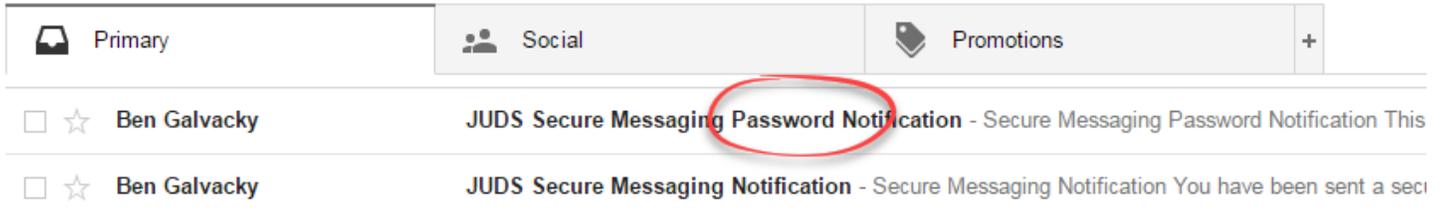


JUDS Secure Messaging (Client Instructions)

If this is the first time receiving a secure message, you will receive **TWO** messages from us.

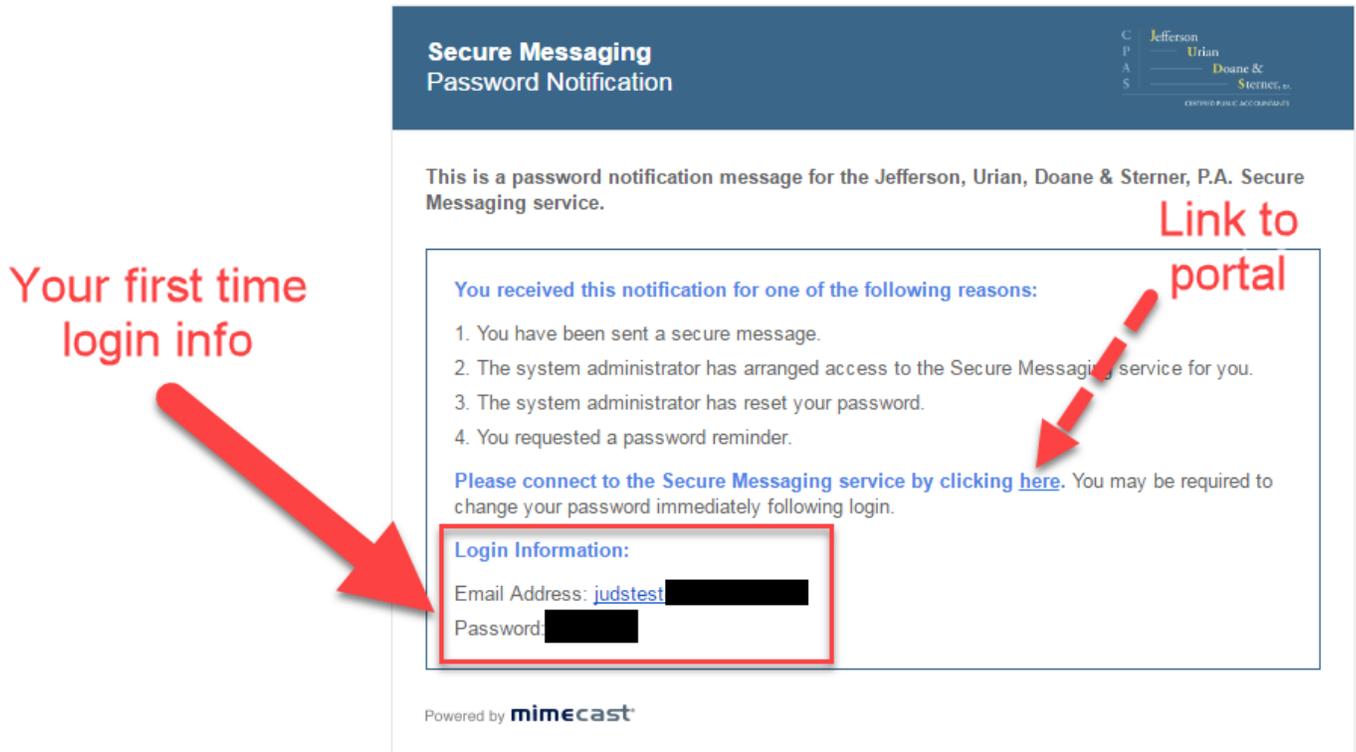
- One is a **Password** Notification. You will need this to setup your secure messaging account.
- The other is a notification of a secure message. This is what you will receive any time we send you a secure message in the future.



