



SecureMail Reference Guide

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Table of Contents

Introduction.....	1
Getting Started.....	2
Creating an E-Mail Account.....	3
Resetting Your Password.....	5
Saving the E-Mail Package.....	8
Saving a Text Message.....	8
Saving an Attachment.....	9
Replying to Sender.....	10
Using Your E-Mail Account.....	12
Deleting Inactive Accounts.....	13
Things to Know.....	13



Introduction

The ADP SecureMail utility is an enhancement to our process for protecting the sensitive data that we send to our clients and business partners. Messages that contain confidential data will be encrypted, and you will access them from a secure Web site. A secure package may contain a text message, captured screen graphic, or an attachment file. All other messages that do not contain confidential or sensitive data will be delivered directly to your e-mail inbox. If you receive an encrypted e-mail message from an ADP representative, you will be directed to ADP's SecureMail Web Site where the message can be retrieved by entering a unique and confidential password.

Accessing your secure message is easy, and decrypting will be automatic. When you receive your first secure package from an ADP associate, you will be prompted to create a SecureMail account where you will establish a personalized password. Once you have set up your e-mail account, your message will automatically display. For future secure packages, simply click the link within the e-mail and log on to the Web site to retrieve the message.

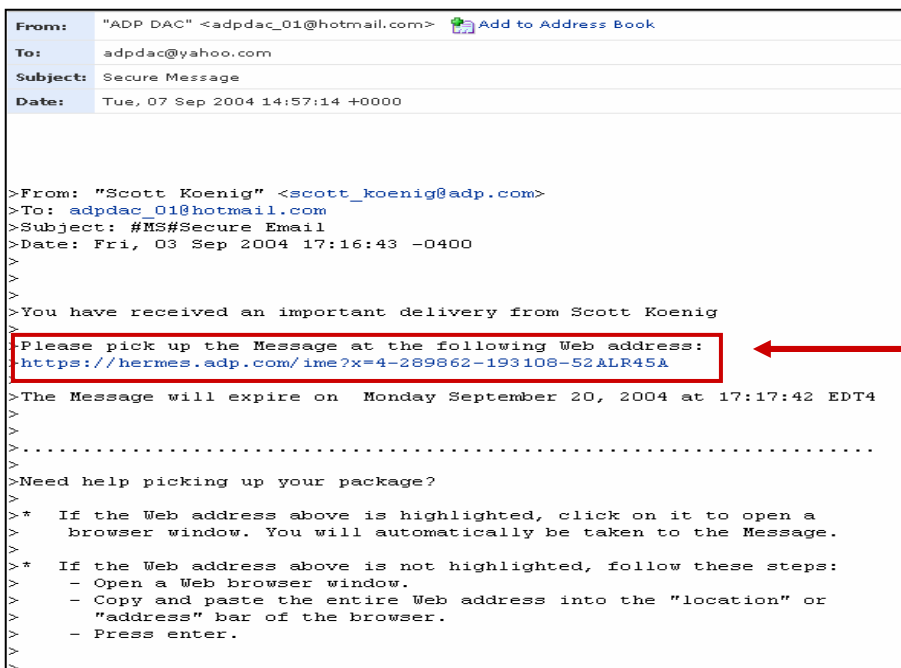
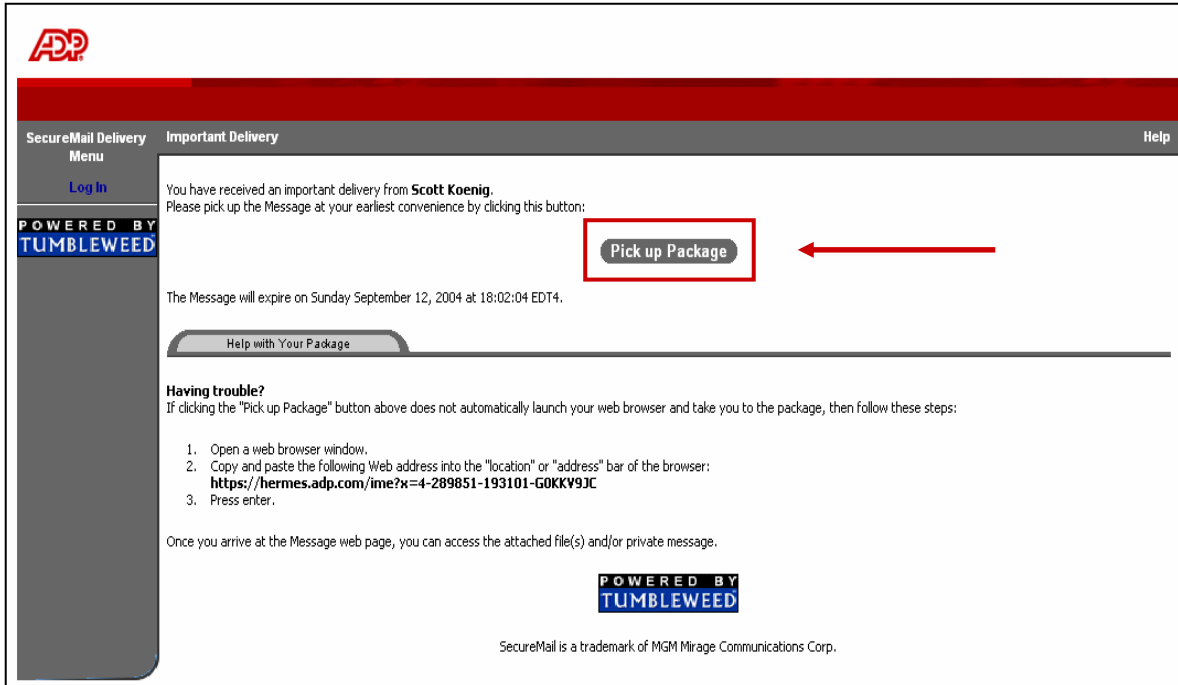
This guide provides details on creating an account, saving e-mail messages and attachments, and more. In addition, a list of frequently asked questions (FAQs) is available on the Corporate Internet at [www.adp.com](http://www.adp.com/corporate/es/pdf/securemail_faqs.pdf) (Employer Resource Center > Payroll and Tax > Training > SecureMail FAQs). For direct access to this resource, click the link:
http://www.adp.com/corporate/es/pdf/securemail_faqs.pdf.

