

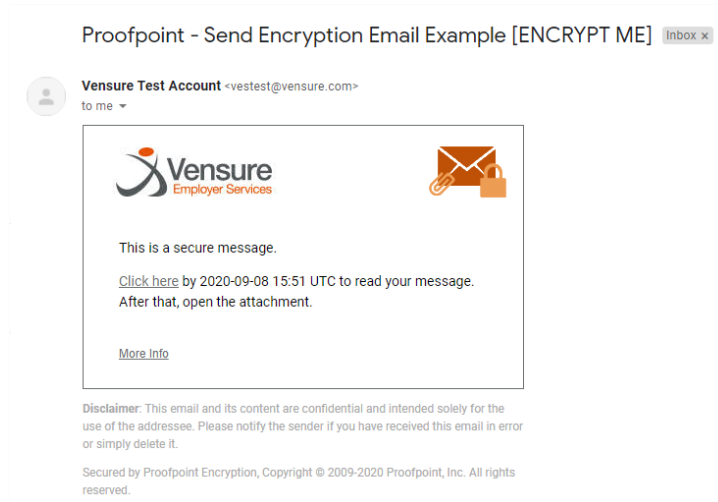


PROOFPOINT SECURE PORTAL – EXTERNAL USERS

Purpose of Document: Below you will find a brief overview of the experience of external recipients with the Proofpoint secure portal (encrypted email). External recipients can be clients, client employees, vendors, etc. Internal users will not interact with the Proofpoint Secure Portal.

Procedure(s):

Upon receipt of an encrypted email from Vensure through Proofpoint users will see the below.



When the external recipient's CLICK HERE, they will be presented with the following account setup page.

Vensure Employer Services
Registration

Create your account to read secure email.

Email Address: vensure.testing@gmail.com

First Name:

Last Name:

Password:

Confirm Password:

Question :

Answer:

Question 2:

Answer:



After the external recipient finishes their account setup and clicks CONTINUE, he or she will be signed into the Proofpoint encrypted email portal. External recipients can then respond to the emails they receive through this portal.



External users can also initiate encrypted emails through the Proofpoint encrypted email portal. By navigating to the URL (<https://securemail.vensure.com>) external users can sign in with their username and password. This is something that was not available to use while using Microsoft OEM.

Finally, the below are security features that will apply to the user's accounts:

- Passwords must be 16 to 40 characters.
- Complexity:
 - Contain at least one number.
 - Mixed casing.
 - Contain at least one special character.
- Expire every 90 days (users change their own password or request a forgot password reset via the portal URL).
- Secure sessions expire after 30 minutes of inactivity.
- Lock out: five consecutive failed login attempts will lock the user's account for ten minutes after which time they can attempt to login again or request a password reset.
- Messages will expire/be removed from the user's secure portal after 30 days.

If an external user forgets their password or is having issues logging in (self-password reset) can be used.

The login form features the Vensure logo and the text "Login". Below this, it says "Log in to Email Encryption". There are two input fields: "Company" with the value "work@gmail.com" and "Password". A "Forgot Password" link is located below the password field. At the bottom of the form is a large orange "Continue" button.



After external user clicks Forget Password, it will be proceeded by requiring an answer to three questions that were chosen during the initial account creation.

A new password prompt will show up once the three questions have been answered.

Vensure Employer Services					
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