

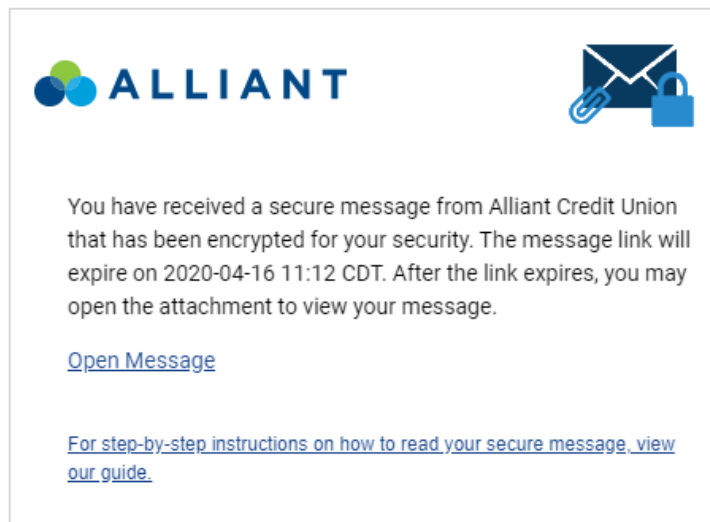


## Using Alliant Secure Email

Alliant Credit Union uses a secure mail system to send or request sensitive and/or private information via encrypted email. This secure email contains a secure web link and an encrypted attachment where you can access your secure message.

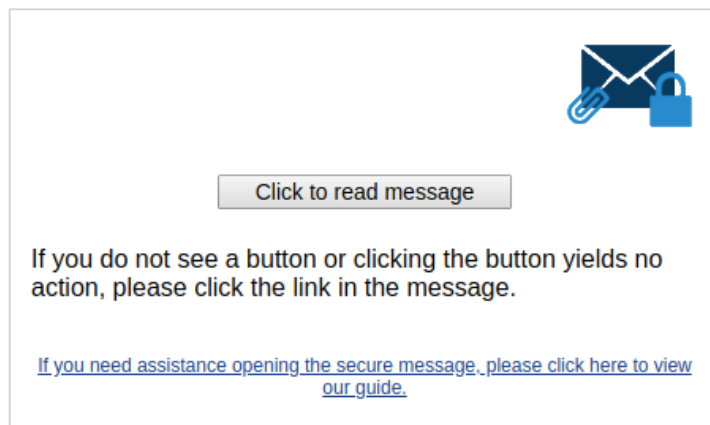
**There are two options for opening your secure message:**

**OPTION 1 (Recommended):** Click on “Open Message” prior the expiration date listed on the message.



**Note:** The link will be disabled once it has expired, but you'll still be able to access your message by opening the attachment.

**OPTION 2:** Open the SecureMessageATT.html attachment and click on the “Click to read message” button.



**Note:** In some cases, pictures may not display properly due to your security settings in the web browser. To avoid this issue, save the attachment to your hard drive and open it from there.

## Creating an account

If this is the first time receiving a secure message from Alliant, the system will prompt you to create a new account. Your email address will be prepopulated in the email address field, which will become your username to log in.

### Registration

Create your account to read secure email.

Email Address:

First Name:

Last Name:

Password:

Confirm Password:

[Continue](#)

**When creating a password:** Please keep in mind that your password is case-sensitive, must be 7-20 characters long, and include at least one uppercase letter, one lowercase letter, and a number.

If you've already accessed a secure message from Alliant, you will be prompted to log in using your password. If you have forgotten your password, click on the "Forgot Password" link under the Password field and follow instructions below.