Should you have any questions regarding the SecureMail utility that are not covered in the reference guide or FAQs, please contact your ADP representative for support.



Getting Started

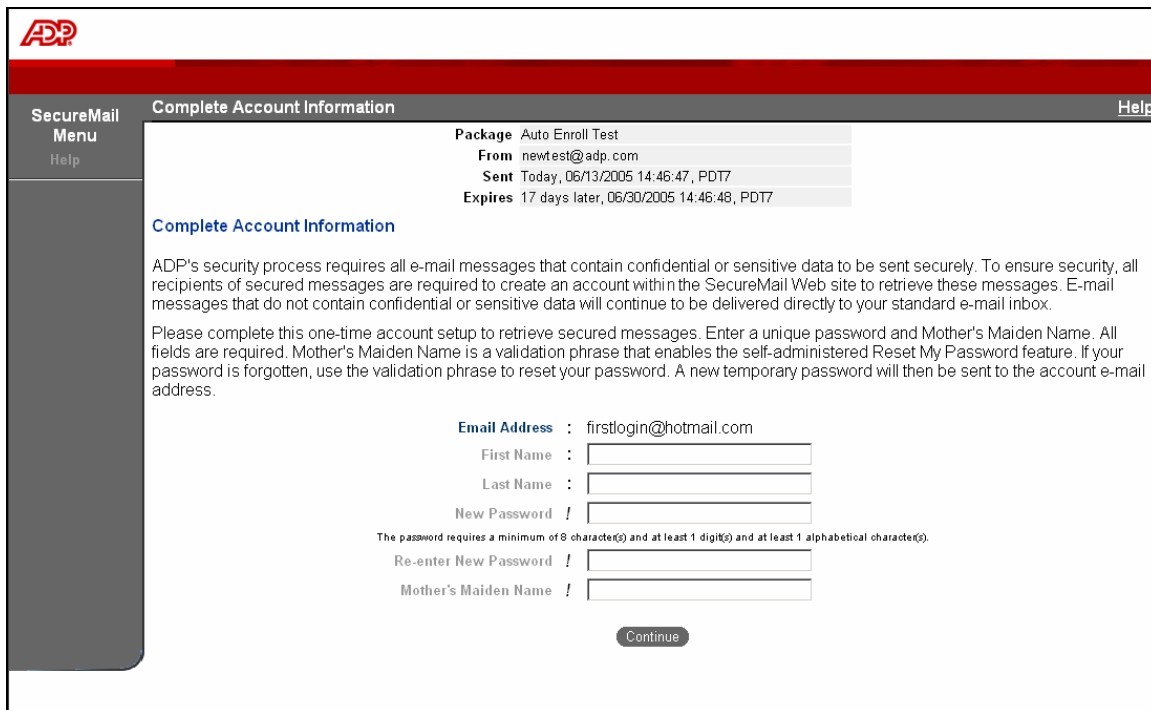
1. Open the secure package from your e-mail inbox.
2. A new window will open to the SecureMail Web Site, or you may receive a text message. Click the **Pick up Package** button located on the Web site, or use the link provided within the text message to open the delivery.



Creating an E-Mail Account

When you receive your first secure package from an ADP associate, you will be prompted to create your e-mail account. You will only complete this setup once.

1. From the Complete Account Information page, complete the setup fields; all fields are required. Your e-mail address automatically populates as your logon ID. Enter