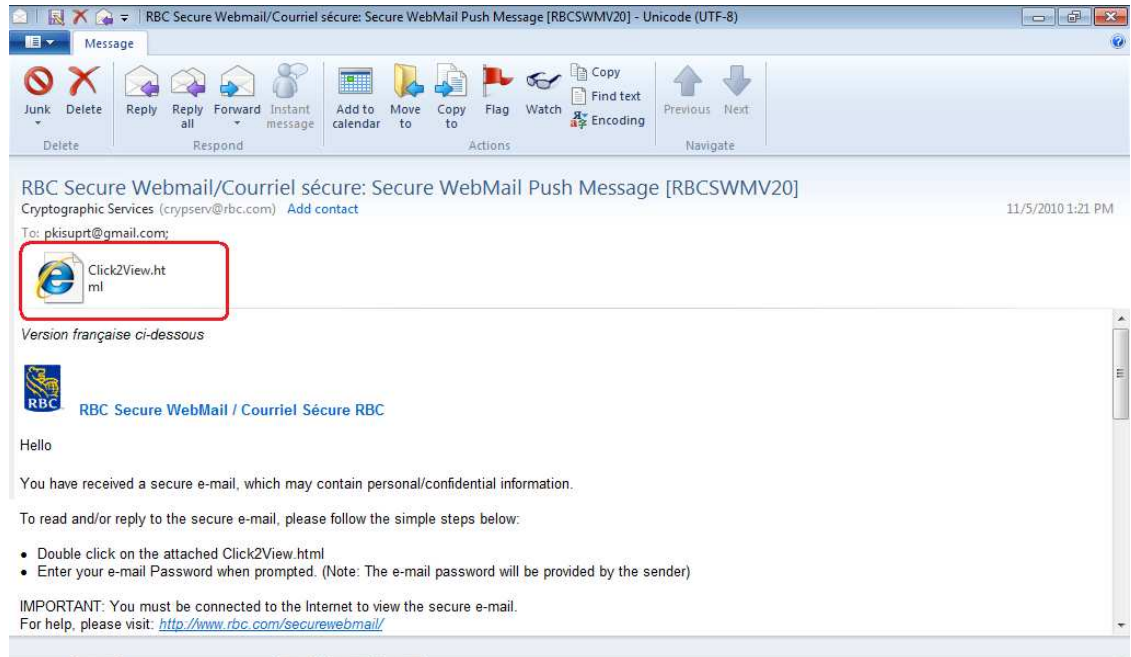


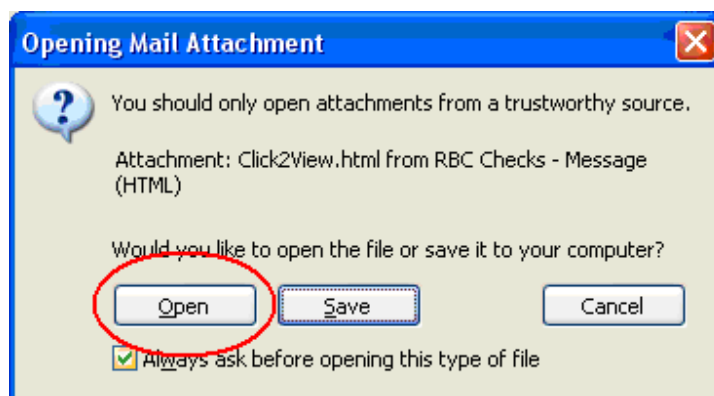
## How to retrieve a Secure WebMail email

