

PARKSIDE  
FINANCIAL  
BANK & TRUST



**Receiving Secure Email from Parkside Financial Bank & Trust protected  
with Sophos SPX Encryption**

## **Why Secure Email?**

When someone sends you an email, the email typically travels over the internet in order to be delivered. Email that travels over the internet is inherently unsecure. Consequently, it can be read fairly easily by someone other than you. When financial information, health care information, or other sensitive information travels by email, interception by an unauthorized person may compromise your privacy, may violate the sending organization's internal security policies, and may violate state and federal privacy regulations.

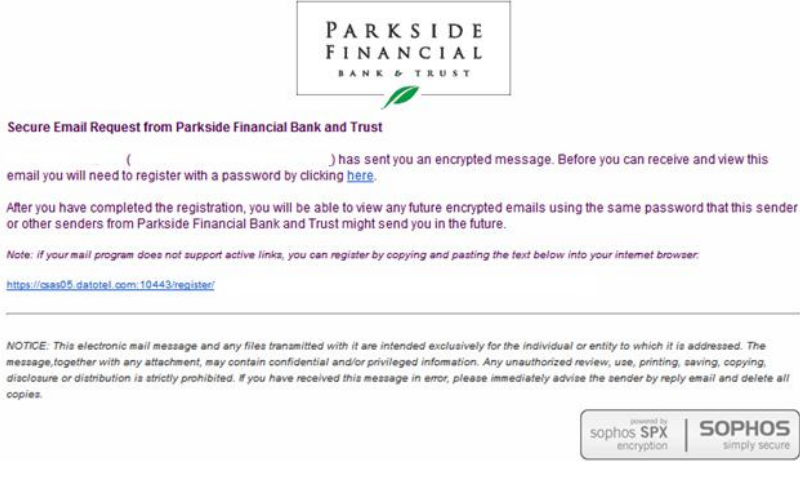
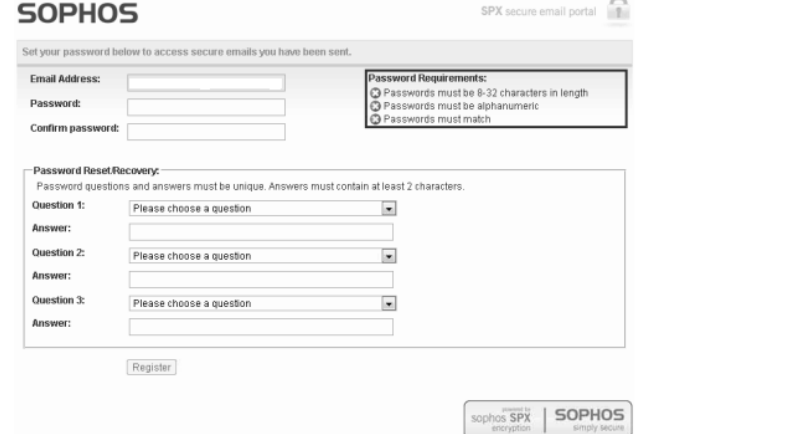
Because of these concerns, we are implementing a change in the way we deliver sensitive, private email. This change will allow email to be encrypted before it is sent over the internet so that only the intended recipient will be able to open the message.

## **What Emails will be Encrypted?**

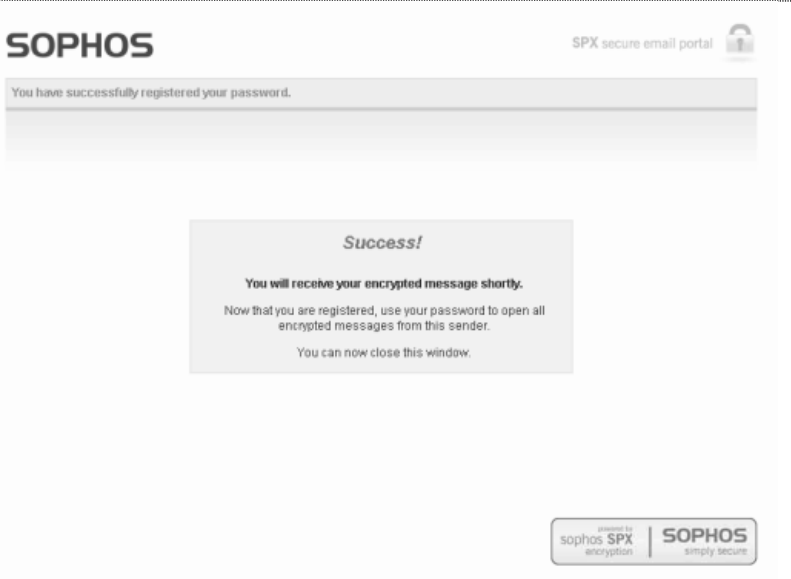
The sender of the email will make the decision to encrypt the email before sending it to you. The sender may know that either the email or an attachment contains sensitive information and thus requires encryption.

