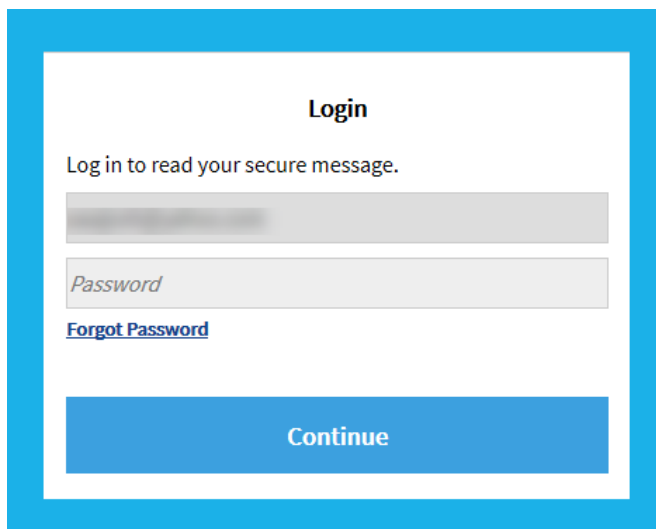


E-mails you receive from DHS/OHA are secure e-mail messages. This is necessary to protect your confidential information.

You will receive a notification letting you know that you have a secure message from DHS/OHA. The notification email will contain a link that will direct you to the secure message.

Retrieving a Secure Email Message

- Select the “Click here” link in the notification email received.
 - If you are already registered, you will be asked to provide your password.
 - If you forgot your password, see the **Reset Password** instructions below.
 - If you need to register, see the **Register** instructions below.

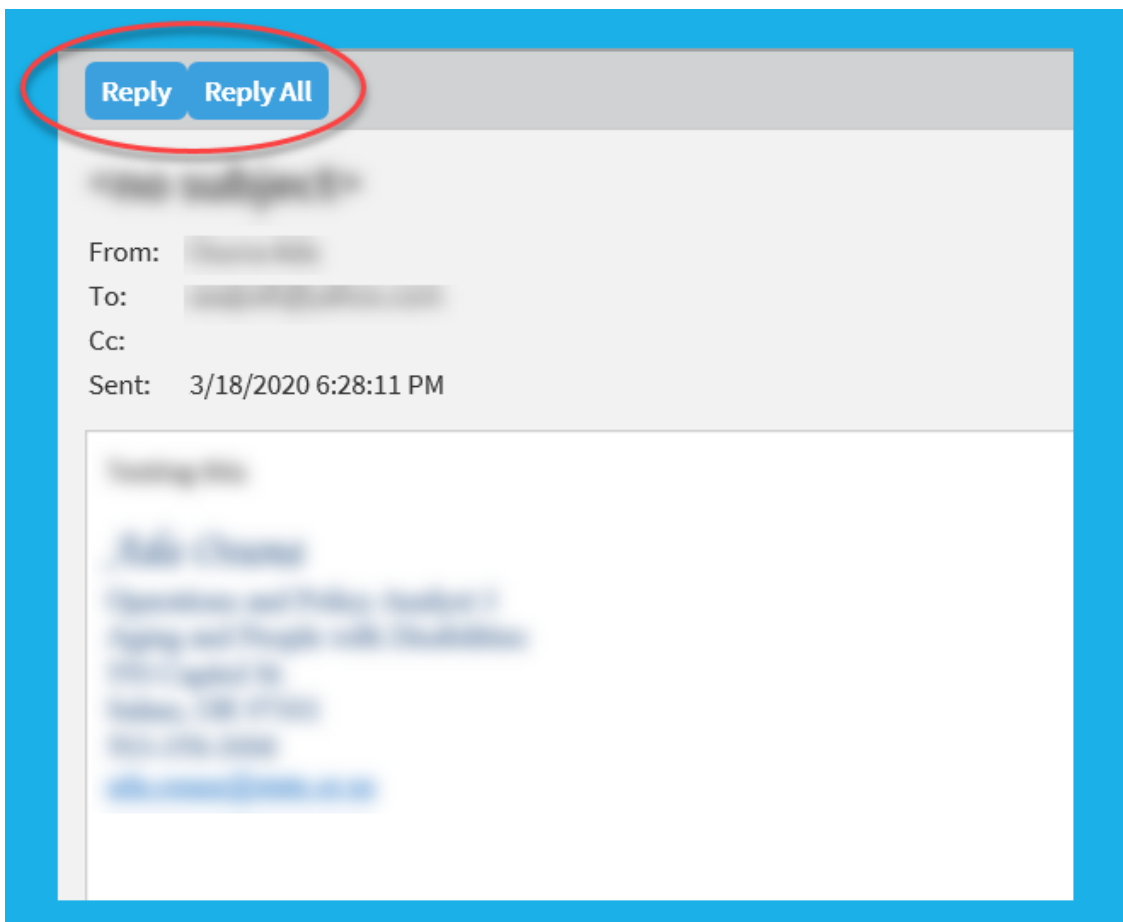


The hyperlink included in the notification is active for 30 days. After 30 days, you will need to open the accompanying attachment in order to view the email.