your name, unique password and mother's maiden name. Mother's Maiden Name is a validation phrase that enables the self-administered Reset My Password feature.
2. Click **Continue**.



ADP

SecureMail Complete Account Information [Help](#)

Package Auto Enroll Test
 From newtest@adp.com
 Sent Today, 06/13/2005 14:46:47, PDT7
 Expires 17 days later, 06/30/2005 14:46:48, PDT7

Complete Account Information

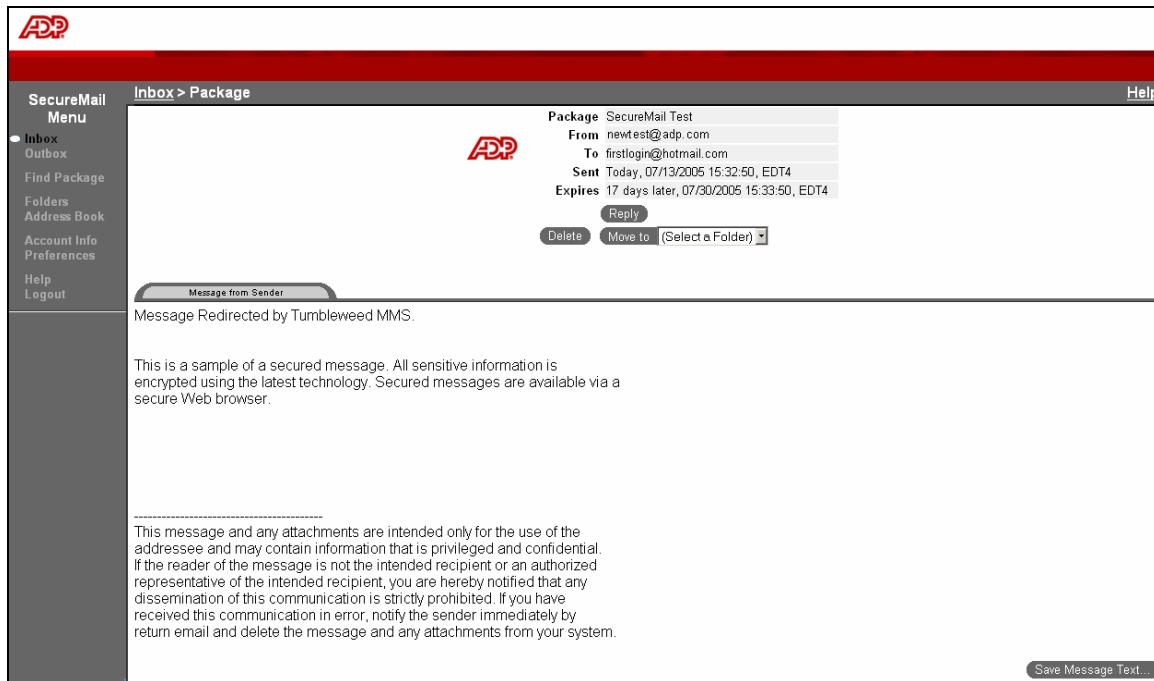
ADP's security process requires all e-mail messages that contain confidential or sensitive data to be sent securely. To ensure security, all recipients of secured messages are required to create an account within the SecureMail Web site to retrieve these messages. E-mail messages that do not contain confidential or sensitive data will continue to be delivered directly to your standard e-mail inbox.

