

# Secure Email System

As an administrator of employee benefit services, Sentinel Group is committed to protecting the privacy of our clients and participants. Our secure e-mail policy has been designed to maintain security relating to personally identifiable information such as birth dates, social security numbers and other private health information.

If any e-mail correspondence is sent from Sentinel Group and contains references to private health information etc., the e-mail will be sent through our secure e-mail system.

## **Initial Setup:**

To access these messages, you will need to set up a user account and password. Setting up a secure e-mail account is easy. Upon receipt of your first "secure" message, you will be prompted to follow these three steps:

1. Enter your name
2. Create your password (enter something that will be easy for you to remember in the future)
3. Add your Password Hint (we will e-mail this to you if you forget your password in the future)

## **Forgot Password:**

If you are already setup and have forgotten your password, please contact your account manager to have it reset.

## **Replies to secure e-mails:**

If you reply to a secure e-mail message, your response will automatically be sent through our secure e-mail system.