- Open the **JUDS Secure Messaging Password Notification** message. It should appear similar to the below and will contain your first time login information and a link to the portal.

JUDS Secure Messaging Password Notification Inbox x

 Ben Galvacky <bgalvacky@juds.com>
to me ▾



Secure Messaging Password Notification

This is a password notification message for the Jefferson, Urian, Doane & Sterner, P.A. Secure Messaging service.

You received this notification for one of the following reasons:

1. You have been sent a secure message.
2. The system administrator has arranged access to the Secure Messaging service for you.
3. The system administrator has reset your password.
4. You requested a password reminder.

Please connect to the Secure Messaging service by clicking [here](#). You may be required to change your password immediately following login.

Login Information:
Email Address: [judstest](#) [REDACTED]
Password: [REDACTED]

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- We recommend **copying the password** so you can paste it in the next steps. Otherwise, please make a note of it so you can type it in the next steps.
- **Click on the link to the portal.** It will open a new page to the secure portal in your web browser.

- **Input your e-mail address** in the e-mail address field & click **[Next]**.

C. Jefferson
P. Urbin
A. Deane &
S. Street, P.A.
MEMBERSHIP ACCOUNTANTS

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Secure Messaging
Log In
Email Address
Next
JUDS Homepage Login Issues? Knowledge Base Contact Us
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- **Input the password** from the password notification e-mail. If you copied it, simply paste it or type it in. Click **[Log In]** when complete.

C. Jefferson
P. Urbin
A. Deane &
S. Street, P.A.
MEMBERSHIP ACCOUNTANTS

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Secure Messaging
Log In
judstest@
Password
Log In
Log in as a different user.
Forgot your password?
JUDS Homepage Login Issues? Knowledge Base Contact Us
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- You will be prompted to reset the password.
 - In the **Current Password field** -- Please paste or type in the password from the Password Notification e-mail.
 - In the **New & Confirm Password fields** -- Please create a new password.
 - It is recommend to create a new password that you do not use anywhere else
 - Passwords must be AT LEAST 8 characters long
 - MUST include one lowercase character (a-z)
 - MUST include one UPPERCASE character (A-Z)
 - MUST include at least one number character (0-9)
 - *Optional - Can also contain special characters (!@#%&*...)*
 - Press [**Confirm**] when complete



