- ✓ Minimum 10 characters
- ✓ Include at least one lowercase character (a-z)
- ✓ Include at least one uppercase character (A-Z)
- ✓ Include at least one numeric character (0-9)
- ✓ Include at least one accepted non-alphanumeric ( !@#\$. )
- ✗ Current and new password can not be similar
- ✓ New Password and Confirm Password must be the same

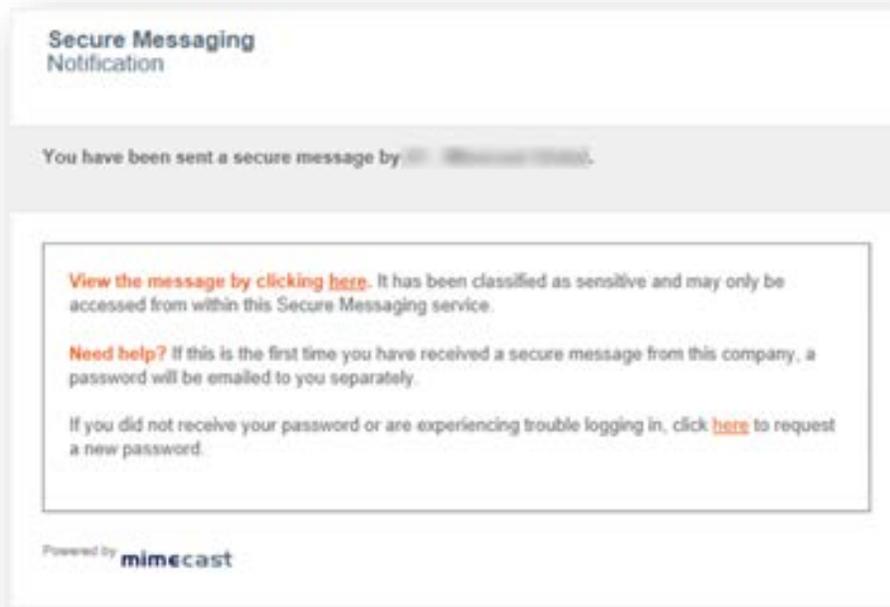
Confirm

5. Click on the Confirm button. The Secure Message Portal is displayed.

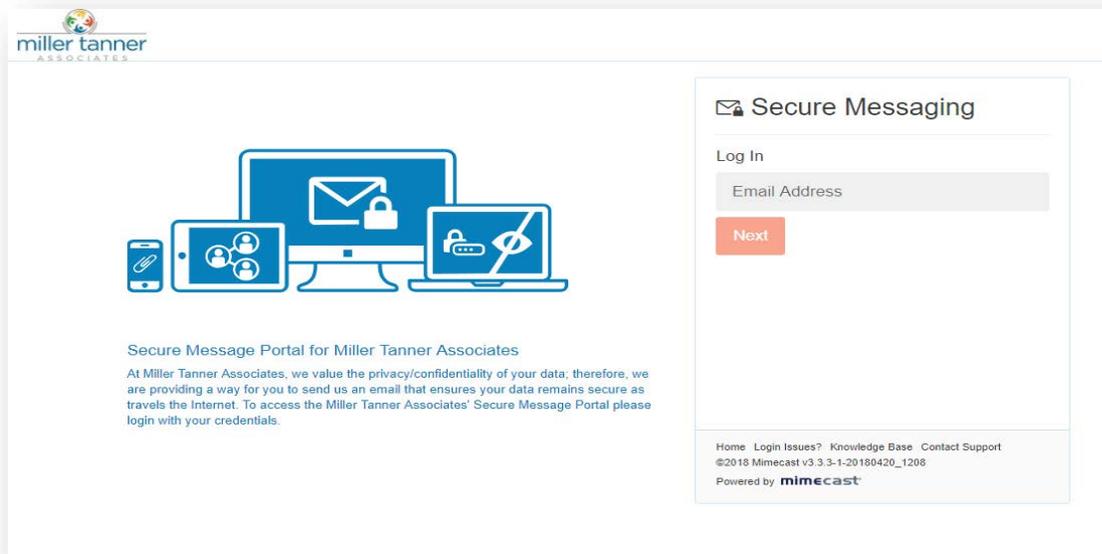
### Using Miller Tanner Associates' Secure Message Portal

The Secure Message Portal process is:

1. A Secure Message notification is sent to the recipient.



2. The notification indicates there is a message and contains a link to the MTA Secure Message Portal.



3. The Secure Message Portal requires the user's email address and Secure Message password to be provided before any messages can be accessed.

Enter your email address and click on the *Next* button.

4. If this is the first time you have received a Secure Message, you'll receive a temporary password in a separate email notification. When you log in, you'll be prompted to set a new password.