1. Open the email.

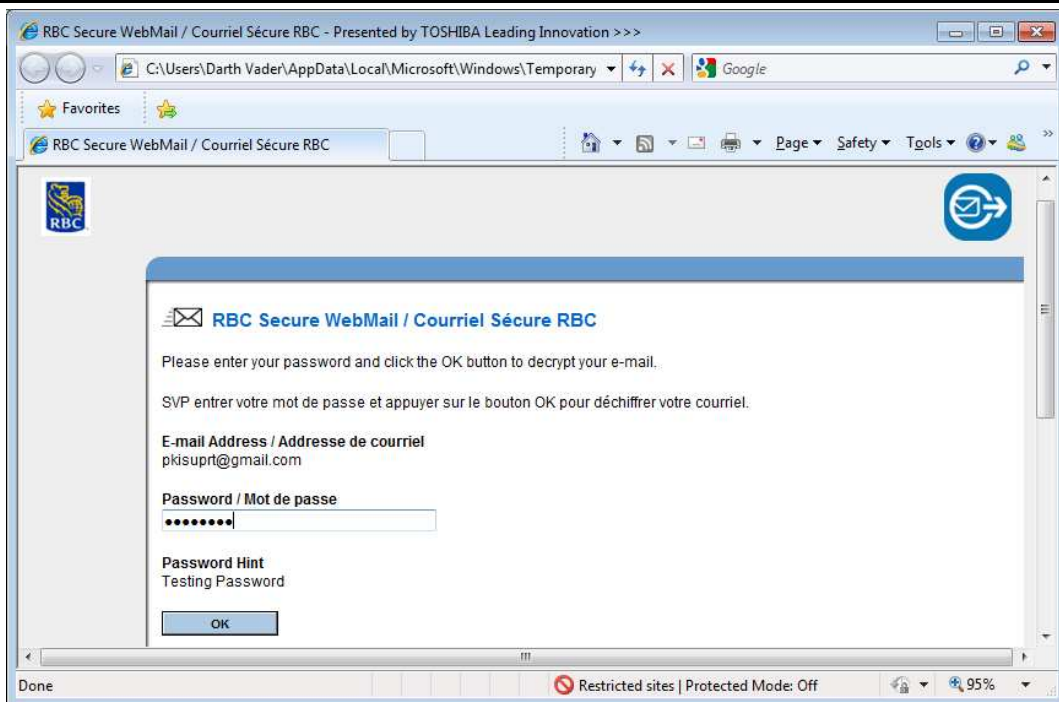
Note: This Screen Shot was taken using Windows Live Mail as the client. Each mail client will look different and the Attachments may be displayed in another location. Check with your email client's help documentation if you need assistance with attachments on email messages.



