



NCR Secure Message Portal

Secure email notification update
June 16, 2020

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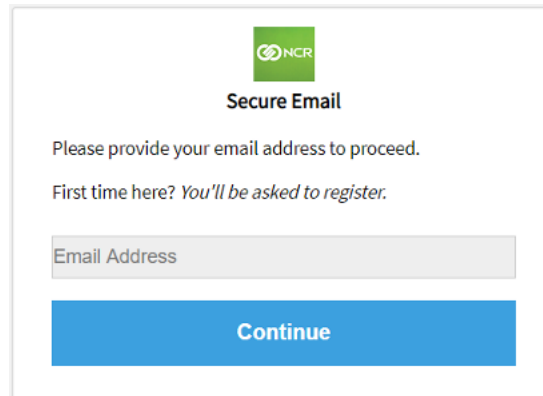


Setting up your Proofpoint Secure Portal

Step 1 - Register account

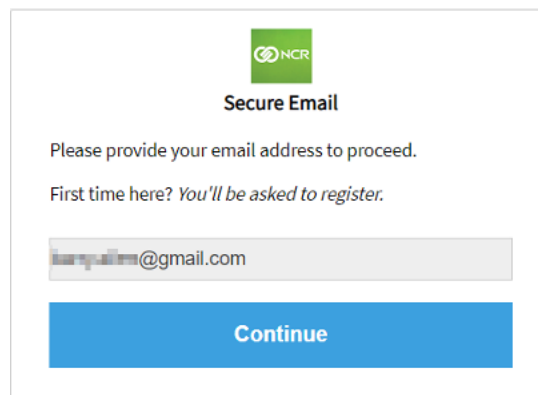
External users can register an account directly

Navigate to <https://securemail.ncr.com/encrypt> to register account.



The screenshot shows the 'Secure Email' registration page. At the top is the NCR logo. Below it, the text reads: 'Please provide your email address to proceed.' and 'First time here? You'll be asked to register.' There is a text input field labeled 'Email Address' which is currently empty. Below the input field is a blue button labeled 'Continue'.

The external user enters their email address and clicks the "Continue" button.



This screenshot is identical to the previous one, but the 'Email Address' input field now contains the text 'jerry.sullivan@gmail.com'. The 'Continue' button remains visible below the input field.

Since the email address is not recognized by the system, the external user is prompted to set up the account. **The password must meet specific criteria.**



Registration

Password Policy

- Passwords must be 8-20 characters long.
- At least one digit (0-9) is required.
- At least one symbol character is required.
- Both uppercase and lowercase characters are required.
- Your username may not appear in the password.

Create your account to read secure email.

Email Address:

First Name:

Last Name:

Password:

Confirm Password:

Question:

Answer:

Continue

Registration

Create your account to read secure email.

Email Address:

First Name:

Last Name:

Password:

Confirm Password:

Question:

Answer:

Continue

When the external user completes inputting all relevant information and clicks the “**Continue**” button, an Activation email is sent.

Activation Request Sent

A verification message was sent to your email address which contains a URL you must use to activate your account. Once active, you will be able to send your secure message.

If you do not receive this message within a few moments, please check your spam folder or other filtering tools you may be using as this activation message sometimes gets blocked.

Proofpoint Encryption Registration Inbox x

proofpoint-pps@ppops.net
to me

Tue, Nov 12, 5:49 PM (6 days ago)

This is the URL to activate your account. Please click the following link to activate your account to send a secure message: <https://securemail.ncr.com/securereader/activate?token=ruxmHQ25gJXssFIYZ0dzwYwKA7&brand=fbe1cfc6>. Note: This URL will only work once and will expire in 30 minutes. To restart the activation process, you must start over at the initiate URL.

