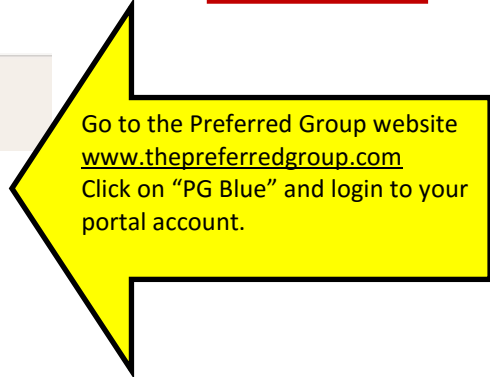
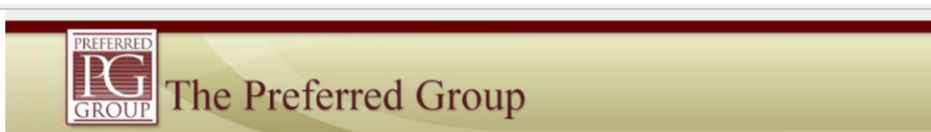
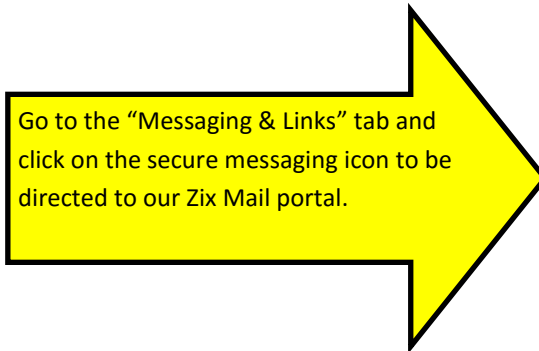


The Preferred Group ZixMail Secure Email Instructions

STEP 1



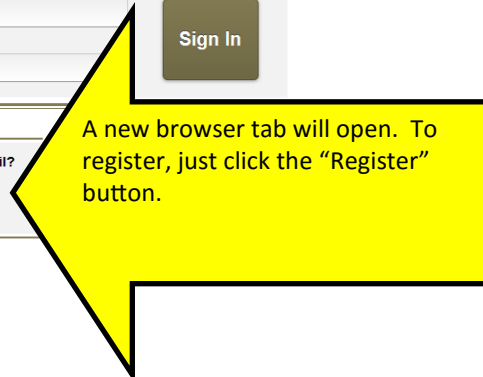
STEP 2



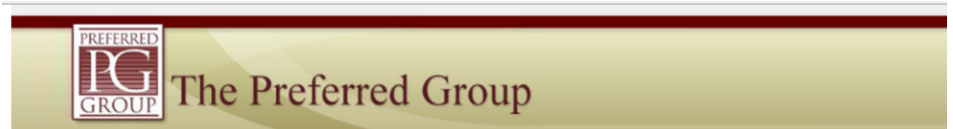
Welcome to the The Preferred Group Secure Email Message Center

A screenshot of the ZixMail login and registration interface. It includes a 'Sign In' button, a 'Forgot your password?' link with a 'Reset' button, and a 'New to secure email?' link with a 'Register' button. The interface is clean and professional, with a light beige background and dark text.

STEP 3



STEP 4



Register Account

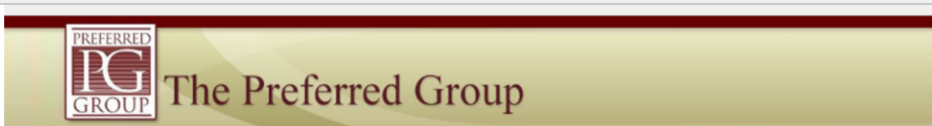
Register below for your mailbox to send and receive secure messages.

Fill in your email address and then create your own password. These will be the credentials that you will use from here on.

Email Address:

Password:

Re-enter Password:



Welcome to the The Preferred Group Secure Email Message Center

STEP 5

Email Address:

Password:

Now re-enter your email address and password to start sending secure emails.

STEP 6

Inbox **Compose** Sent Mail Drafts

To: Accounting

Subject: Accounting
Benefits Info
Enrollments

Attachments: Payroll Deposits/Other

B I U [bullet] [numbered] [list] [list] Font Size [font] [font]

Now use the email as you would any other email portal. Use the Compose tab, select "BENEFITS INFO" or the desired Preferred Group destination, make a subject, attach whatever files are needed, and type out your message.

If there are any issues, give us a call at (866) 989-8995!