2. Click on **Click2View.html** attachment, you may see the following screen.



3. Click on **Open** button.
4. Input the password that you chose with your Kentris Financial Group contact.

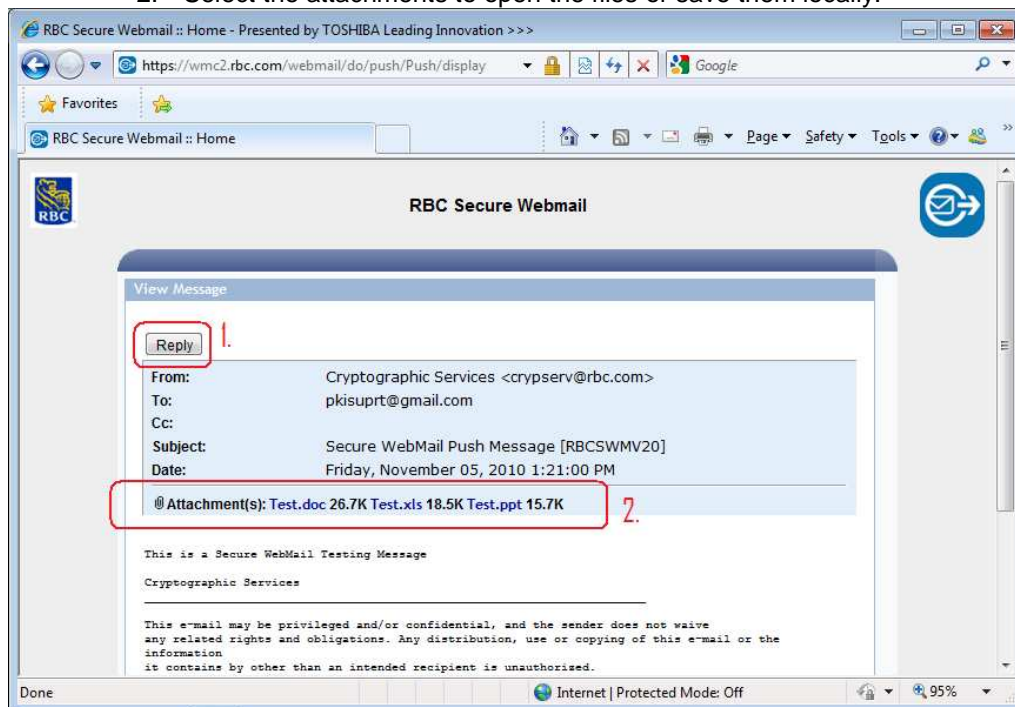


5. Once you input the correct password click **“OK”**,
6. The original Email content will be presented to you.

<< See Next Page >>

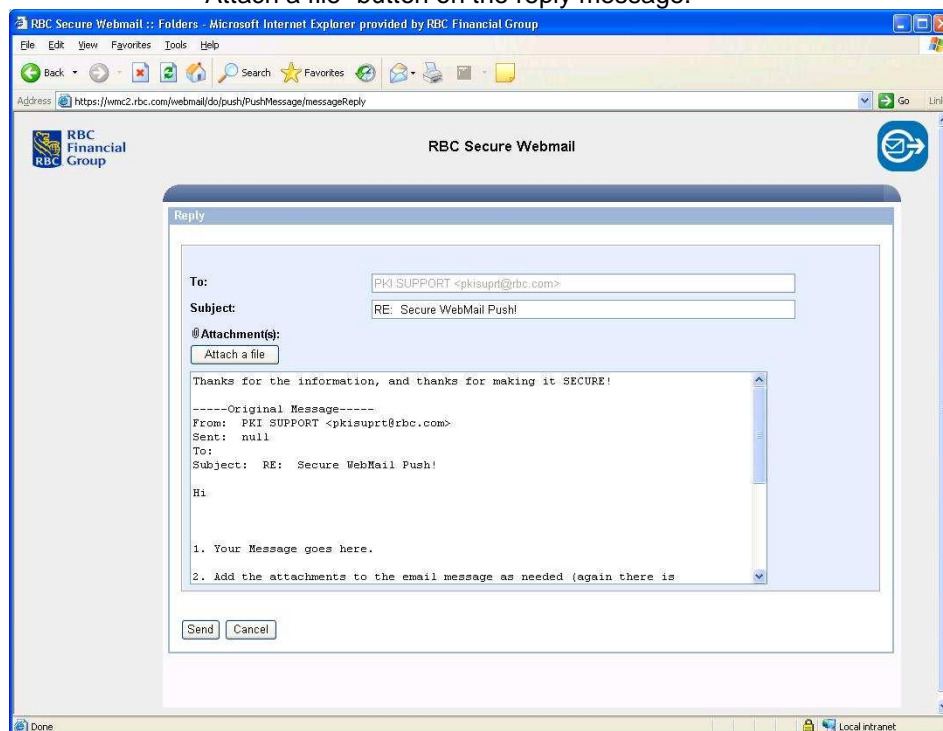
### 7. Review the Content of the Message

1. Click the Reply Button to respond to the email
2. Select the attachments to open the files or save them locally.



### 8. If you click on the **Reply** button to reply to this Email in a secure manner. You will be presented with a reply window such as the one displayed below.