### Login

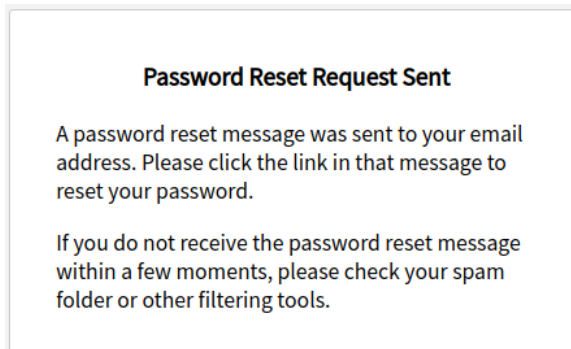
Log in to read your secure message.

[Forgot Password](#)

[Continue](#)

## How to reset your password

1. Click the “Forgot Password” link under the password box. A confirmation message will appear.



2. You will receive an email from proofpoint-pps@alliantcreditunion.com with the subject line, “**Alliant Secure Mail Password Reset.**” Click the link to create your new password. Enter your new password in the New Password and Confirm password fields and click continue. The link will expire within **30 minutes.**

Alliant Secure Mail Password Reset >



**proofpoint-pps@alliantcreditunion.com**  
to me ▾

12:42 PM (34 minutes ago) ☆ ↶ ⋮

This is the URL to reset your password. Please click the following link to reset your password to read a secure message:  
<https://securemail.alliantcreditunion.com/securereader/activate?token=yXxQ8k83SL1AYum1YJ0JanhsYgV&brand=31138ce8&reset=true>. Note: This URL will only work once and will expire in 30 minutes.

### Enter New Password

Password Policy ×

- Passwords must be 7-20 characters long.
- At least one digit (0-9) is required.
- Both uppercase and lowercase characters are required.
- Your username/email address may not appear in the password.

Enter a new password.

[Blurred]

ContinueCancel

### Reading Your Secure Message

After logging in, the system will display the contents of the secure email message. Use the buttons near the top of the screen to reply or forward a message, or to log out of the system. Attachments, if there are any, will appear as links just above the body of the message.

**When replying to or forwarding a secure message**, the system opens a message composition window, which contains a copy of the original message. Here you can type your reply and format your response.

ReplyReply AllForward

### Test

From: [Blurred]  
To: [Blurred]  
Cc:  
Sent: 4/6/2020 12:19:47 PM

This is a test.

### Message Sent

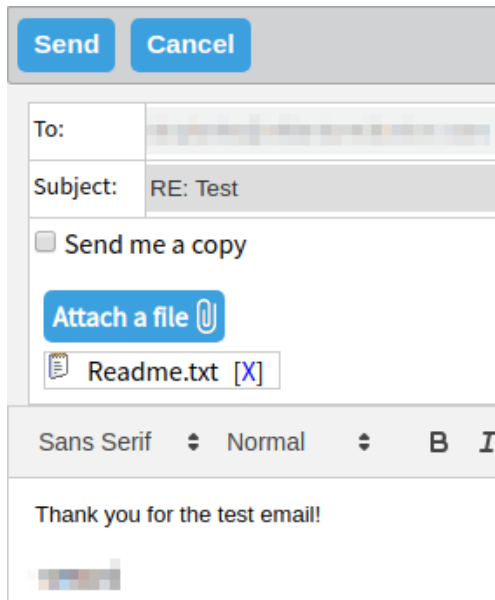
Your secure message was sent successfully.

To exit click Logout or close this browser window.

Return To MessageLogout

**To attach files:** Click the “Attach a file” button.

Next, click “Add” to browse your computer to find the file you wish to attach to the message. Repeat this step if you have multiple files to attach to your message.



The screenshot shows an email composition interface. At the top left, there are two buttons: "Send" and "Cancel". Below these are fields for "To:" and "Subject: RE: Test". A checkbox labeled "Send me a copy" is present and unchecked. A blue button labeled "Attach a file" with a paperclip icon is visible. Below it, a file named "Readme.txt" is shown with a small icon and a close button "[X]". At the bottom, there is a text area containing "Thank you for the test email!" and a small image placeholder.

**Note:** *The maximum size of a message, including all attachments, is 10 megabytes.*

**When you finish your message,** click “Send” at the top left. A screen will then appear confirming your message has been sent.