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.

	Silver Sky
	SilverSky Email Encryption Registration Invitation
From	@harperspayroll.com>
Го	@gmail.com
Date/Time	Wed, 28 May 2014 17:29:56 +0000
Subject	Email with Attachment to set up silver sky account docs
	You have a secure email message waiting for you. Our records indicate that the email address listed above is not currently registered with Email Encryption. Registration is required before viewing this secure email. Please click on the registration link below to begin the registration process.
	If you have already registered, please go directly to the login page.
Notification	Not a registered user? Click here to register and begin using the Email Encryption service.
	 If you are experiencing problems with this system please contact
	the system administrator from the sending email domain.
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• To register for an account click on the link in the email which states:



• 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.

Email Encryption Registration		
	Email: @gmail.com Name: Password: (again): Question: What city were you born in? Security Answer: Answer: Conditions View 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 (1, @, #, 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!"

Email Encryption Registration Registration successful! Click Login to continue to the Email Encryption Login page.
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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:

	SilverSky Email Encryption New Message
From	@harperspayroll.com>
То	@gmail.com"
Date/Time	Thu, 29 May 2014 19:20:43 +0000
Subject	SilverSky
	You have a secure email message waiting for you. Our records indicate that you are currently registered with Email Encryption. Once viewed your secure message will be available for 30 days. If you wish to save your message for longer than 30 days it may be downloaded by using the "Save Message" option while viewing the message.
	Access Email Encryption.
Notification	
	 If you are experiencing problems with this system please contact the system administrator from the sending email domain.
	©2014 SilverSky Privacy Policy

To open the email you would click on the



This will once again launch the Login Screen

SilverSky	
	Email Encryption Login Email: Password: Login Login Issues?
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You would then enter your email address in the Email section

E	[]	
Email:		

Then enter the Password you selected when registering with SilverSky

Password:	

Then click on the Login button

Login

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

Si SECU		F	@gmail.com (EDT) Com (EDT) Bign Off
Inbox (1)	Folder: Inbox	>>	Message 1 of 2 (New)
📩 Sent	☆ Reply 🖄 Reply All 🛛 🗶 Delete 🚊 Print 🚟 Show Headers 🔛 Download Message		
Options	Subject: SliverSky Date: 03:20 PM EDT. From: @harperspayroll.com> To: @gmail.com>		
	Attachments: PROPOSED AGENDA, pdf (253K) Download		
	Regards,		
	Harpers Payroll Services 150 Prescott Street Worcester, MA 01605–1710 Phone (508) 753–2385		
	www.HarpersPayroll.com		