## Enrolling in Our Secure Email System

In order for an Encrypted email to be created and read by you, you need to register with our secure email system. The enrollment process will take under a minute.

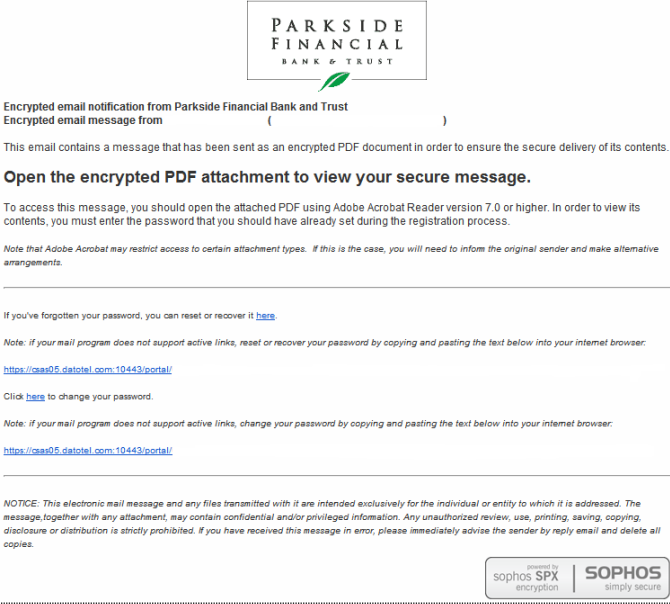
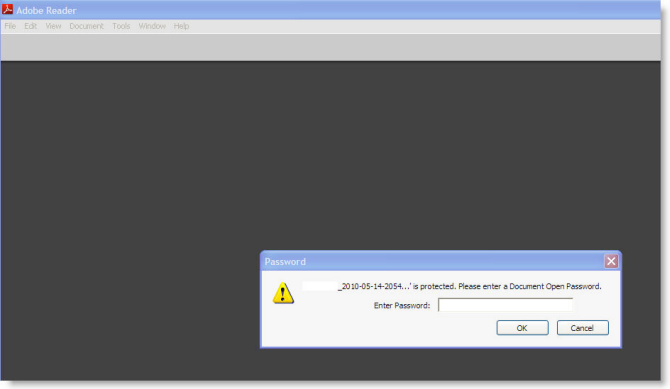
Steps	Screenshots / Additional Info
<p>1. Receive Secure Email request</p>	
<p>2. Register on the portal</p>	<p>Registration is a one-time event and as part of the process you will be prompted to enter a password and three security questions.</p> 

Parkside Financial Bank & Trust  
Secure Email

<p>3. You will receive a Success screen when finished</p>	
<p>4. Proceed to Receiving Secure Emails</p>	

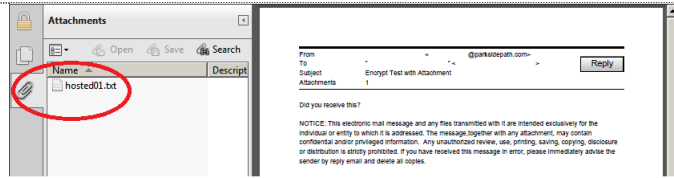
Parkside Financial Bank & Trust  
Secure Email

