

Accessing Secure Web Messenger From St. Paul Federal Credit Union

At times, St. Paul Federal Credit Union will need to send information to you electronically, using a secure email server. This secure server enables us to provide you with important, confidential information in a manner that protects your privacy. St. Paul Federal uses **PGP Universal Web Messenger** to provide this service.

If St. Paul Federal sends a secure email to you through our Secure Web Message server, you will receive a notification email in your inbox with the subject: **"St. Paul Federal Credit Union Secure Web Message"**:



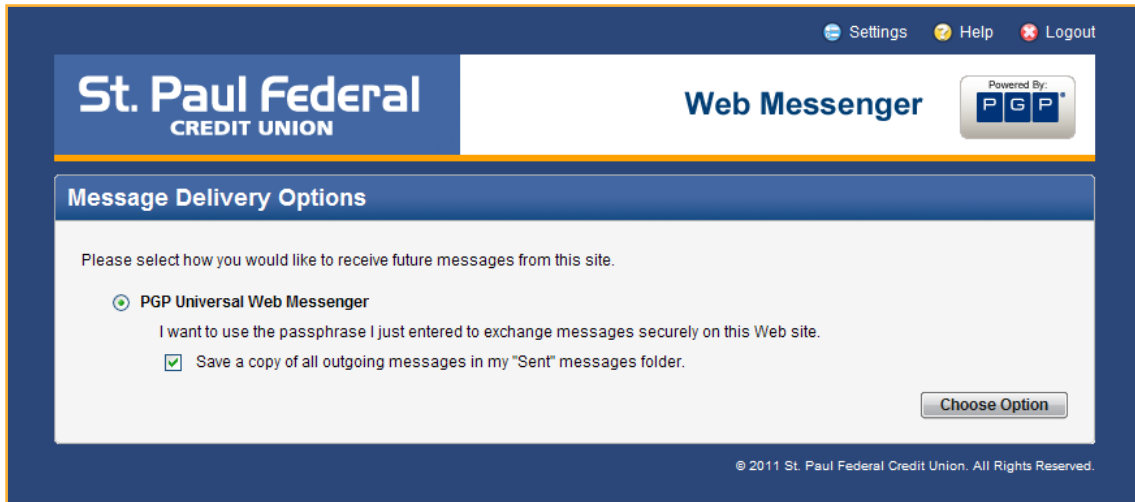
This email will contain an active link to St. Paul Federal's Secure Web Messenger. Click on the link to log in to the web messenger so you can receive the confidential email from St. Paul Federal. Be sure that the link in this email is originating from a **"https://keys.stpaulfcu.org/"** address similar to the example above.

Logging In for the First Time

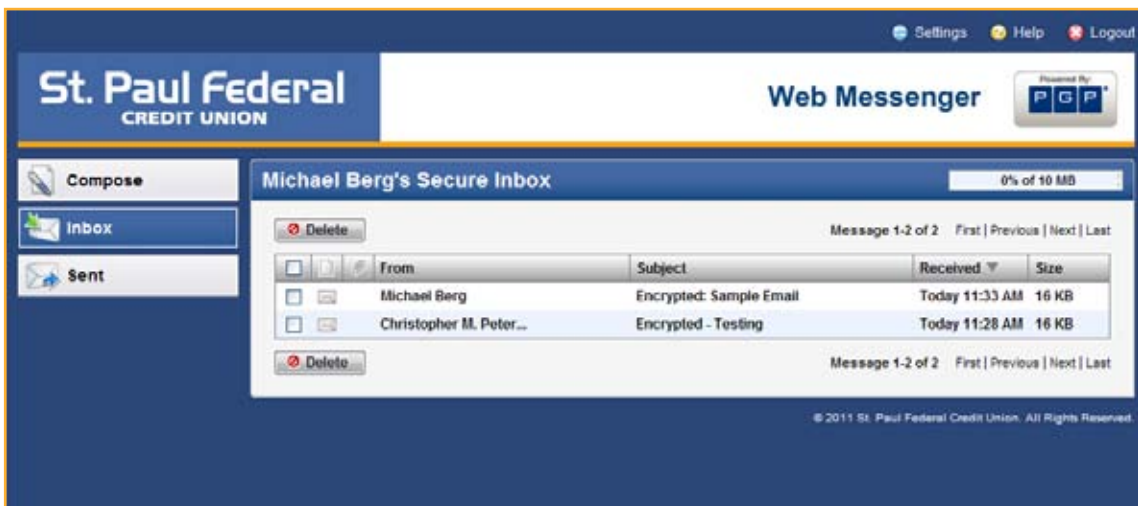
When you click on the link in your first secure email from St. Paul Federal, you will be prompted to create a passphrase that will allow you to access all secure emails sent to you from St. Paul Federal:

