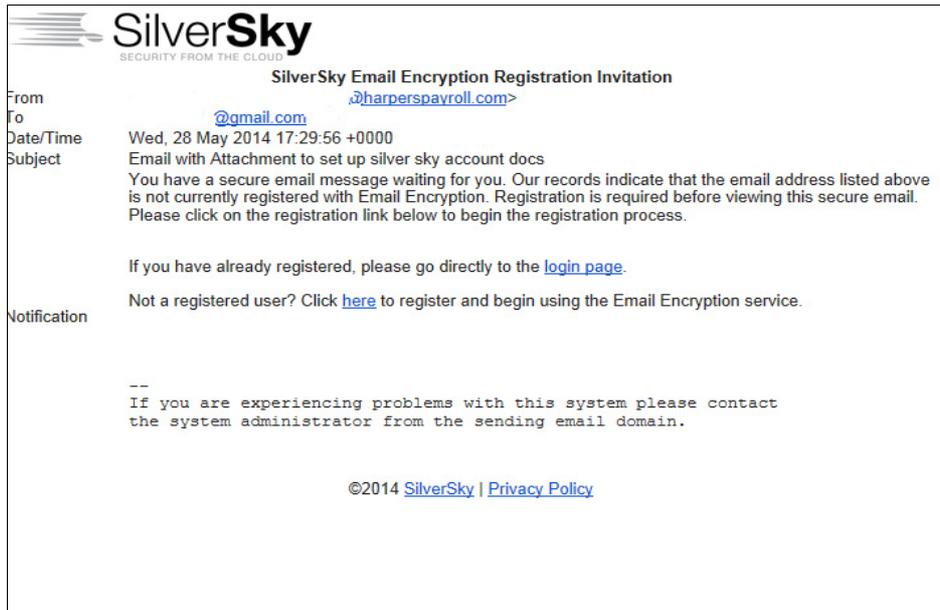


# Directions to Register for SilverSky Email Encryption Access

Harpers Payroll Services utilizes a program which automatically encrypts emails that have an attachment. This is an added security to ensure confidentiality of sensitive data. As a Harpers Payroll Services client you may periodically receive emails with documents attached. Therefore, we are providing you the following instructions so you will be able to receive and read emails with attachments. Please keep this documentation available for reference.



- To register for an account click on the link in the email which states:

Not a registered user? Click [here](#) to register and begin using the Email Encryption service.

- After clicking "here" you will be brought to a screen where it requires you to provide your information and agree to the Email Encryption Terms and Conditions.

The screenshot shows the "Email Encryption Registration" form. The form includes the following fields and options:

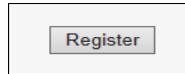
- Email:** [redacted]@gmail.com
- Name:** [text input]
- Password:** [password input]
- Password (again):** [password input]
- Security Question:** What city were you born in? [dropdown menu]
- Security Answer:** [text input]
- I agree to the Email Encryption Terms and Conditions. [View Terms and Conditions](#)
- 

**Password Requirements**

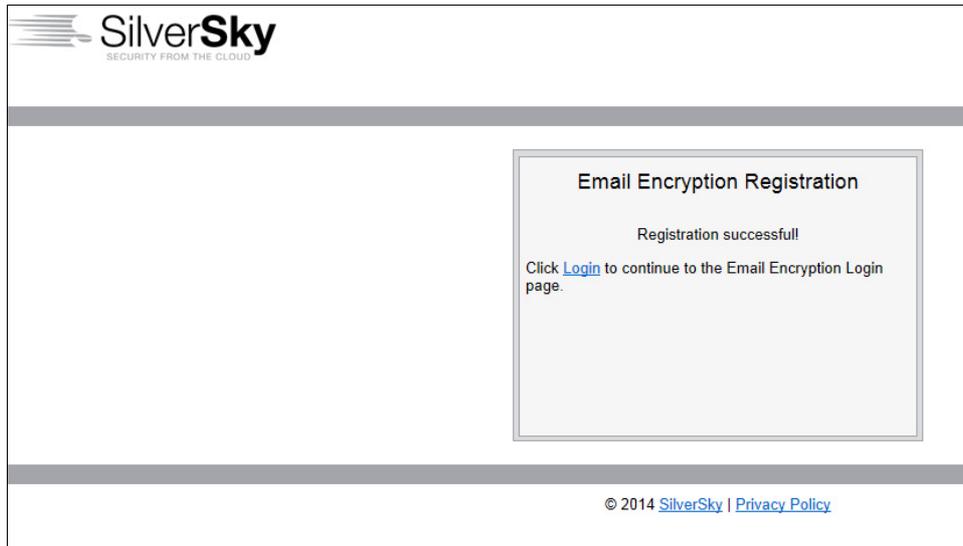
- Passwords must be at least 8 characters long.
- Passwords must contain characters from at least 3 of the following groups:
  - Lower-case letters (a-z)
  - Upper-case letters (A-Z)
  - Numbers (0-9)
  - Symbols (!, @, #, etc.)
- Note:** Passwords are case-sensitive.

