



Non-.mdEmail™ Recipient Tutorial

The following tutorial outlines the process for receiving a secure SendAnywhere .mdEmail™. Registration will only take recipients a few moments to complete. This is a required process to protect both senders and recipients of sensitive patient health information (PHI). If recipients do not complete this process they will be unable to read the secure message.

1. A text email is sent to notify the recipient of a secure .mdEmail™ message including instructions on opening the attachment.

The screenshot shows the top of an email notification. At the top is the .mdEmail™ logo. Below it is a navigation bar with links for Home, About .mdEmail, MaxMD Home, and .mdEmail™ Secured. The main body of the email contains the following text:

**You have received a Secure .mdEmail™ Message.
Open the attachment to read the message.**

Note: Some mail readers (including recent versions of Microsoft Outlook Express and the ComCast web mail reader) hide access to attached .html files by default. See the instructions on your mail reader to enable HTML attachments. You may then open the attachment.

At the bottom, there is a footer with copyright information: Copyright © 2006 MaxMD | Terms of Service | Privacy Policy | Support. Below the footer are two lines of text: .md Because medicine is your domain. and Service provided by MaxMD.

2. The recipient must open the attachment and select "Read Message Now".

The screenshot shows the top of an email notification, similar to the previous one. It includes the .mdEmail™ logo and navigation bar. The main body of the email contains the following text:

You have received a .mdEmail Secure Message.

Below this text is a button labeled "Read Message Now".

At the bottom, there is a footer with copyright information: Copyright © 2006 MaxMD | Terms of Service | Privacy Policy | Support. Below the footer are two lines of text: .md Because medicine is your domain. and Service Provided by MaxMD.

3. .md Because medicine is your domain. Service Provided by MaxMD
n
e recipient is prompted to sign onto .mdEmail™ in order to decrypt (open) and read the secure message.

**.mdEmail™ Support Toll Free: (877) 629-6363
Outside of the United States: +1 (201) 963-0005
Email: support@mdemail.md**

Email Address:

Password:

(This is required to decrypt the message.)
Authentication may take a few seconds.

Don't have an account? Follow [this link](#) to create one.
Forgot your password? Follow [this link](#) to reset it.

4. If the recipient has authenticated in the past eight-hours the message will open. If the recipient has an account and password and has not authenticated in the past eight-hours, proceed to step 16.
5. If an account has not yet been created, the recipient will have the option to create a **.mdEmail™** account by clicking on link next to "Don't have an account".

Email Address:

Password:

(This is required to decrypt the message.)
Authentication may take a few seconds.

Don't have an account? Follow [this link](#) to create one.
Forgot your password? Follow [this link](#) to reset it.

6. The recipient will be asked to confirm their email address.

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Email: support@mdemail.md



Welcome to account registration.

Step **1** Step 2 Step 3 Step 4

The .mdEmail registration process is completed in four simple steps.
Please confirm the email address you wish to register.

Confirm Address

7. Select "Yes" if the email address was populated correctly. If incorrect, make necessary edits and select "Yes".
8. Enter and confirm a password for the new account and then click "Next".

Welcome to account registration.

Step 1 Step **2** Step 3 Step 4

Select the password for the account
user@domain.md (Change Address)

Your password must be:

- * At least 7 characters long
- * Include letters and numbers, no special characters
- * Be mix of UPPER and lower case letters

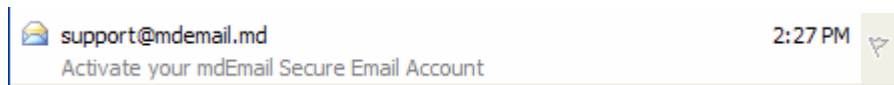
Password:

Confirm Password:

- The recipient will then receive a confirmation page for the completion of Phase 1. A confirmation email will be sent to the recipient with further instructions.

The screenshot shows the top of a web page with a blue header. The header contains the text ".mdEmail™" on the left, "Home | About .mdEmail | MaxMD Home" in the middle, and ".mdEmail™ Secured" on the right next to a lock icon. Below the header, the main content area has the heading "Phase 1 Complete" in blue. Underneath, it says "Please wait for an email to user@domain.com with instructions explaining how to complete this process." At the bottom of the page, there is a footer with "Copyright © 2006 MaxMD | Terms of Service | Privacy Policy | Support" in the center, ".md Because medicine is your domain." on the left, and "Service provided by MaxMD" on the right.

- Close the Phase 1 is complete window.
- Open the confirmation email in email client INBOX entitled "Activate your .mdEmail™ Secure Email Account".



- The recipient will then click on the link to activate the new account.

The screenshot shows a web page with a blue header. The header contains the text ".mdEmail™" on the left, "Home | About .mdEmail | MaxMD Home" in the middle, and ".mdEmail™ Secured" on the right. The main content area has the text "Thank you for starting the secure email registration process." followed by "Please [click here](#) to activate your new account. If you do not see a link above, paste the following URL into your web browser to complete the account activation of your new account:" and then the URL "https://secure.mdemail.md/usermgmt/RegP2Entry.do?regToken=fJjeIg0r9elovUOWcn6ohNsGCCBR.aaaaaaa%40aaaaaaaaaaaa.net". Below this, it says "Thank you" and "mdEmail". At the bottom, there is a footer with "Copyright © 2006 MaxMD | Terms of Service | Privacy Policy | Support" in the center, ".md Because medicine is your domain." on the left, and "Service Provided by MaxMD" on the right.