A screenshot of the "Create Your Passphrase" screen in the St. Paul Federal Web Messenger. The page has a blue header with the St. Paul Federal Credit Union logo and the text "Web Messenger". A "Powered By: PGP" logo is in the top right. The main content area is titled "Create Your Passphrase" and contains the following text: "Your passphrase has been reset. Please enter a new passphrase. This server requires your passphrase to meet the following requirements: • They must be at least 8 characters long. • It must include an uppercase letter, a lowercase letter, a digit and a punctuation mark. For example, 'kittycat' is not a valid passphrase, but 'k1ttYc@!' is a valid passphrase. Here are some recommendations for protecting your passphrase: • Use an easy to remember passphrase that you don't need to write down. • Don't use obvious passphrases that can be easily guessed. • Don't make your passphrase a single word. • Don't use famous quotations." Below the text are two input fields: "Passphrase:" and "Confirm Passphrase:". A "Continue" button is at the bottom right. The footer contains the text "© 2011 St. Paul Federal Credit Union. All Rights Reserved."

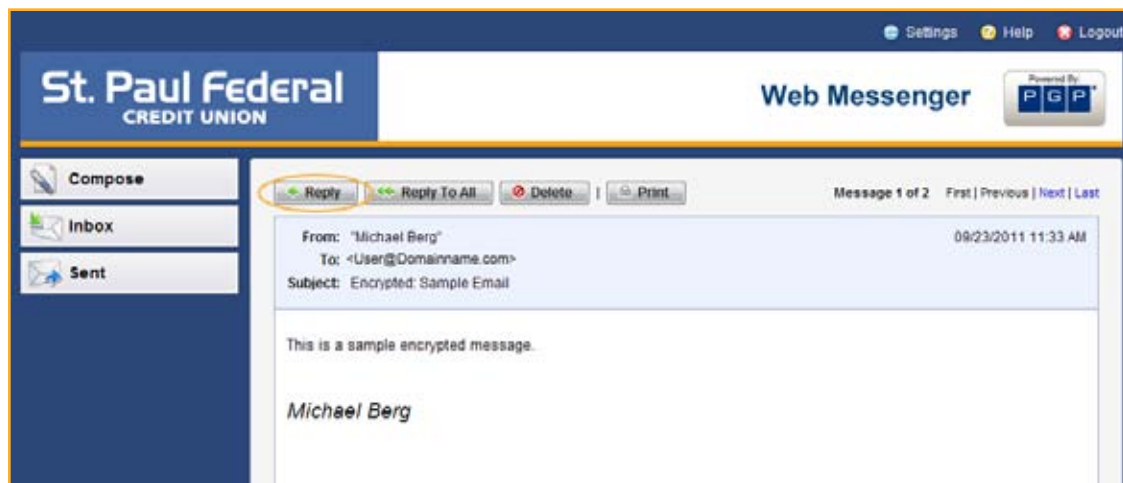
Once you have established your passphrase, you will be asked to select a "Message Delivery Option". This step is required at the server level; however, all emails from St. Paul Federal will be delivered through a regular (non-secure) server unless it is marked or determined to be confidential, in which case it will be sent using our **Secure Web Messenger**. On this screen, please confirm that the radio button is selected and click on **Choose Option**:



