

Secure Email Message Center Quick Start Guide

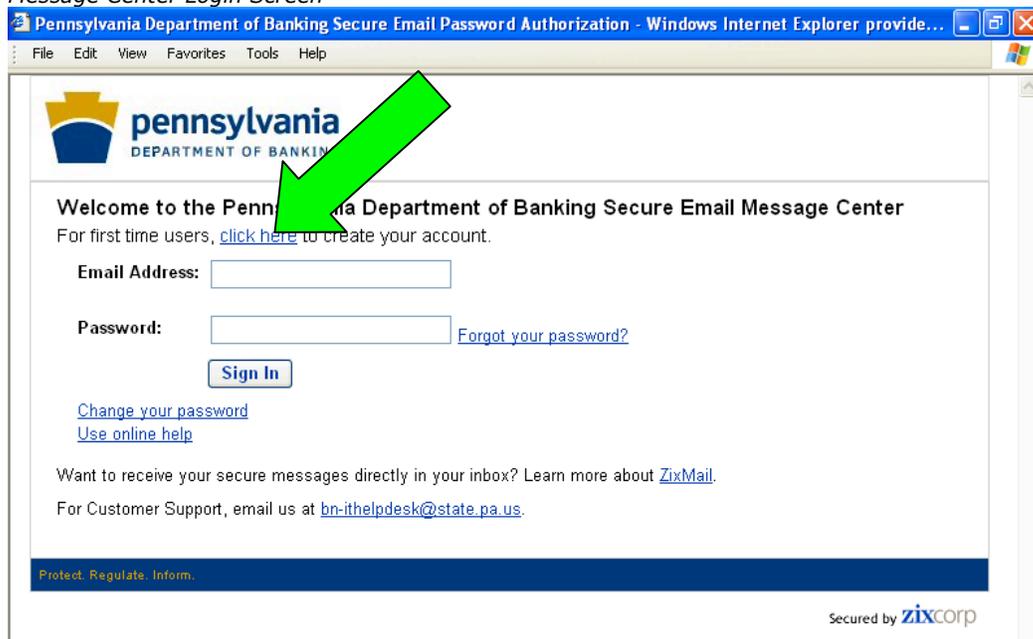
The Department of Banking Secure Email Message Center allows anyone to send and receive messages and documents using advanced encryption technology. This helps to ensure that the information can only be accessed and read by the intended recipient. Both sender and recipient must have a software program called Zix installed in their computers.

Getting Started

If you are a new user, you will first need to register your email address and create a password to log into the message center.

1. You can reach the login screen from the Department of Banking website, www.banking.state.pa.us or by following this link: <https://web1.zixmail.net/s/login?b=pdb>.
2. Next, click on the link near the top of the login screen to create a new account (see below). Doing this will take you to the registration page.

Message Center Login Screen



Message Center Login Screen

Pennsylvania Department of Banking Secure Email Password Authorization - Windows Internet Explorer provide...

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 **pennsylvania**
DEPARTMENT OF BANKING

Welcome to the Pennsylvania Department of Banking Secure Email Message Center
For first time users, [click here](#) to create your account.

Email Address:

Password: [Forgot your password?](#)

[Change your password](#)
[Use online help](#)

Want to receive your secure messages directly in your inbox? Learn more about [ZixMail](#).

For Customer Support, email us at bn-ithelpdesk@state.pa.us.

Protect. Regulate. Inform.

Secured by **zixcorp**

3. Enter your email address into the first field on the registration page.
4. Next, you will need to create a secure password that has all of the following:
 - Upper and lowercase letters
 - At least one number
 - At least one special character such as ~!@#\$^&

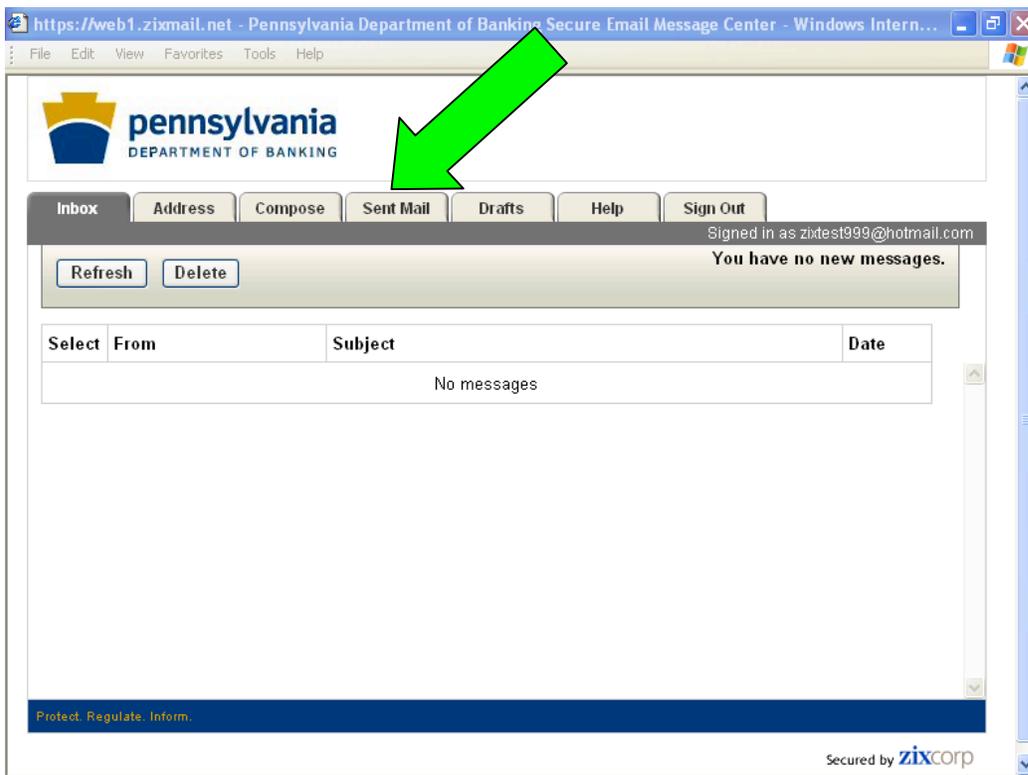
5. Finally, you must enter a "password reminder phrase." This is a hint or clue to help you recall a forgotten password. Note that cannot use your password, including any numbers or special characters it may contain, as part of your reminder phrase.
6. When you are finished, click on the "Submit Password" button at the bottom of the screen. You will receive a confirmation message at your registered email address that contains instructions to activate your password.
7. Congratulations, you can now access the Department of Banking Secure Email Center!

Logging In

To access the message center, simply enter your registered email address and password into the login screen (located at www.banking.state.pa.us or <https://web1.zixmail.net/s/login?b=pdb>) and click on the "Sign In" button.

Basic Functions

The basic functions of the message center are organized into tabs across the top of the screen. You will be taken automatically to your "Inbox" whenever you log in. To use other functions, simply click to highlight the appropriate tab.





Department of Banking Secure Email Center is designed to work similarly to other widely available email programs such as Yahoo! or Gmail.

If you would like to learn more about performing basic functions such as sending and receiving messages, or how to utilize some of the message center's more advanced features, please consult the full [User's Guide](#) [link to Zix version of User's Guide]

Help and Support

If you are having problems accessing the message center, you can contact the Department of Banking helpdesk at bn-ithelpdesk@state.pa.us. You can also email the helpdesk by clicking the link at the bottom of message center login screen.