Reply Forward

securemail.ncr.com/securereader/inbox.html

Securemail benjamin@gmail.com Logout

New Message Help

Inbox **Sent**

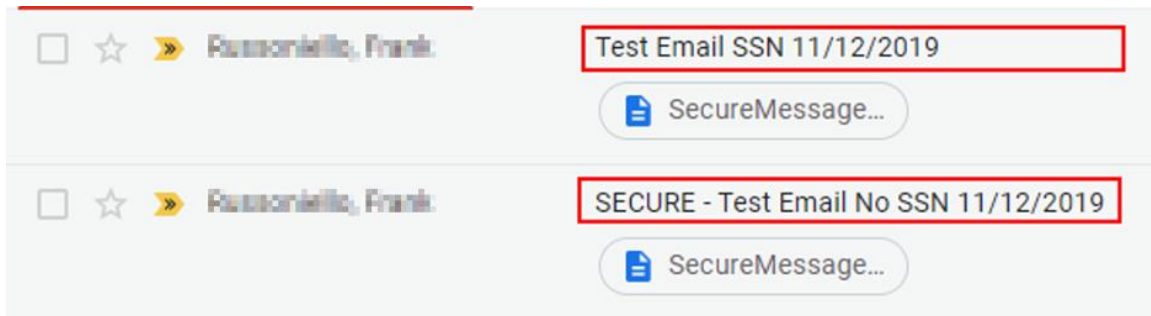
No messages yet

Step 2 - Active the account

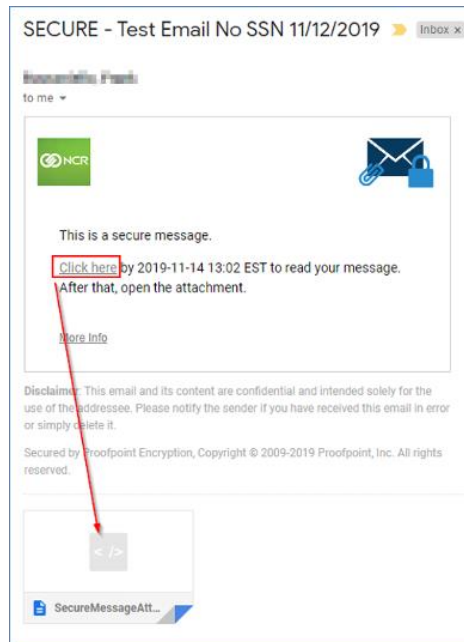
The external user receives a secure message.



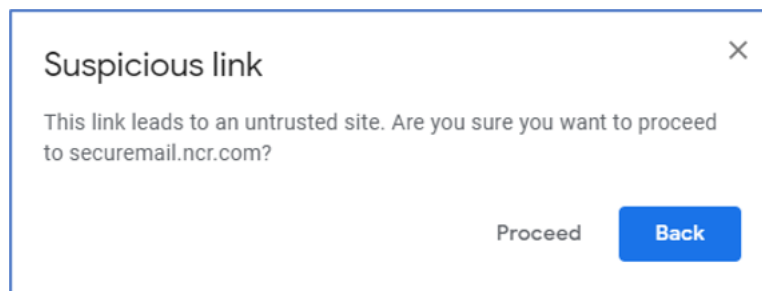
External users can register an account when clicking a link in a Secure Message Notification.



The external user can click the link in the email message (**indicated by the red box**) or open the attachment to click the link (if they are on a mobile device, the link in the email message may not work).

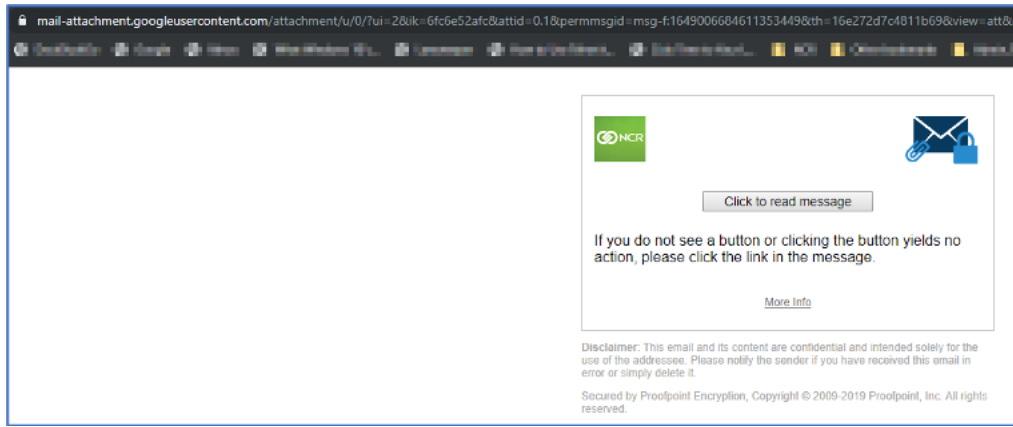


Note: If the following message is received, the user can click "Proceed".