Please complete this one-time account setup to retrieve secured messages. Enter a unique password and Mother's Maiden Name. All fields are required. Mother's Maiden Name is a validation phrase that enables the self-administered Reset My Password feature. If your password is forgotten, use the validation phrase to reset your password. A new temporary password will then be sent to the account e-mail address.

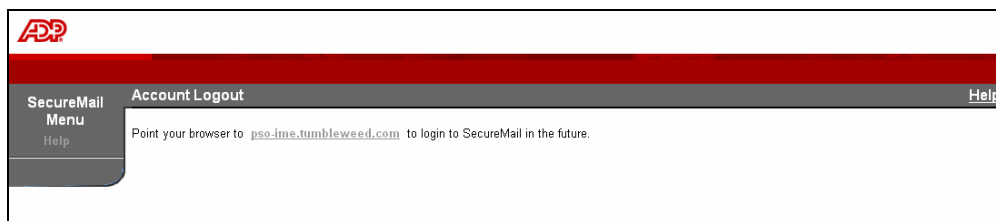
Email Address : firstlogin@hotmail.com
 First Name :
 Last Name :
 New Password !
The password requires a minimum of 8 character(s) and at least 1 digit(s) and at least 1 alphabetical character(s).
 Re-enter New Password !
 Mother's Maiden Name !

3. If you receive a Security Alert warning message, click **Yes** to proceed.

4. After a successful login, the account has been created and the secure e-mail message will display.



5. Click **Logout** to exit.
6. An Account Logout page will display. Exit out of the Web browser to close.



Resetting Your Password

The SecureMail account Reset My Password is a self-administered feature. The Mother's Maiden Name field is the validation phrase that enables the password reset. If your password is forgotten, use the validation phrase to reset your password. A new temporary password will then be sent to the account e-mail address.

1. From the login screen, click **Reset My Password**.

2. Enter the validation phrase in the Mother's Maiden Name field. Click **Reset My Password**.

3. A Password Reset Complete page will display. Go to your e-mail inbox.



- 4. A SecureMail Password Reset message will arrive in your e-mail inbox with a temporary password. Click the link provided within the message to go to the Login page.