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- After completing the required information click on the “Register” Button.

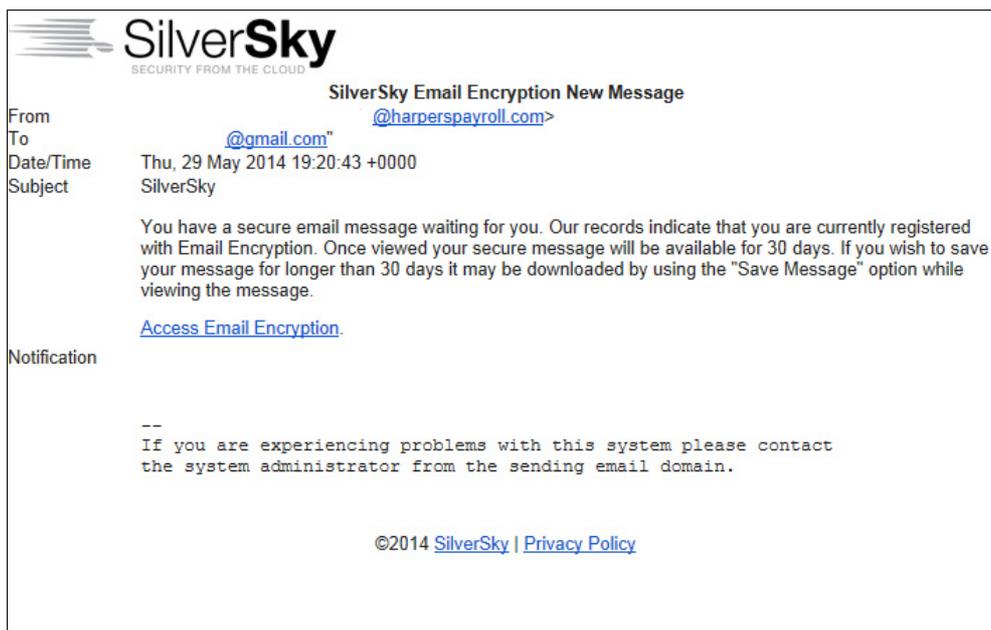


- You will be then brought to the screen stating “Registration successful!”



Once you receive “Registration Successful!” message, you will now be able to access any emails sent with attachments from Harpers Payroll Services.

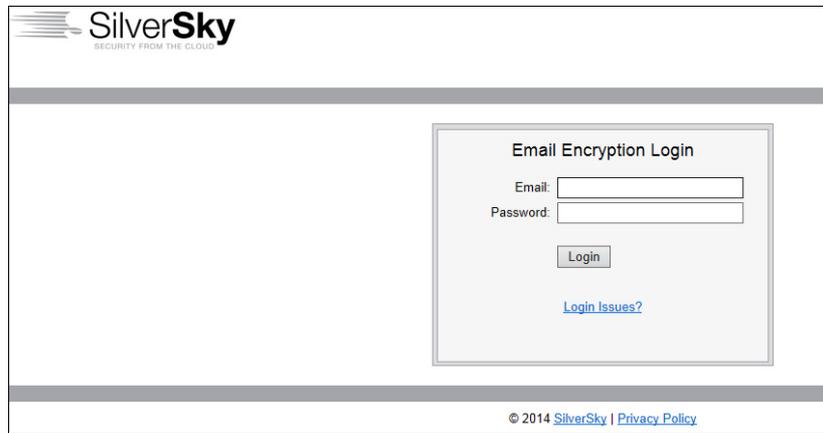
Any messages sent will look similar to below when opened:



To open the email you would click on the

[Access Email Encryption.](#)

This will once again launch the Login Screen



You would then enter your email address in the Email section

Email:

Then enter the Password you selected when registering with SilverSky

Password:

Then click on the Login button

You will then be brought to the email that was sent along with the attachment(s)