The following is the view when opening the attachment.





Since the email address is not recognized by the system, the external user will be prompted to set up the account. As in the previous step, the password must meet specific criteria.



Registration

Create your account to read secure email.

Email Address:

First Name:

Last Name:

Password:

Confirm Password:

Question:

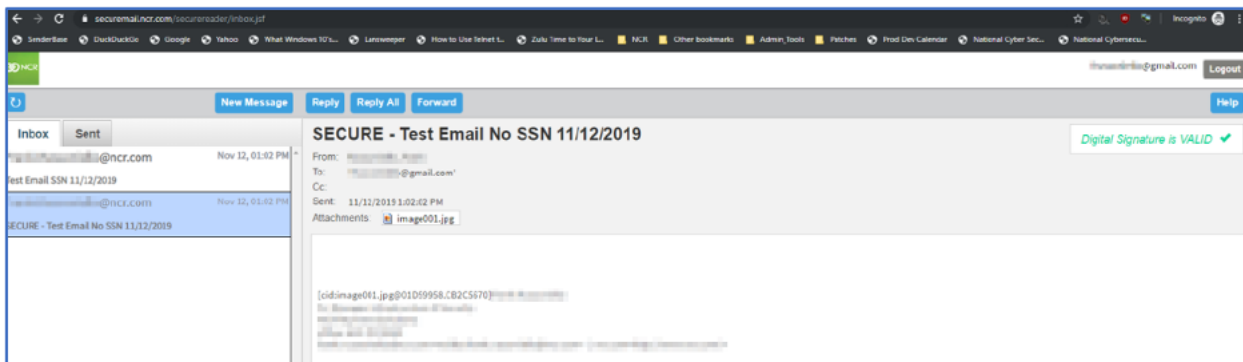
Answer:

Continue

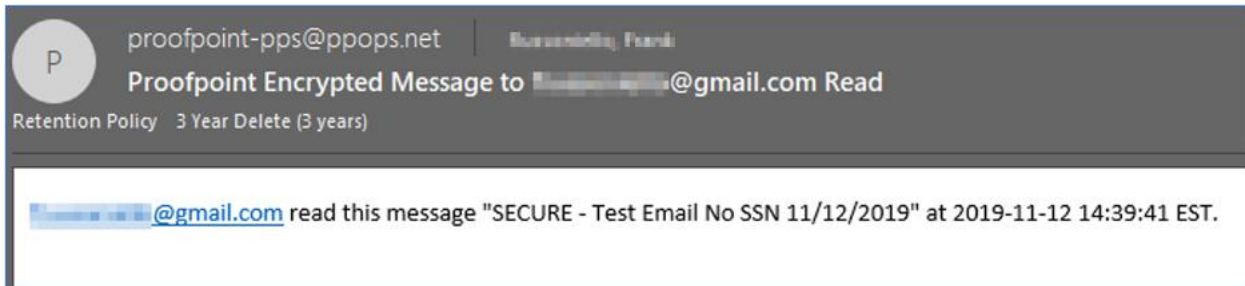
Step 3 - View the new account

The external user accesses their new account.