Replying to a Secure Email

Use the **Reply** or **Reply All** buttons within the secure email system to respond to your secured email. Your reply will be routed back through the secure email system and will be encrypted.



Registration

Enter First Name, Last Name

Registration

Create your account to read secure email.

Email Address:

First Name:

Last Name:

Password:

Confirm Password:

[Continue](#)

Create a Password using the following Password Policy and click Continue

Registration

Password Policy ×

- ✔ Passwords must be 8-20 characters long.
- ✔ At least one digit (0-9) is required.
- ✔ Both uppercase and lowercase characters are required.
- ✔ Your username may not appear in the password.

Create your account to read secure email.

Email Address:

First Name:

Last Name:

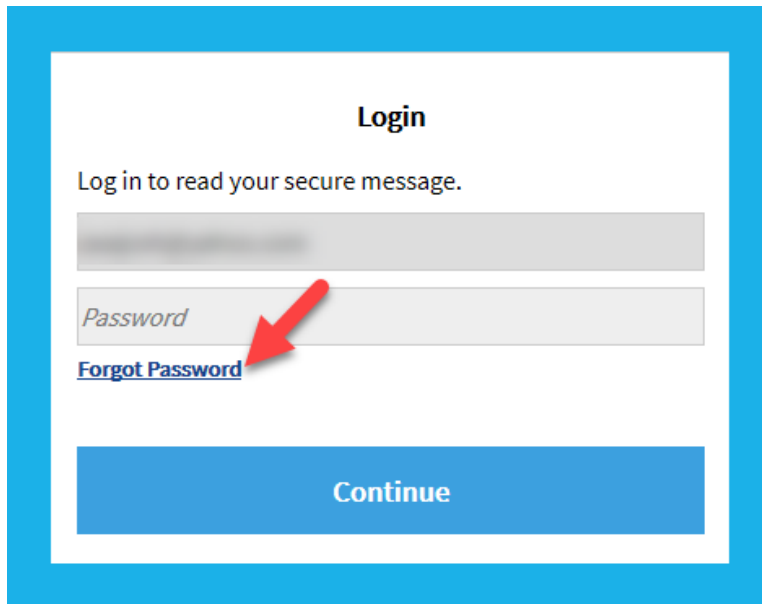
Password:

Confirm Password:

[Continue](#)

Reset Password

- Click Forgot Password.
 - If Proofpoint Encryption is configured to allow you to reset your password, you will be prompted for your security question. Create a new password for your account.
 - If not, a pop-up will appear letting you know that a password reset request was sent to your email address.



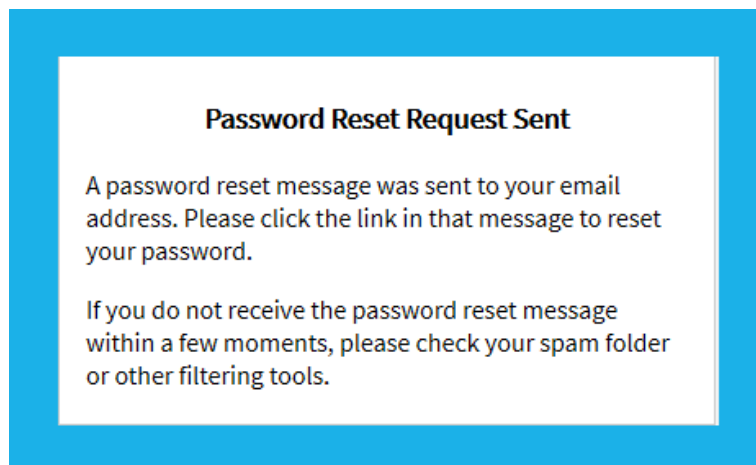
Login

Log in to read your secure message.