ADP
Log In **SecureMail Account Password Reset** Help

POWERED BY TUMBLEWEED

You requested to change your SecureMail account password. Your temporary password is:
r95rd7081

You may log in to your account at the following Web address:
<http://pso-ime.tumbleweed.com>

If you did not request for this password or still having trouble access your SecureMail account, please contact system administrator
postmaster@pso-ime.tumbleweed.com

Help

Having trouble?
If clicking the URL above does not automatically launch your web browser, then follow these steps:

1. Open a web browser window.
2. Copy and paste the following Web address into the "location" or "address" bar of the browser:
<http://pso-ime.tumbleweed.com>
3. Press enter.

POWERED BY TUMBLEWEED

SecureMail is a trademark of ADP Communications Corp.

"Tumbleweed E-mail Firewall <tumbleweed.com>" made the following annotations on 06/20/05 09:42:33

This e-mail, including attachments, may include confidential and/or proprietary information, and may be used only by the person or entity to which it is addressed. If the reader of this e-mail is not the intended recipient or his or her authorized agent, the reader is hereby notified that any dissemination, distribution or copying of this e-mail is prohibited. If you have received this e-mail in error, please notify the sender by replying to this message and delete this e-mail immediately.

- 5. From the Login page, enter your e-mail address and temporary password. Click **Log In**.

ADP
SecureMail Menu **IME Standard Login** Help

Standard
Help

Log In to My SecureMail Account

Account Name or Email Address!

Account Password! [Reset My Password](#)

Log In

Includes RSA BSAFE cryptographics or security protocol software from RSA Security.



- The Update Account Password page will display. Enter a new password in the password fields, and then click **Continue**.

ADP

SecureMail Menu Help

Update Account Password

Update Account Password

To ensure security, SecureMail requires all account users to have an up-to-date account password. Please update your account password.

Account name or Email Address : firstlogin@hotmail.com

New Password !

The password requires a minimum of 8 character(s) and at least 1 digit(s) and at least 1 alphabetical character(s).

Re-enter New Password !

Continue

- The secure message will display.

ADP

SecureMail Menu Help

Inbox > Package

Package: SecureMail Test

From: newtest@adp.com

To: firstlogin@hotmail.com

Sent: Today, 07/13/2005 15:32:50, EDT4

Expires: 10 days later, 07/30/2005 15:33:50, EDT4

Reply

Delete Move to (Select a Folder)

Message Redirected by Tumbleweed MMS.

This is a sample of a secured message. All sensitive information is encrypted using the latest technology. Secured messages are available via a secure Web browser.

This message and any attachments are intended only for the use of the addressee and may contain information that is privileged and confidential. If the reader of the message is not the intended recipient or an authorized representative of the intended recipient, you are hereby notified that any dissemination of this communication is strictly prohibited. If you have received this communication in error, notify the sender immediately by return email and delete the message and any attachments from your system.

Save Message Text...

- Click **Logout** to exit.
- The Account Logout page will display. Exit the Web browser to close.

pso-ime.tumbleweed.com to login to SecureMail in the future.'"/>

ADP

SecureMail Menu Help

Account Logout

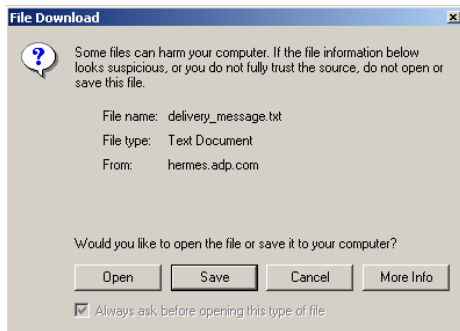
Point your browser to pso-ime.tumbleweed.com to login to SecureMail in the future.