At this point, you will enter your Secured Email Inbox:

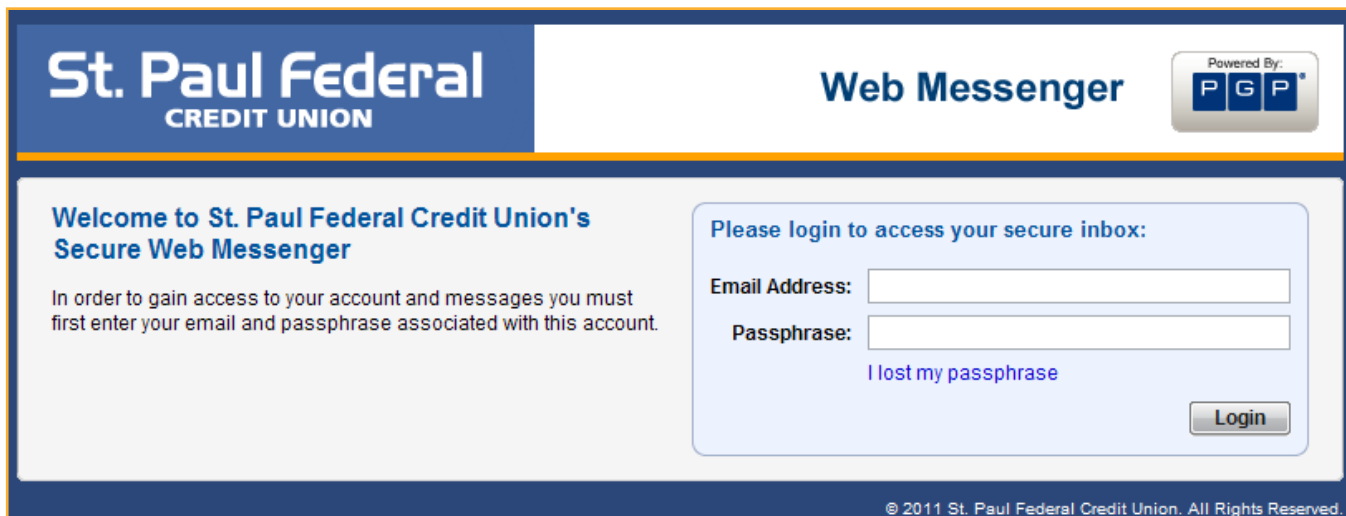


Select the unread message to view the secured email:



Subsequent Secure Emails

If you receive additional secure emails from St. Paul Federal in the future, click on the link in the notification email, as previously shown. You can also find a link to the Secure Web Messenger in the lower right hand corner of our home page at www.stpaulfcu.org. You will be prompted to enter the login information you created to access your first secure email:



The screenshot shows the login interface for the St. Paul Federal Web Messenger. The header includes the St. Paul Federal Credit Union logo and the text "Web Messenger" with a "Powered By: PGP" badge. The main content area features a welcome message and a login form with fields for "Email Address" and "Passphrase", a "Login" button, and a link for "I lost my passphrase".

St. Paul Federal
CREDIT UNION

Web Messenger

Powered By: PGP

Welcome to St. Paul Federal Credit Union's Secure Web Messenger

In order to gain access to your account and messages you must first enter your email and passphrase associated with this account.

Please login to access your secure inbox:

Email Address:

