

# Using Veridian's Secure Messaging System

As the Financial Management Service (FMS) for the Consumer Choices Option Program, Veridian is committed to keeping our member's Protected Health Information (PHI) secure. One of the ways we do so is by sending our email communication through a secure messaging system. This user guide will go through registering an account and logging in to the Veridian secure messaging system, as well as the use of this system.

### **Registering in the Secure Messaging System**

To access an email within the secure messaging system, you will first need to register an account. To do so, take the following steps when receiving your first secure email from Veridian.

1. Locate the secure message notification in your inbox. It will have the subject line "Veridian Secure Messaging Notification"

An example of this notification is pictured below

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Gmail -	· · · · More ·		۵.
COMPOSE	- Unread		1-50 of 81 💌
Inbox (81)	🗌 🚖 📒 Consumer Choices Option	Veridian Secure Messaging Notification - Secure Messaging Notification You have been sent a secure message by Veridian Cred	2:48 pm
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Note, the exact appearance of this notification may differ from one email service to another. 2. Click the "here" hyperlink as pictured below

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	Secure Mess Notification	aging	Veridian
	You have been se View the mess accessed from	ant a secure message by Vertilian Credit Union. sage by clicking here. It has been classified as sensit within this Secure Messaging service.	tive and may only be
	Need help? If password will b	this is the first time you have received a secure messa se emailed to you separately.	ge from this company, a
		and a second or second and a second	ing in, click here to request

3. On the following page, add your email address then click Next



4. You will then be directed to the following screen requesting a Password

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$e_{i} \in e_{i} \in \mathcal{C}$ <b>B</b> Secure   https://veridian.login-us.mimecast.com/u/login/?gta=secure#/login?messa	ge=eNpFjIFPwjAURv9LX6Wmd72sQIwRURETDDh58a 😭 🚺
Veridian	
Enter the password that has been provided from the Secure Messaing Password Notification Email	Secure Messaging
	Log In youremail@gmail.com
	Log In
Secure Messaging	Log in as a different user. Forgot your password?
Mimecast Secure Messaging provides a dedicated global platform for fast communication and ultimate email privacy.	

• To locate this password, return to your inbox. There will be a new message with the subject title of "Secure Messaging Password Notification"



• Within this email, there will be a temporary password Example highlighted in the image



• Copy this email and enter it into the Log In screen pictured in Step 4.

5. After entering the password, you will be prompted to enter the temporary password a second time. This second entry will only be requested during the registration process.

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$\leftarrow$ $\rightarrow$ C $\widehat{}$ Secure   https://veridian.login-us.mimecast.com	/u/login/?gta=secure#/login?message=eNpFjIFPwjAU 🛧 🖸 :
Veridian "If this is the first time loggin require the email password to	ng in, the website will to be entered again.
	⊠ Secure Messaging
	Log In youremail@gmail.com
Secure Messaging	Password
Mimecast Secure Messaging provides a dedicated global platform for fast communication and ultimate email privacy.	Invalid user name, password or permissions.
After entering password, click Log In	Log In
	Log in as a different user. Forgot your password?

6. Entering the temporary password the second time during the registration process will then direct you to the following page to reset your password.

Reset Passv	vord
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<ul> <li>Minimum 8 cha</li> <li>Include at leasi</li> <li>Include at leasi</li> <li>Include at leasi</li> <li>New Password same</li> </ul>	racters tone lowercase character (a-z) tone uppercase character (A-Z) tone numeric character (0-9) and Confirm Password must be the
Home Login Issue	s? Knowledge Base Contact Support

7. After clicking Confirm, your password is updated and will be used for logging in to the secure messaging system.

### Logging in to the Secure Messaging System

After you have registered your account, you will now be able to log in and access your emails in the secure messaging system.

To log in, take the following steps

1. Locate the secure message notification in your inbox. It will have the subject line "Veridian Secure Messaging Notification"

An example of this notification is pictured below

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Gmail -	· · · · · · · · · · · · · · · · · · ·		¢
COMPOSE	* Unread		1-50 of 81 💌
Inbox (81)	🗌 🔆 😑 Consumer Choices Option	Veridian Secure Messaging Notification - Secure Messaging Notification You have been sent a secure message by Veridian Cred	2:48 pm
Starred	🗆 🚖 😑 Paras, Angel	Neuro/Menaging/Assessed/Astification - Security Recognity/Assessed to Market Price as parameter to Market researcy. In:	2:45 pm
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Note, the exact appearance of this notification may differ from one email service to another. 2. Click the "here" hyperlink as pictured below

to me 💌	nsumer Choices Option	Proceed to o clicking on th	pening the message by he link that says "here"	2:48 PM (3 minutes ago)	× *
	Secure Messa Notification	ing		Veridian	
	You have been sen	a secure message by Veri e by clicking <u>here</u> . It has b	nan Credit Union.	and may only be	
	Need help? If thi password will be	is the first time you have re mailed to you separately.	service. Iceived a secure message fr	rom this company, a	
	If you did not rec a new password.	ive your password or are ex	periencing trouble logging in	n, click <u>here</u> to request	

3. Use your email address that you used to register for the Veridian Secure Email System.

	Veridian.
Log I	n
Ema	il Address
	Next
	Home Login Issues? Knowledge Base Contact Support
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	Powered by Mimecast

4. Enter your Veridian Secure Email System password. Note: This is not linked to the Veridian Fiscal Solutions Website.

Log I	n
Pass	word
	Log In
Log in Forgot	as a different user. your password?
	Home Login Issues? Knowledge Base Contact Support
0.	2020 Mimecast v3.4.10-1-20201123_1307
	Powered by Mimecast
	Privacy

#### Important Information

• Password should be kept secure. If password is lost or forgotten, follow the steps provided using the "Forgot your password" option.

⊠ Secure Messaging
Log In
youremail@gmail.com
Log In
Log in as a different user. Forgot your password?
Home Login Issues? Knowledge Base Contact Support @2017 Mimecast v3.2.10-2-20170915_1614 Powered by mimecast

• The account registered for the secure messaging system is not linked to the account on the Veridian Fiscal Solutions Website.

## Using the Secure Messaging System

When you have logged in to the secure messaging system, emails from Veridian will appear in the Inbox.

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Linbox		Selection +		Renty a Mark y
		Sender's Name test Secure Messaging 9/13	09/13/2017 05:50 PM	test Secure Messaging 9/13
Deleted Items		Sender's Name test	09/13/2017 03:16 PM	< someone@VeridianCU.org> 09/13/2017 at 05:50 PM
		• Sender's Name test 9/13 8:57	09/13/2017 08:58 AM	To: cg@live.com Details ~ Display Images
		Sender's Name test branding in secure messaging 4	09/12/2017 01:39 PM	This is a test.

From within the secure messaging system, you have the ability to

- Read emails
- Reply
- Reply-To-All
- Mark As Read
- Print
- Delete
- Retain past email threads
- Include Attachments
- Review Sent and Deleted Items
- Compose new secured messages to Veridian