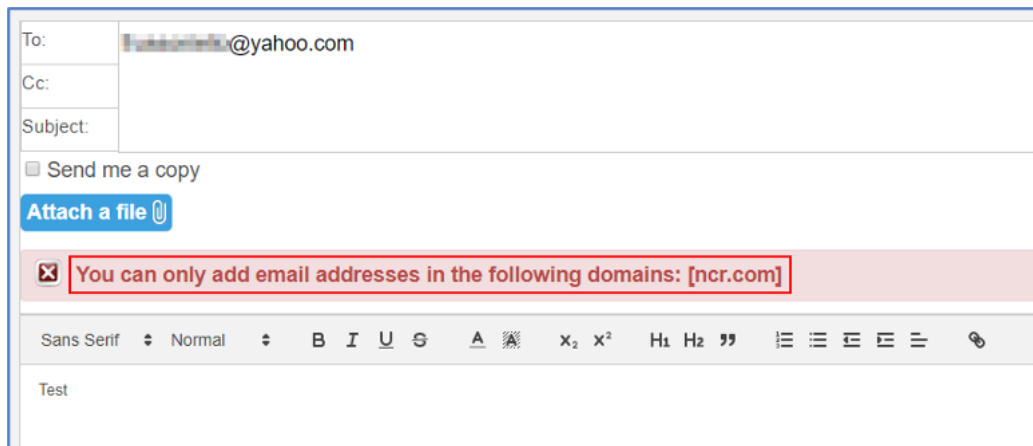
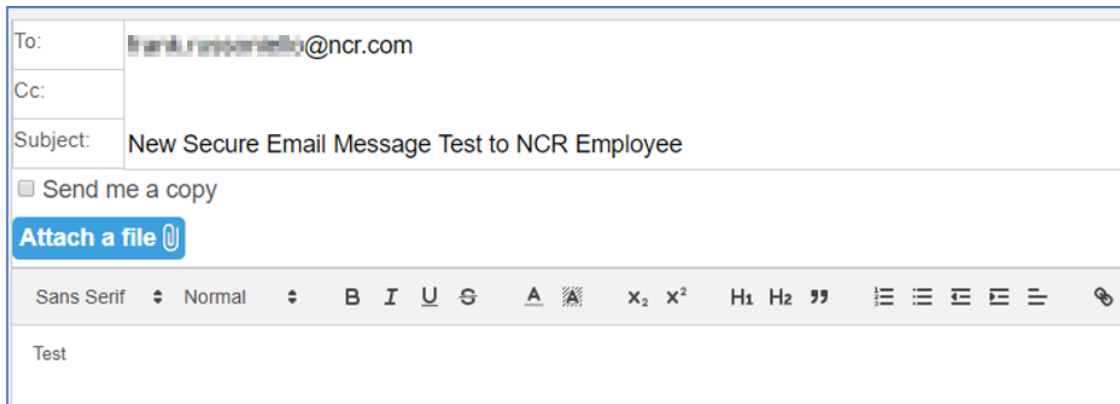
When the external user completes inputting all relevant information and clicks the "Continue" button, they will enter the Inbox of their new account and see the secure message.



A read notification will be sent to the sender of the email, in this case it will be NCR.

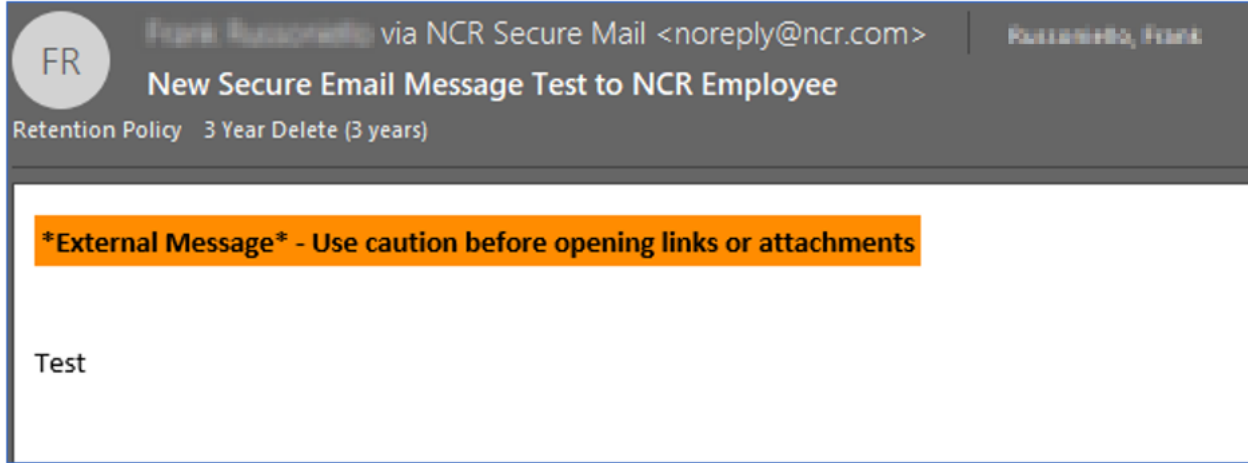


The external user can reply to or forward the email as well as compose a new email. Emails can only be sent to ncr.com email addresses.




The external user will appear as "name via NCR Secure Mail" as the sender.





When the external user goes to the website and inputs an existing email address, the password box will appear. When the correct password is inputted, the user's secure mailbox will open.


Login

Log in to Email Encryption

[Forgot Password](#)

If you have any questions or run into issues while setting up your account, reach out to **your dedicated Client Service Representative**. If you don't have their contact information, please call **610-797-9500** and **dial 0**.