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13. The recipient will be prompted to "re-enter their password" and click "Next".

Welcome to account registration.

Step 1 Step 2 Step **3** Step 4

Re-enter the previously selected password for the account user@domain.md

Password:

Click [here](#) to restart the registration process.

14. The recipient will then complete the data fields to register the new account.

Welcome to account registration.

Step 1 Step 2 Step 3 Step **4**

Please complete your data:

First name

Middle Initial:

Last name:

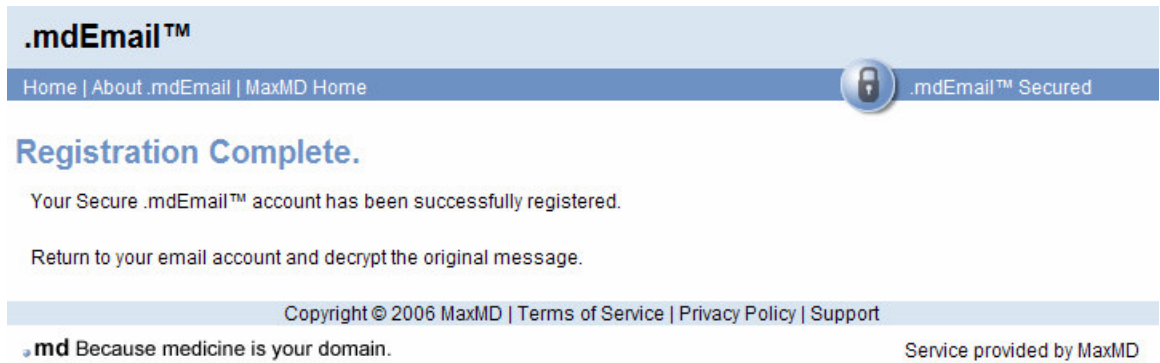
Secret Question:

Secret Answer:

Country:

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15. A confirmation page will follow (upon successful completion) instructing the recipient to return to the original email to decrypt (open) and read the message.



The screenshot shows the registration confirmation page for .mdEmail. At the top, there is a blue header with the .mdEmail logo on the left and a lock icon with the text ".mdEmail™ Secured" on the right. Below the header, the text "Registration Complete." is displayed in a large blue font. Underneath, it states "Your Secure .mdEmail™ account has been successfully registered." and "Return to your email account and decrypt the original message." A footer contains the copyright notice "Copyright © 2006 MaxMD | Terms of Service | Privacy Policy | Support", the slogan ".md Because medicine is your domain.", and "Service provided by MaxMD".

16. Open the attachment and select "Read Message Now".

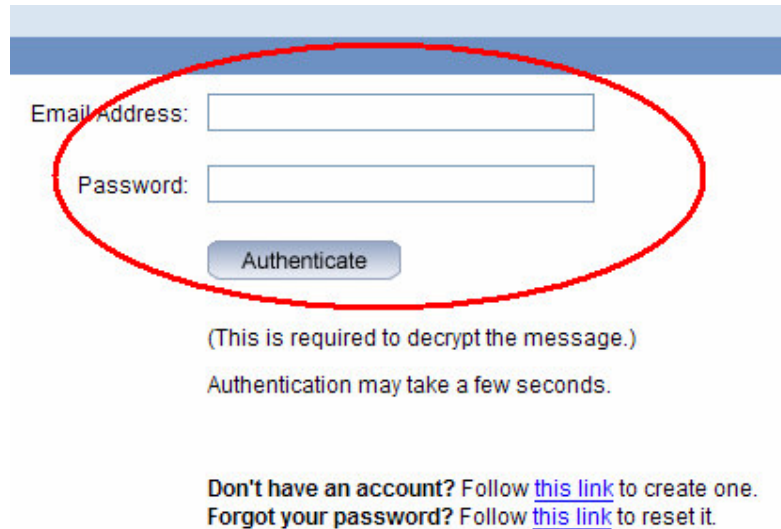


The screenshot shows the notification page for a received .mdEmail secure message. It features a blue header with the .mdEmail logo on the left and ".mdEmail™ Secured" on the right. The main content area displays the text "You have received a .mdEmail Secure Message." centered, with a button labeled "Read Message Now" below it. The footer includes the copyright notice "Copyright © 2006 MaxMD | Terms of Service | Privacy Policy | Support", the slogan ".md Because medicine is your domain.", and "Service Provided by MaxMD".

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17. Recipients will be prompted to authenticate by logging into **.mdEmail™**.

Note: Recipients are only required to authenticate once in any eight-hour period in order to read all secure messages. There are no costs to the recipient.



Email Address:

Password:

(This is required to decrypt the message.)
Authentication may take a few seconds.

Don't have an account? Follow [this link](#) to create one.
Forgot your password? Follow [this link](#) to reset it.

18. Attachment will open.



.mdEmail™

Secure Reply | Secure Reply All


 .mdEmail™ Secured

From: "User User" <user@domain.md>
To: user@domain.com
CC:
Date: Mon, 27 Mar 2006 13:12:26 -0500
Subject: test

Test Body

Attachments:

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