Secure Messaging

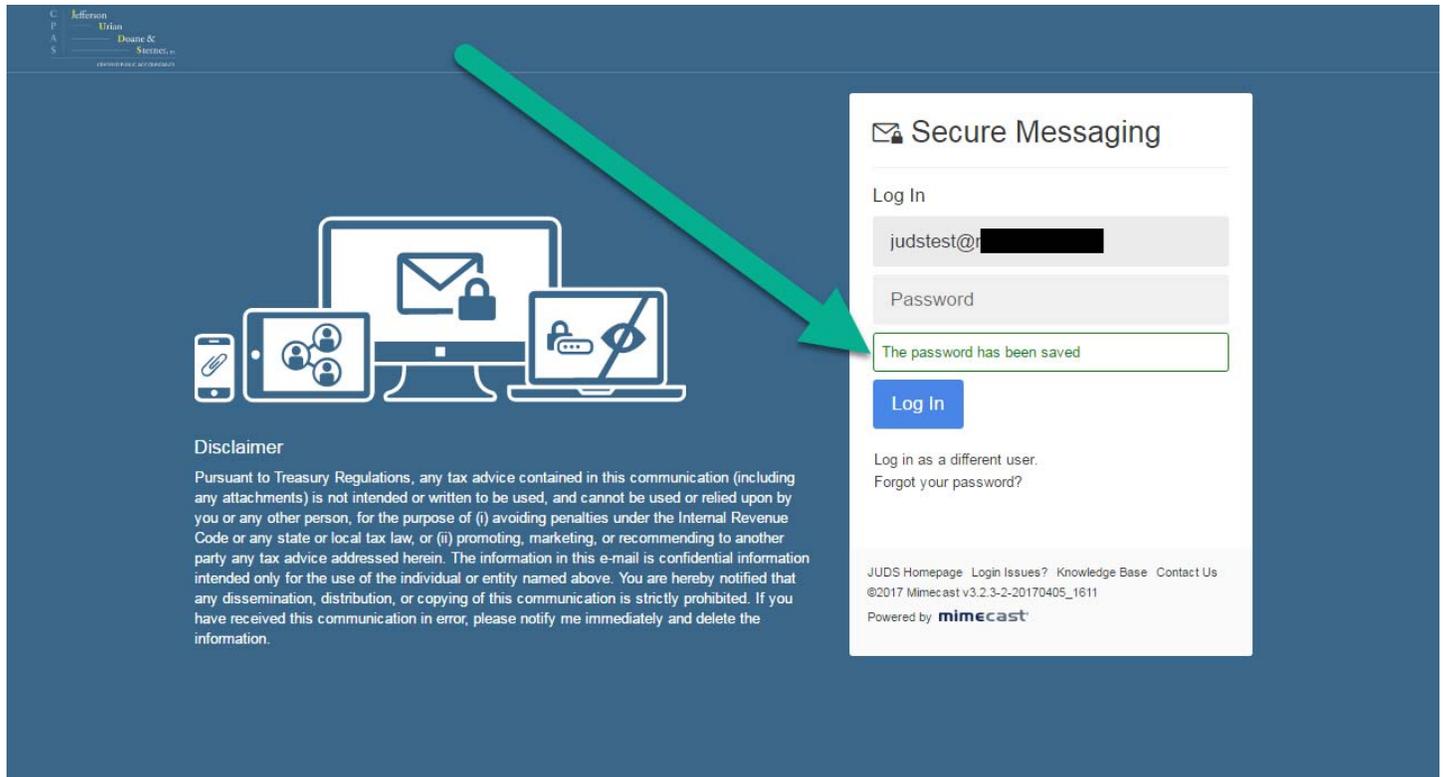
Reset Password

- Minimum 8 characters
- Include at least one lowercase character (a-z)
- Include at least one uppercase character (A-Z)
- Include at least one numeric character (0-9)
- New Password and Confirm Password must be the same

JUDS Homepage [Login Issues?](#) [Knowledge Base](#) [Contact Us](#)
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Once your new password is confirmed, the secure portal will automatically return to the log in page.

You will see a green message that states, “The password has been saved”

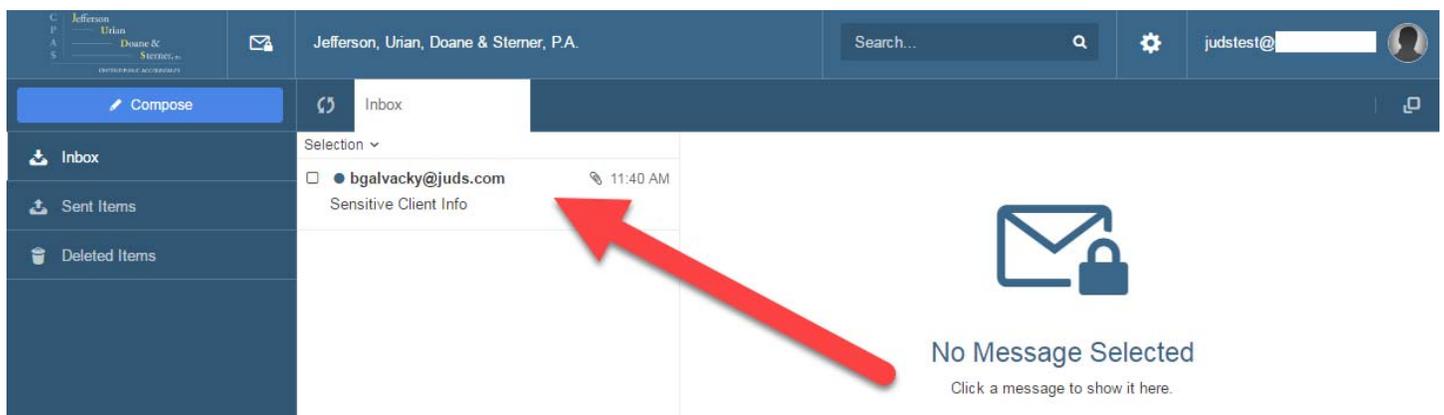


- Please input your **NEW password** in the password field and click [**Log In**].

