



## Using ValueOptions' ZixMail Encryption System

The federal government has passed the HITECH Act, which strengthens the security requirements for electronic Protected Health Information (PHI). Under HITECH, encryption currently is the only approved means of protecting PHI sent via email. Password-protected files are no longer acceptable.

ValueOptions uses the ZixMail encryption system to protect emails sent to providers, business associates and others. ZixMail also can be used by our partners to protect emails sent to ValueOptions. The system is similar to online email services such as Yahoo or Gmail. The following instructions explain how ValueOptions' partners can receive and send encrypted email via ZixMail:

---

### Opening Encrypted Email from ValueOptions

---

1. An email from ValueOptions will arrive in your account instructing you to click on a link to view your secure email.
2. Click on the link to access ValueOptions' Secure Email Message Center.
3. On your first visit, create a password-protected account.
4. Sign in and view your email. You can access your account at any time in the future.

---

### Sending an Encrypted Email to ValueOptions

---

1. Visit the ValueOptions' ZixMail site at: <https://securemail-valueoptions.com/s/login?b=valueoptions>
2. Log into your account with your email address and password.
3. Click on the "Compose" tab to create an email.
4. You may click on the "Attach File" button to include files with your email. NOTE: Be sure to first click on the "Add" button to include a selected file, then the "Attach" button to attach all files.

---

### Questions?

---

Online help on using ZixMail is available at: <http://www.zixhelp.com/zixport/3.2/webhelp/portalhelp.htm>

Thank you!