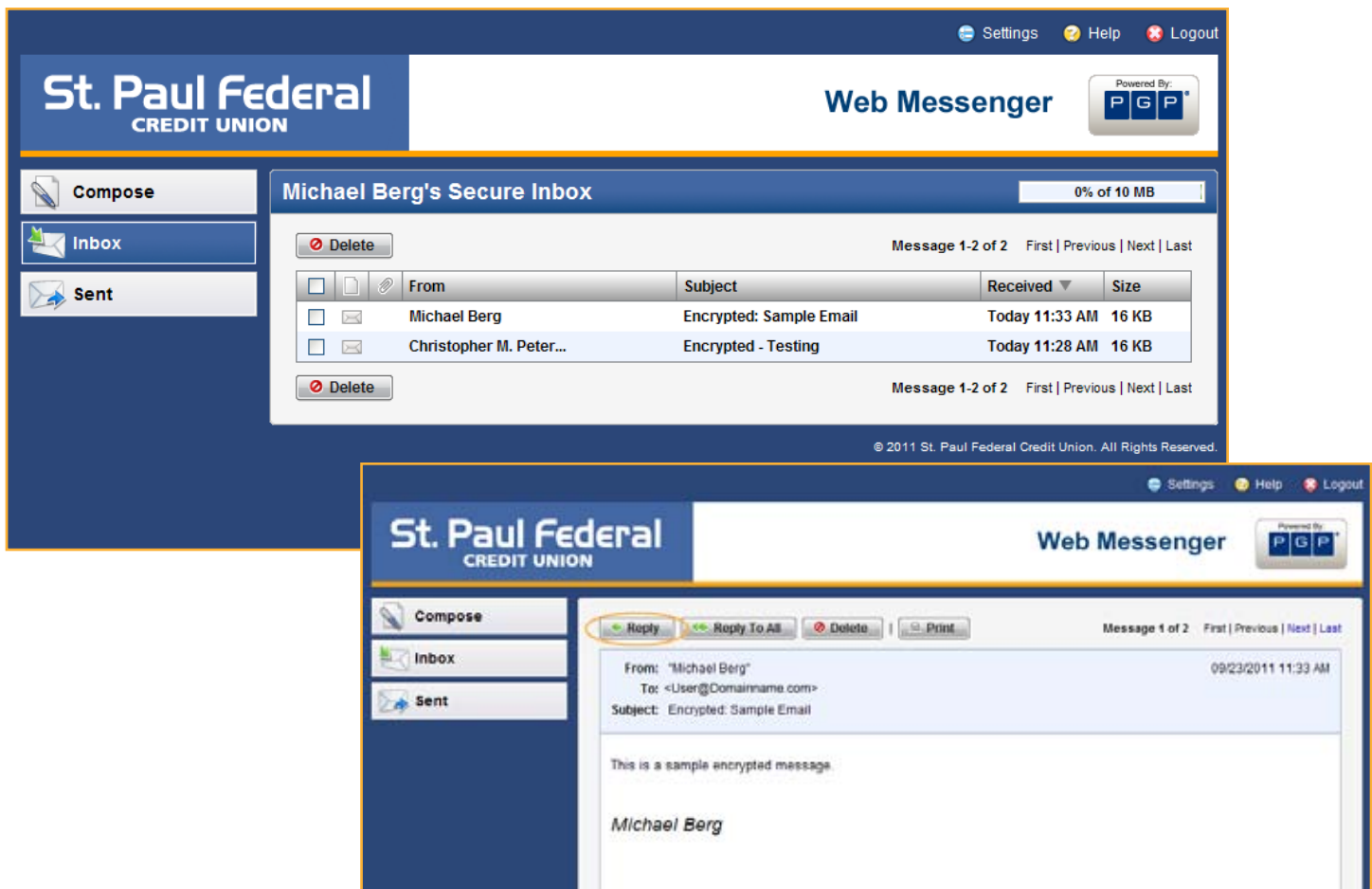
Passphrase:

[I lost my passphrase](#)

Login

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You will then be brought to your Secure Email Inbox, where you can open any new or unread emails:



The screenshot displays the inbox and a detailed view of an email. The inbox shows a list of messages from Michael Berg and Christopher M. Peter... The email view shows the sender as Michael Berg, the subject as "Encrypted: Sample Email", and the date as 09/23/2011 11:33 AM. The email content is a sample encrypted message.

