

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.

ou have been sent a secure message by Mimecast	Click here to access MTA's Secure Message Portal
View the message by clicking here. It has been cl accessed from within this Secure Messaging service	lassified as sensitive and may only be e.
Need help? If this is the first time you have receive password will be emailed to you separately.	d a secure message from this company, a
If you did not receive your password or are experient a new password.	cing trouble logging in, click here to request

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.

is is a password notification message for the Mimecast Secure Messaging service.		
You received this notification for one of th	ne following reasons:	
1. You have been sent a secure message.		
2. The system administrator has arranged ac	cess to the Secure Messaging service for you.	
3. The system administrator has reset your p	bassword.	
4. You requested a password reminder.		
Please connect to the Secure Messaging change your password immediately following	service by clicking <u>here</u> . You may be required to login.	
Login Information:	The credentials that must be used to access the MTA	
Email Address:	Secure Message Portal are	
Password:	displayed here.	

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.





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.

ou have be	en sent a secure message by
View the accessed	message by clicking here. It has been classified as sensitive and may only be from within this Secure Messaging service.
Need hel	P? If this is the first time you have received a secure message from this company, a will be emailed to you separately.
If you did a new par	not receive your password or are experiencing trouble logging in, click here to request saword.

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.