Saving the E-Mail Package

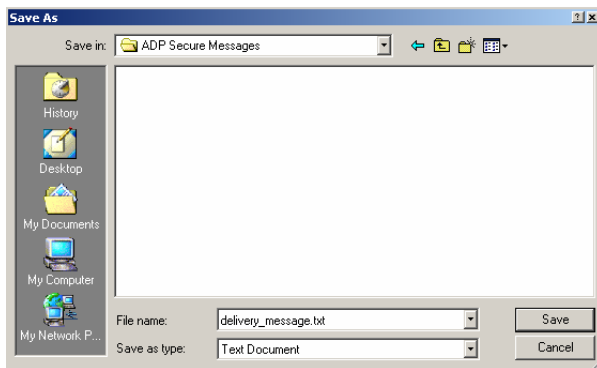
All messages are defaulted to expire in seven days. If you want to save the text and attachments, the following instructions will assist Windows-based users.

Saving a Text Message

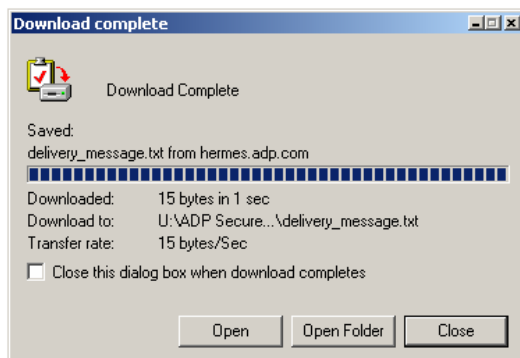
1. From the selected e-mail message, click the **Save Message Text** button.
2. A File Download dialog box will appear. Click **Save** to continue.



3. A Save As dialog box will appear. Navigate to where you want to save the file, name it appropriately, and click **Save**.

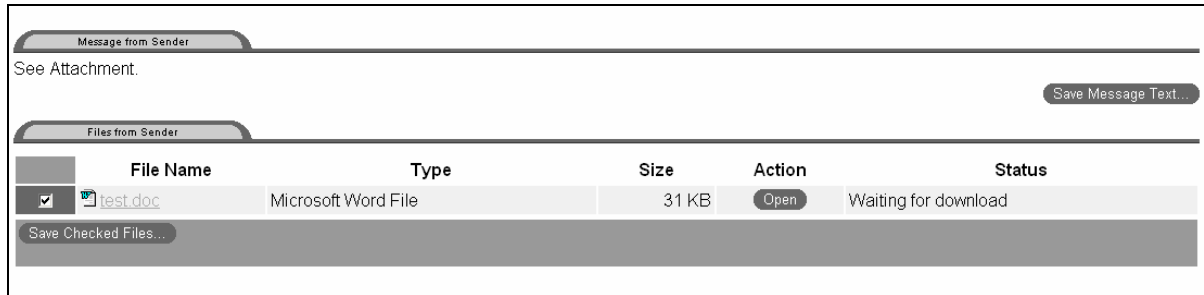


4. A Download Complete dialog box will appear. Click **Close**.



Saving an Attachment

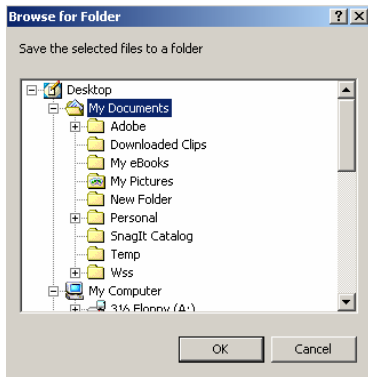
1. Under the Files from Sender tab, click the check box next to the file name(s) that you want to save.



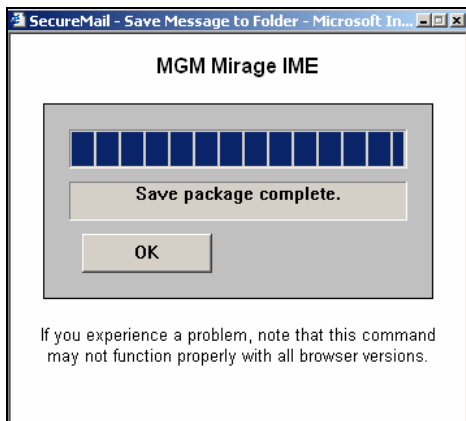
2. Click **Save Checked Files**.