Password

[Forgot Password](#)

Continue



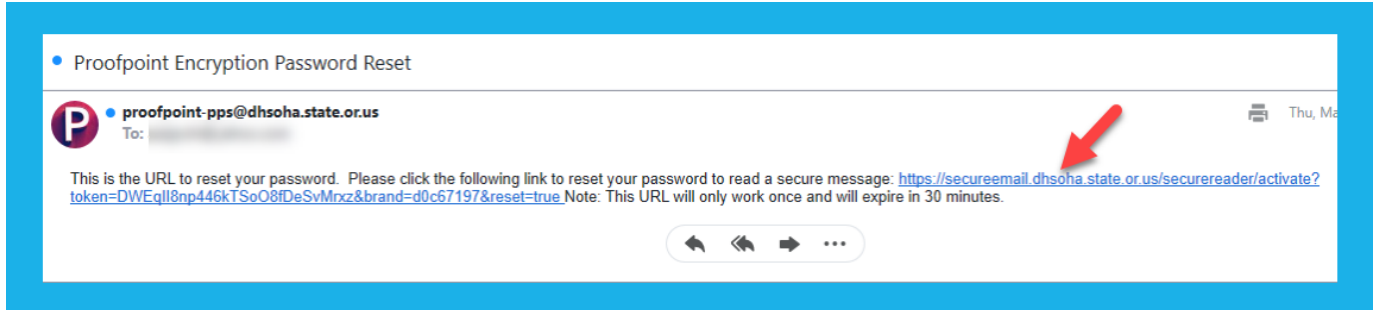
Password Reset Request Sent

A password reset message was sent to your email address. Please click the link in that message to reset your password.

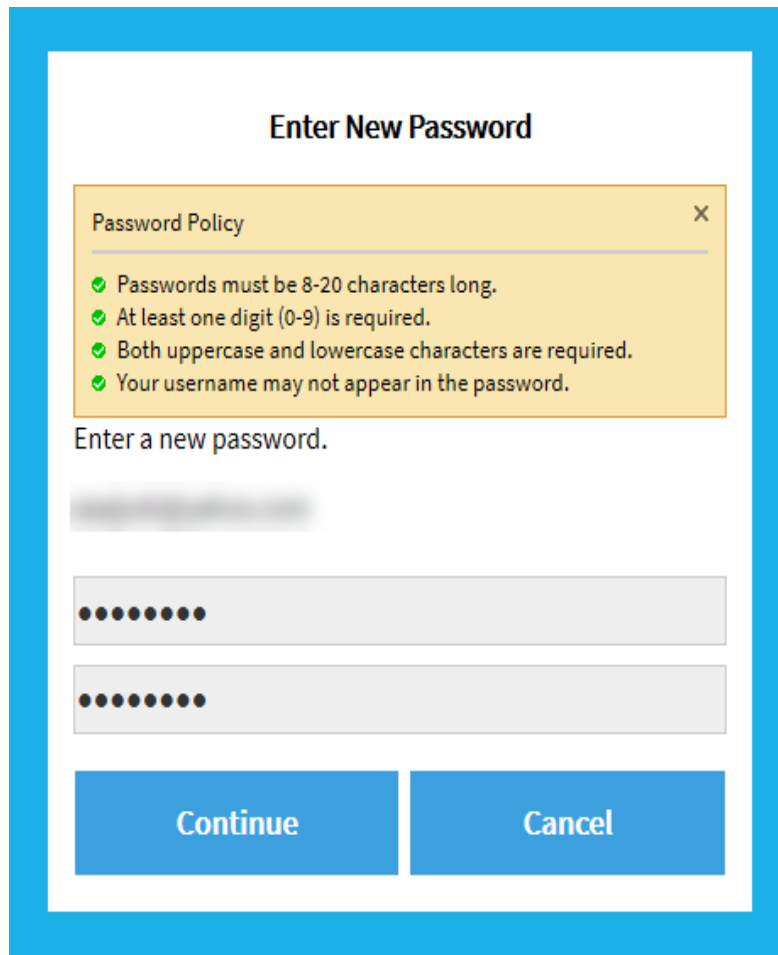
If you do not receive the password reset message within a few moments, please check your spam folder or other filtering tools.

Reset Password

- Check your e-mail messages. Open the e-mail you received from proofpoint-pps@dhsoha.state.or.us
- Click on the link to reset your password.



Follow the instructions to reset your password



Enter New Password

Password Policy

- ✓ Passwords must be 8-20 characters long.
- ✓ At least one digit (0-9) is required.
- ✓ Both uppercase and lowercase characters are required.
- ✓ Your username may not appear in the password.

Enter a new password.

[Redacted]

●●●●●●●●

●●●●●●●●

Continue **Cancel**

To Print a Secure Email Using Internet Explorer:

- Open the secure email in your browser. See instructions above for "Retrieving your secure email."
- Click File on the browser menu bar.
- Click Print.
- Verify or change any print settings.
- Click the Print button.

To Save a Secure Email Using Internet Explorer:

- Open the secure email in your browser. See instructions above for "Retrieving your secure email."
- Click File on the browser menu bar.
- Click Save as.
- Navigate to a folder on your computer where you want to save the file.
- Verify or change the File name and Save as type options. We recommend you select Text file (.txt) in the 'Save as type' box.
- Click the Save button.