

AFM-EPF Secure Message Center

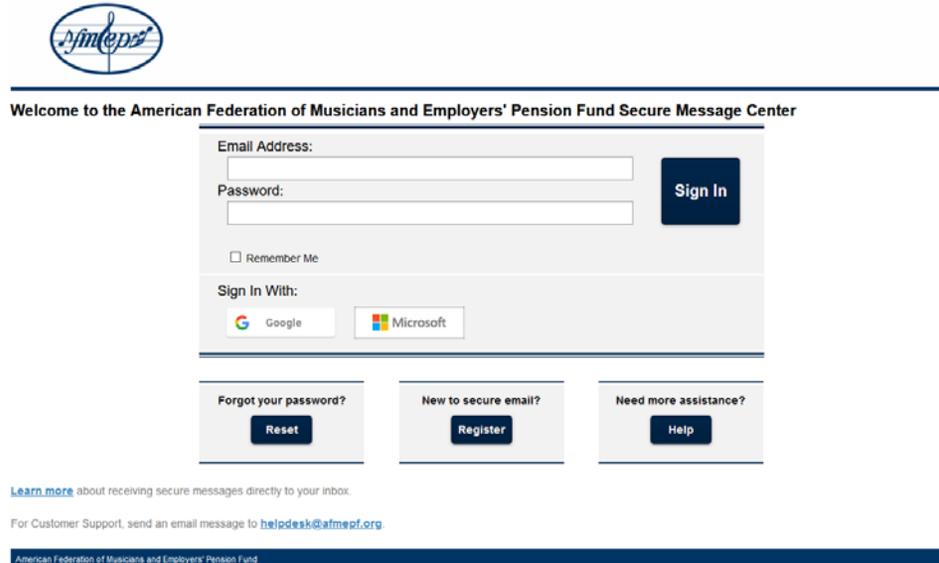
Using secure email

AFM-EPF has partnered with Zix to allow participants to send secure email to the Fund. This Secure Message Center protects your personal and confidential information by encrypting your information while in transit to the Fund.

First Time accessing AFM-EPF Secure Message Center

You must register an account before using the Secure Message Center. To register a new account from a computer, tablet, or mobile device:

1. Navigate to <https://web1.zixmail.net/s/compose?b=afmepf> or navigate to the Secure Message Center on our website www.afm-epf.org and click on the Send Secure Message button.



The screenshot shows the login interface for the AFM-EPF Secure Message Center. At the top left is the AFM-EPF logo. Below it, the text reads "Welcome to the American Federation of Musicians and Employers' Pension Fund Secure Message Center". The main form contains fields for "Email Address:" and "Password:", with a "Sign In" button to the right. Below these fields is a "Remember Me" checkbox. Underneath is a "Sign In With:" section with buttons for "Google" and "Microsoft". At the bottom of the form are three boxes: "Forgot your password?" with a "Reset" button, "New to secure email?" with a "Register" button, and "Need more assistance?" with a "Help" button. Below the form, there is a link to "Learn more" about receiving secure messages and an email address for customer support: helpdesk@afmepf.org. The footer of the page reads "American Federation of Musicians and Employers' Pension Fund".

Click on the Register button



A close-up of the "New to secure email?" section of the login page. It features a dark blue button with the word "Register" in white text.

2. From the Register Account page:
 - a) Enter your email address
 - b) Create a password using the password rules and click **Register**



Register Account

Enter your email address and a password to register and begin sending and receiving secure messages.

Email Address:

Password:

Re-enter Password:

Password Rules

Passwords must be at least 6 characters in length, and meet all of the following conditions:

- Contain both alphabetic and numeric characters
- Contain both uppercase and lowercase characters
- Contain at least one special character, such as: ~!@#%&*

Passwords cannot match email address.

3. Account Change Confirmation (screen)



Account Change Confirmation

A confirmation email has been sent to your email address for this American Federation of Musicians and Employers' Pension Fund mailbox. After you receive the confirmation email, please follow the instructions to activate the changes.

American Federation of Musicians and Employers' Pension Fund

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4. Your email account will receive a message from **AFM-EPF Notification** (afmepf.notification@zixmessagecenter.com). Please click the link and follow the instructions to activate your secure email password.

5. Change Password (web page)

- a. Click **Activate**



Change Password

Your American Federation of Musicians and Employers' Pension Fund password is pending.