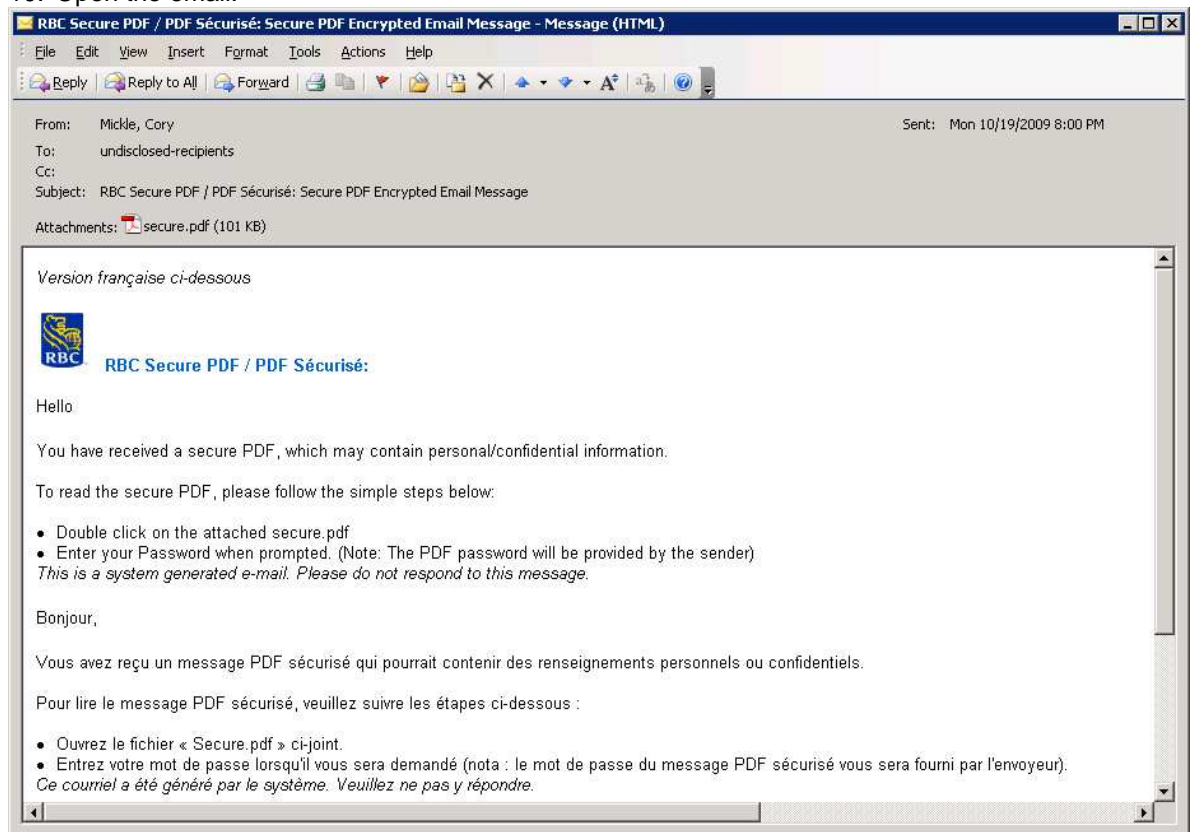
1. Note: You can add your own attachments to the reply message by clicking the “Attach a file” button on the reply message.



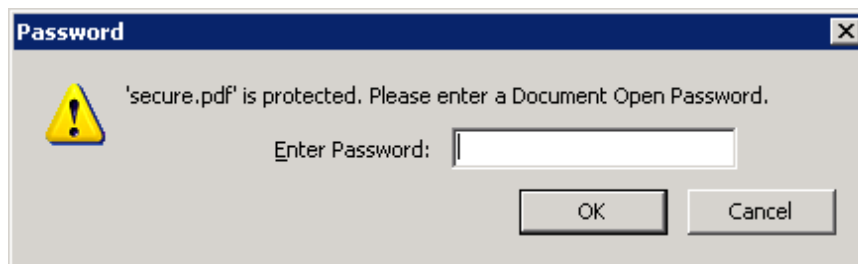
### 9. Click the “Send” button to complete the message.

## How to retrieve an Encrypted Secure PDF

10. Open the email.



11. Double-Click on the **Secure.PDF** attachment, which will open your PDF Viewer



12. Input the password that you chose with your Kentris Financial Group contact.

13. The original Email content will be presented to you as a PDF Document