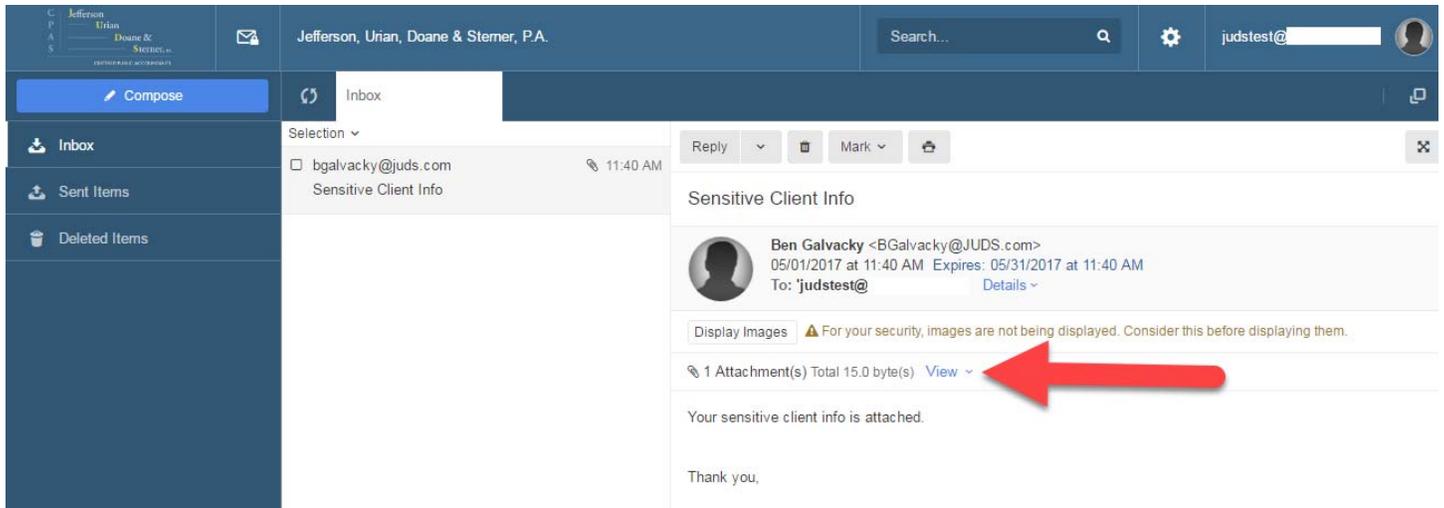
After logging on, you will be presented with the JUDS Secure Messaging portal. It looks like and functions similar to a web-based e-mail client.

You will see your first secure message upon logging in.

- **Click on the message** to display it.

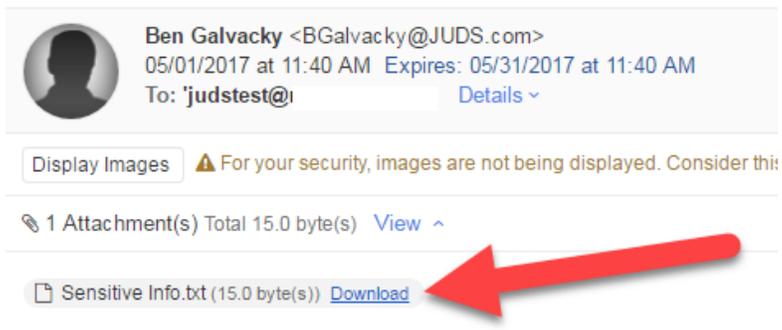


- Your message will be displayed. To view attachments, click on the **View** link.



- Then you can select the **Download** link to download attachments.

Sensitive Client Info



Your sensitive client info is attached.

There are also several options available in your message.



Note: If reply is available, you can reply to the sender using Secure Messaging. This does not use your personal e-mail address and you will not have a history of it in your personal e-mail sent items.

Also, you cannot forward or compose a message to anyone other than @JUDS.com.

Secure Message Example:

Once your Secure Message account is setup, you will only receive the below message when a secure message is sent to you. To ensure the highest level of confidentiality, you cannot see the message contents or who sent the message until after you log in.

Secure Messaging Notification

C Jefferson
P Urrian
A Doane &
S Sterner, P.A.
CERTIFIED PUBLIC ACCOUNTANTS

You have been sent a secure message by Jefferson, Urrian, Doane & Sterner, P.A..

View the message by clicking [here](#). It has been classified as sensitive and may only be accessed from within this Secure Messaging service.

Need help? If this is the first time you have received a secure message from this company, a password will be emailed to you separately.

If you did not receive your password or are experiencing trouble logging in, click [here](#) to request a new password.

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***** ALL Secure Messages & Attachments are only available for up to 30 days! *****