St. Paul Federal
CREDIT UNION

Web Messenger

Powered By: PGP

Settings Help Logout

Compose

Inbox

Sent

Michael Berg's Secure Inbox 0% of 10 MB

Delete Message 1-2 of 2 First Previous Next Last

	From	Subject	Received	Size
<input type="checkbox"/>	Michael Berg	Encrypted: Sample Email	Today 11:33 AM	16 KB
<input type="checkbox"/>	Christopher M. Peter...	Encrypted - Testing	Today 11:28 AM	16 KB

Delete Message 1-2 of 2 First Previous Next Last

Settings Help Logout

Compose

Inbox

Sent

Reply Reply To All Delete Print Message 1 of 2 First Previous Next Last

From: "Michael Berg"
To: <User@Domainname.com>
Subject: Encrypted: Sample Email

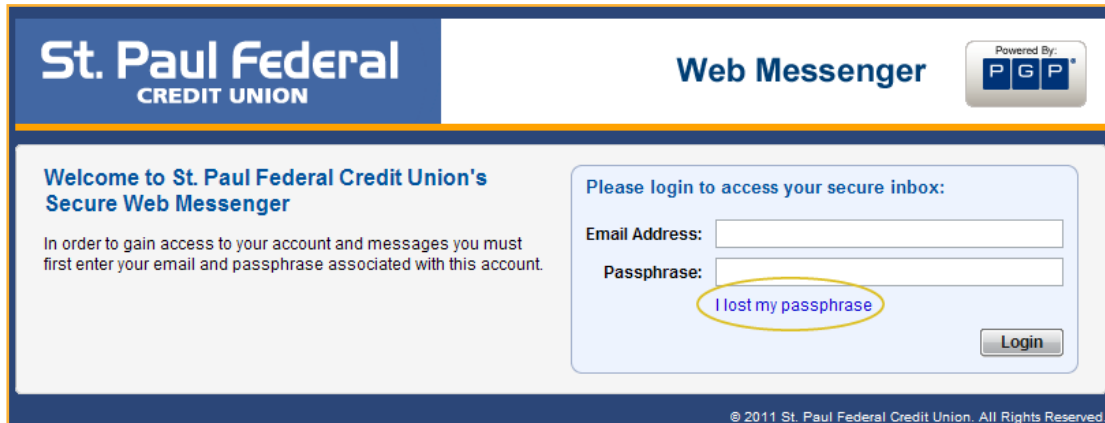
09/23/2011 11:33 AM

This is a sample encrypted message.

Michael Berg

Forgot Your Passphrase

If you receive a secure email from St. Paul Federal but you can't remember your passphrase, click on the link in the notification email as usual, and then click on **"I lost my passphrase"**.



St. Paul Federal
CREDIT UNION

Web Messenger

Powered By: PGP

Welcome to St. Paul Federal Credit Union's Secure Web Messenger

In order to gain access to your account and messages you must first enter your email and passphrase associated with this account.

Please login to access your secure inbox:

Email Address:

Passphrase:

[I lost my passphrase](#)

Login

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You will be asked to confirm your email address, after which an email containing a link that will enable you to reset your passphrase will be sent to you at that email address:



St. Paul Federal
CREDIT UNION

Web Messenger

Powered By: PGP

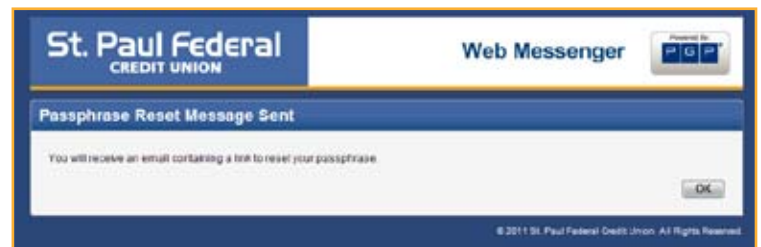
Reset Passphrase

Please enter your email address to receive a link where you can safely reset your passphrase. Your current passphrase will remain active until you enter a new one.

Email Address:

Send

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St. Paul Federal
CREDIT UNION

Web Messenger

Powered By: PGP

Passphrase Reset Message Sent

You will receive an email containing a link to reset your passphrase.

OK

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St. Paul Federal
CREDIT UNION

Web Messenger

Powered By: PGP

You have received an encrypted message

Please create a passphrase to secure future messages delivered to you.