Receiving Secure Emails

<p>1. Receive the secure email</p>	 <p><b>PARKSIDE FINANCIAL BANK &amp; TRUST</b></p> <p>Encrypted email notification from Parkside Financial Bank and Trust Encrypted email message from ( )</p> <p>This email contains a message that has been sent as an encrypted PDF document in order to ensure the secure delivery of its contents.</p> <p><b>Open the encrypted PDF attachment to view your secure message.</b></p> <p>To access this message, you should open the attached PDF using Adobe Acrobat Reader version 7.0 or higher. In order to view its contents, you must enter the password that you should have already set during the registration process.</p> <p><i>Note: that Adobe Acrobat may restrict access to certain attachment types. If this is the case, you will need to inform the original sender and make alternative arrangements.</i></p> <p>If you've forgotten your password, you can reset or recover it <a href="#">here</a>.</p> <p><i>Note: if your mail program does not support active links, reset or recover your password by copying and pasting the text below into your internet browser:</i></p> <p><a href="https://seas05.datotel.com:10443/portal/">https://seas05.datotel.com:10443/portal/</a></p> <p>Click <a href="#">here</a> to change your password.</p> <p><i>Note: if your mail program does not support active links, change your password by copying and pasting the text below into your internet browser:</i></p> <p><a href="https://seas05.datotel.com:10443/portal/">https://seas05.datotel.com:10443/portal/</a></p> <p><small>NOTICE: This electronic mail message and any files transmitted with it are intended exclusively for the individual or entity to which it is addressed. The message, together with any attachment, may contain confidential and/or privileged information. Any unauthorized review, use, printing, saving, copying, disclosure or distribution is strictly prohibited. If you have received this message in error, please immediately advise the sender by reply email and delete all copies.</small></p> <p><small>powered by sophos SPX encryption   SOPHOS simply secure</small></p>
<p>2. The original email will be attached to the document and will require your password</p>	 <p>Adobe Reader</p> <p>File Edit View Document Tools Window Help</p> <p>Password</p> <p>..._2010-05-14-2054... is protected. Please enter a Document Open Password.</p> <p>Enter Password: <input type="text"/></p> <p>OK Cancel</p>
<p>3. View the secure email</p>	<p>From &lt;@parksidepath.com&gt;</p> <p>To &lt;&gt;</p> <p>Subject Encrypt Test <span>Reply</span></p> <p>Did you receive this?</p> <p><small>NOTICE: This electronic mail message and any files transmitted with it are intended exclusively for the individual or entity to which it is addressed. The message, together with any attachment, may contain confidential and/or privileged information. Any unauthorized review, use, printing, saving, copying, disclosure or distribution is strictly prohibited. If you have received this message in error, please immediately advise the sender by reply email and delete all copies.</small></p>

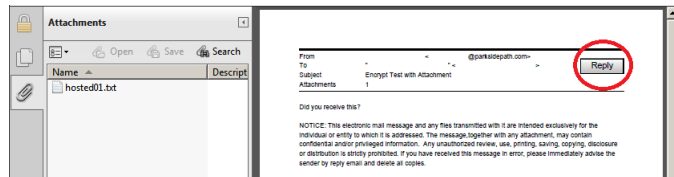
Parkside Financial Bank & Trust  
Secure Email

4. (Optional) To view the attachments, you simply click on the paperclip (attachments) icon in Acrobat Reader. This will display a list of attached documents in a pane at the bottom of the Acrobat Reader window. In most cases the attachment pane will display automatically.



### Secure Reply

1. Press the “reply” button to respond to the sender via an encrypted SPX email.



2. Sign into the portal



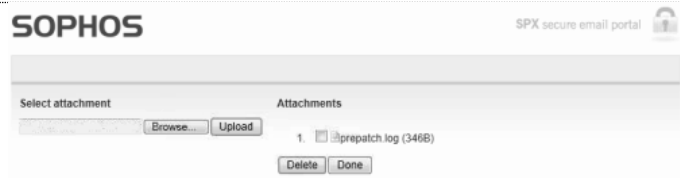
Parkside Financial Bank & Trust  
Secure Email

3. Fill in the body of the message and click on the Send button



The screenshot shows the SOPHOS SPX secure email portal interface. At the top, it says 'SOPHOS' and 'SPX secure email portal'. Below that, there's a header with 'From:', 'To: @parksidepath.com>', and 'Subject: Re: [SECURE REPLY] Encrypt Test with Attachment'. The main body of the email is empty. At the bottom, there are three buttons: 'Send', 'Attachments', and 'Send me a secure copy'. The 'Send' button is circled in red. There is also a 'Change password' link on the right side. At the bottom right, there is a logo for 'SOPHOS simply secure' and 'powered by sophos SPX encryption'.

4. (Optional) Reply with an Attachment, click on the Attachments button and upload any documents. Press Done when finished



The screenshot shows the SOPHOS SPX secure email portal interface for adding attachments. At the top, it says 'SOPHOS' and 'SPX secure email portal'. Below that, there's a header with 'Select attachment' and 'Attachments'. Under 'Select attachment', there are 'Browse...' and 'Upload' buttons. Under 'Attachments', there is a list of attachments: '1. [icon] prepatch log (346B)'. At the bottom, there are 'Delete' and 'Done' buttons.