3. Navigate to the folder where you want to save the file, and click **OK**.




4. A Save Message to Folder dialog box will appear. Click **OK**.



Replying to Sender

A secure reply message and file may be returned to the original sender and other recipients.

1. Click **Reply**. 
2. Enter your reply in the Message box.

The screenshot shows the 'SecureMail - New Package' interface. On the left is a 'SecureMail Menu' with options like 'Inbox', 'Outbox', 'Find Package', 'Folders', 'Address Book', 'Account Info', 'Preferences', 'Help', and 'Logout'. The main area is titled 'SecureMail - New Package' and contains the following fields:

- To:** troy_smith@adp.com
- CC:**
- BCC:**
- Subject:** Secure file with an attachment
- Message:** Enter your message here.


```

"troy_smith" <troy_smith@adp.com> wrote:
> Message Redirected by Tumbleweed MMS.
>
> This is a sample of a secured message. All sensitive information is
> encrypted using the latest technology.
      
```

Below the message field is a section titled 'Add files to package' with a table:

Filename	Type	Size	Action
test.doc			<input type="button" value="Browse..."/> <input type="button" value="Add"/>

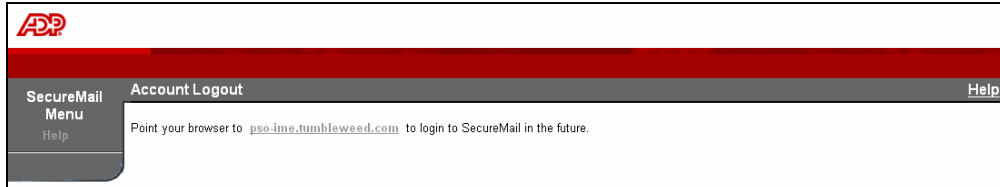
Below the table are 'Send', 'Cancel', and 'Options' buttons. At the bottom is a section titled 'Options for package' with the following options:

- Notify Recipient:** When sending each recipient an email to notify them of their package:
 - Include the message (message not secure)
- Notify Me:** For each recipient:
 - Email me if trouble prevents delivery of package
 - Email me when Message is viewed
- Schedule Delivery:**
 - Send immediately
 - Send on 09 / 09 / 2004 at 10 : 38 EDT4

At the bottom of the options section are 'Send', 'Cancel', and 'Options' buttons.

3. If you want to add a file to the reply, click **Browse** to locate and select the file.
4. Click **Add**. You will see all applicable file information once the file has been added.
5. If you choose to use the package options, select the desired options: Notify Recipient, Notify Me, and Schedule Delivery.
6. Click **Send**.
7. Click **Logout** to exit.

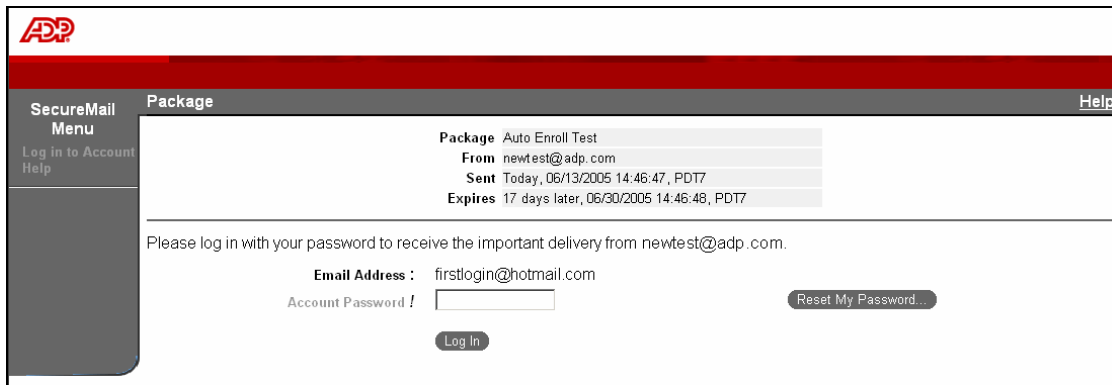
8. The Account Logout page will display. Exit the Web browser to close.