This server requires your passphrase to meet the following requirements:

- They must be at least 8 characters long
- It must include an uppercase letter, a lowercase letter, a digit and a punctuation mark.

For example, "1Rjycal" is not a valid passphrase, but "x1EYc@!" is a valid passphrase

Here are some recommendations for protecting your passphrase:

- Use an easy-to-remember passphrase that you don't need to write down.
- Don't use obvious passphrases that can be easily guessed.
- Don't make your passphrase a single word.
- Don't use famous quotations.

Passphrase:

Confirm Passphrase:

Continue

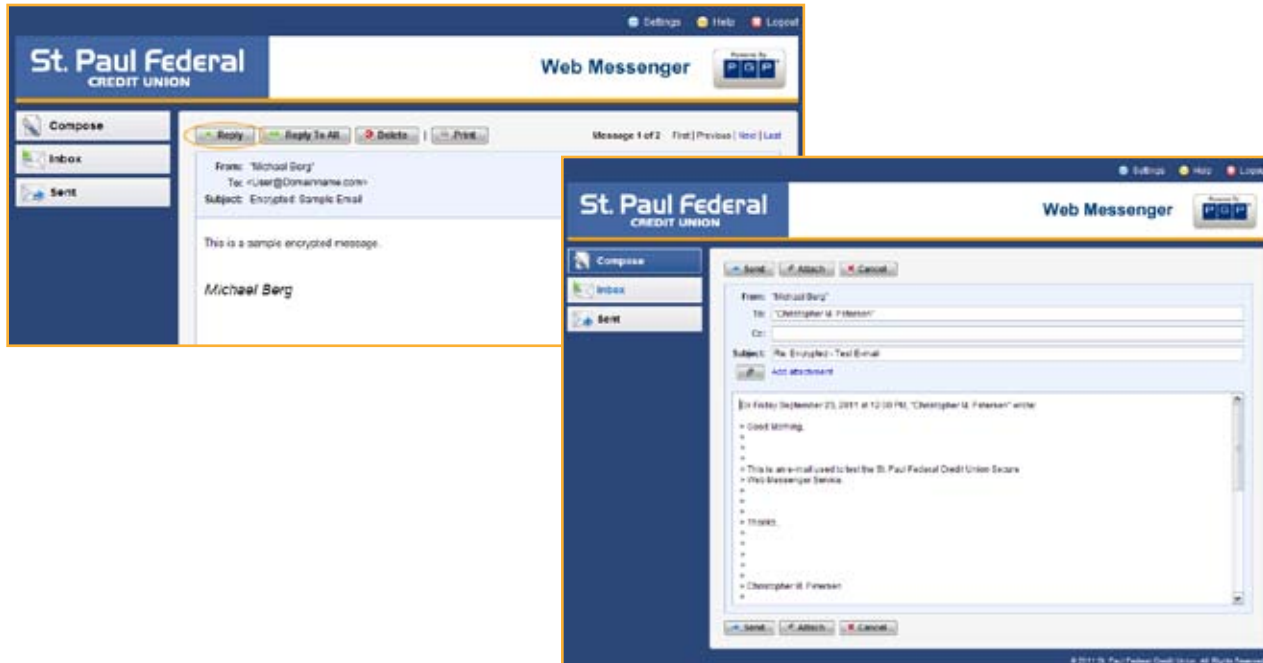
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After resetting your passphrase, click on Continue. You will then be brought to your Secure Email Inbox.

Reply or Send New Message

If you would like to reply securely or need to send confidential information to the Credit Union, the Secure Web Messenger will allow you to do so once you have signed up.

To reply, simply click the reply button in your message screen and compose your message. When finished click the send button.



To send a new confidential message to the Credit Union, click Compose on the left navigation bar. A blank "new message" screen will appear. Enter the email address of the person you are trying to reach, compose your message and click Send. *NOTE: The Secure Web Messenger only will send messages to @stpaulfcu.org addresses. All other addresses will result in an error.*