To activate your new password, select the button below:

To decline your new password, select the button below:

6. Activation Successful (web page)

- a. Click **Continue**



Activation Successful

You have successfully activated your new password. Click Continue to return to the Sign In page.

Continue

Note: Your password is important. Please store it in a safe place.

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Sending a secure message to AFM-EPF

Once you log into the AFM-EPF Secure Message Center the screen below will be displayed:



Inbox

Inbox | Compose | Sent Mail | Drafts

Refresh | **Delete** | normamccarthy@hotmail.com **Sign Out**

You have no new messages. Last Sign In: May 24, 2021 2:28 PM

Select	From	Subject	Date
No messages			

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Click on the Compose tab



Compose

Inbox | **Compose** | Sent Mail | Drafts

Send | **Save Draft** | **Attach File** | normamccarthy@hotmail.com **Sign Out**

Last Sign In: May 24, 2021 2:28 PM

To: Customer Service

Subject:

Attachments: No attachments, to attach files drag the file to this window or select Attach File.

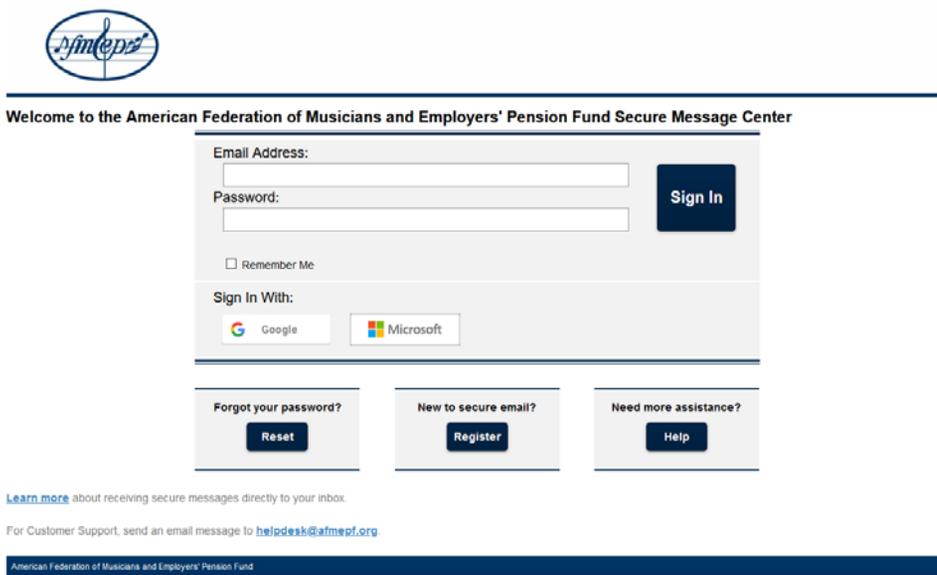
B I U | **Font** | **Size** | **A** | **Image**

Select the email recipient from the dropdown, Customer Service or Pension Support. Compose your message, add attachments if needed and click send to securely send you message and attachments to the Fund.

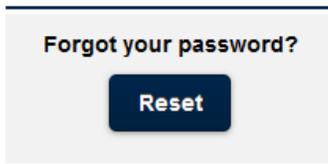
Forgot your password

If you forgot your password or need to change it, you can quickly reset your password following these steps. Once reset, you can log in and send secure messages.

1. From the **Forgot your password** box, click **Reset**



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This is a close-up of the "Forgot your password?" button from the login page. The button is rectangular with a dark blue background and white text. Below the text "Forgot your password?" is a smaller, rounded rectangular button with a dark blue background and white text that says "Reset".

2. Enter your email address
 - a) Enter a new password (see password rules)
 - b) Re-enter New Password
 - c) Click **Reset**



Reset Password

Enter the email address you registered with and a new password to receive a reset verification email.

Email Address:

New Password:

Re-enter New Password:

Password Rules
Passwords must be at least 6 characters in length, and meet all of the following conditions:

- Contain both alphabetic and numeric characters
- Contain both uppercase and lowercase characters
- Contain at least one special character, such as: ~!@#\$\$%^&

Passwords cannot match email address.

3. Account Password Change Confirmation (screen)



Account Change Confirmation

A confirmation email has been sent to your email address. Follow the instructions within the email to activate your new password. If you do not receive the confirmation email, make sure you are a registered user for this portal. You should also check your spam email folder for the confirmation email.

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