



# How to Register your Email with TTB-Zix Quick Reference Guide

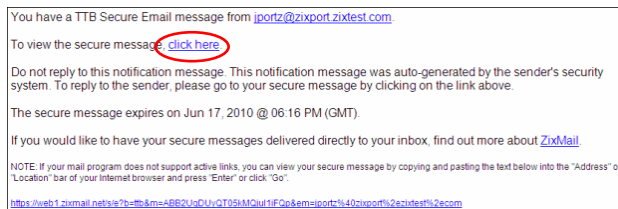
The Alcohol and Tobacco Tax and Trade Bureau (TTB) has set up a system for the **secure transmission** of emails between TTB and external correspondents. Emails containing sensitive information can now be encrypted and exchanged between TTB and an external entity through a secure messaging system called *Zix Portal*. Zix Portal stores the encrypted email until it expires and is then destroyed. As an external correspondent, encrypted emails to you will be available via the ZixPortal.

This manual is intended for use by TTB external correspondents to enable them to receive and send encrypted emails.

Access to encrypted email requires that you register your email address with the encryption system the first time you attempt to compose or decrypt a received message from TTB. You must have an **internet** connection supporting a Java Applet to access ZixPortal. .

## What to do when you receive encrypted email

An email notification of receipt of encrypted email from TTB is displayed in your **email client**. If you have already registered your email address with TTB, go ahead and click on **“click here”** to access the encrypted email. If your email address is not registered, the Email Registration window will appear allowing you to register your email address.



## How to register your email address

If you wish to **register** your email address prior to receiving encrypted emails from TTB, go to your web browser and type the following URL: <https://web1.zixmail.net/s/login?b=ttb>

**Note:** the following web browsers are **supported:** IE6 and IE7, Firefox 2 and newer, Safari 2 and newer, Blackberry 4.2 and newer, iPhone and Windows Mobile 5 or 6.



Go to TTB Secure Email Registration and click on **“click here”** to **create** your email account.



Once registered you will be able to **login** to the system and **retrieve** the encrypted email. You may also **send** encrypted emails to TTB users.