Using Your E-Mail Account

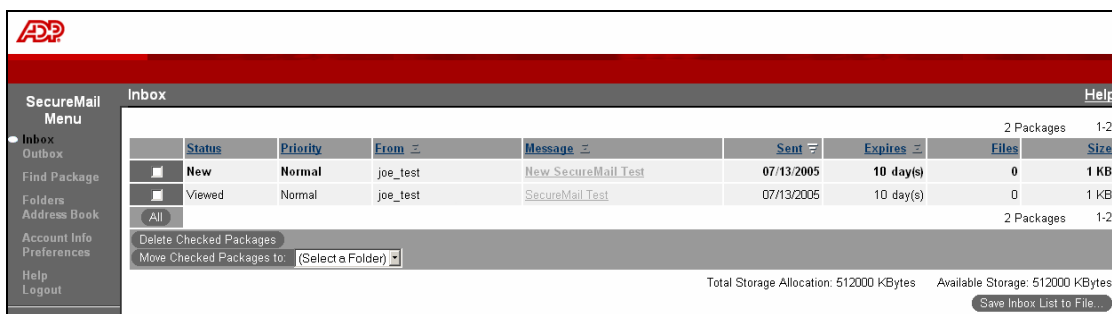
When you receive subsequent secure e-mail, you will be able to open the message directly from the SecureMail Web Site. For your convenience, you may wish to bookmark this site or save the page to your favorites.

1. Access the SecureMail Web Site at <https://hermes.adp.com/>, or open the e-mail package to be directed to the Login page.
2. The Login page will display. Enter your account password, and click **Log In**.

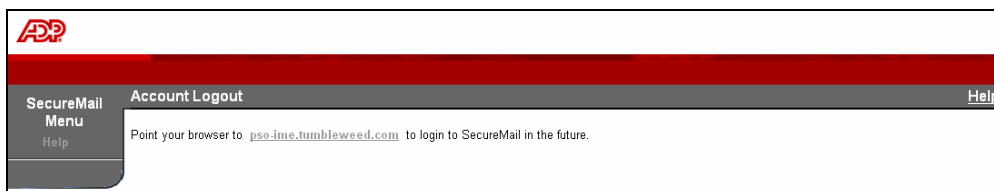


NOTE: If you forget your password, click **Reset My Password** to have a new temporary password sent to your account e-mail address. (See the *Resetting Your Password* section for more details.)

3. You now have access to your SecureMail Inbox to pick up your new messages and the Outbox to track replies. Click **Inbox** to view new messages or previously-viewed messages that have not expired. Click **Outbox** to view any reply messages that have not expired.



4. Click **Logout** to exit.
5. The Account Logout page will display. Exit the Web browser to close.



Deleting Inactive Accounts

Recipient SecureMail accounts with 74 days of inactivity will be disabled for one day and then deleted on the next day (day 75). (Inactivity means that you have not logged into the account.) Subsequently, you will be required to re-register on the SecureMail Web Site upon receipt of a secure message.

However, on the day the account is disabled, if an ADP associate attempts to send you a secure package, the sender will be notified that the account is disabled. If appropriate, the sender can contact the T&FS SecureMail Administrator to request that the account be re-enabled.

Things to Know

Please note the following:

- ◆ Secure e-mail packages that are sent to you will be deleted from the SecureMail Web Site automatically after seven days.
- ◆ Messages and attachments can be saved in another location on your computer by using the Save Message Text and Save Checked Files features.
- ◆ Any secure message that you reply to will be sent securely to those recipients.
- ◆ The Folders and Address Book features are not available for use.