Department of the Treasury   **Alcohol and Tobacco Tax and Trade Bureau**

TTB Announcement

June 15, 2015

Encrypted Emails from TTB: Keeping Your Personal and Private Information Safe

Emails containing sensitive information (6103 Data) and exchanged between TTB and an external entity **must** be encrypted. TTB has a secure messaging system known as Zix Portal for the **secure transmission** of emails between TTB and external correspondents. As an external correspondent, you must send and receive encrypted emails via the Zix Portal. The Zix Portal stores the encrypted email until it expires and then destroys the email.

Access to encrypted email requires that you register your email address with the Zix Portal the first time you attempt to compose or decrypt a received message from TTB. Please refer to How to Register your Email with TTB-Zix for more information.

Please visit our Secure Email Communication with TTB page at TTB.gov for more information.