

1. On the register page you will create a password (requirements below) and enter an email address where you will receive responses from Town & Country Credit Union.



Register Account

Register below for your mailbox to send and receive secure messages.

Email Address:	<input type="text"/>
Password:	<input type="password"/>
Re-enter Password:	<input type="password"/>
	<input type="button" value="Cancel"/> <input type="button" value="Register"/>

Password Rules

Passwords must be at least 6 characters in length, and meet 2 of the following conditions:

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

Want to receive your secure messages directly in your inbox? [Learn more](#).

For Customer Support, email us at eservices@townandcountry.org.



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2. After you enter your email address and password, you will see a "confirmation" screen. The system will automatically send an email to the address you entered which must be viewed before you able to log in and send secure emails.



Account Change Confirmation

A confirmation email has been sent to your email address for this Town and Country Credit Union Secure Email mailbox. After you receive the confirmation email, please follow the instructions to activate the changes.



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- Below is the email you will receive. To confirm your activation you must open this email and click the "Activate" link contained within.



Your Town and Country Credit Union Secure Email password is pending.

To activate or decline your new password, click the link below:

<https://web1.zixmail.net/s/passwordresetconfirmation?b=townandcountry&cmd=ABDgolkWuiWoDWP7E0mBpAT8>

If the link above is disabled, copy and paste it into your Internet browser address bar.

- After you click on the active link, you will be directed to the secure email portal using the email address and password you created.



Welcome to the Town and Country Credit Union Secure Email Message Center

Email Address: <input type="text"/>	Sign In
Password: <input type="password"/>	
<input type="checkbox"/> Remember Me	

Forgot your password? Reset	New to secure email? Register	Need more assistance? Help
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- Once logged in you will be at the main screen of the portal. From here you can view received email, or use the top navigation to do other tasks such as inputting addresses, composing secure email, viewing sent mail or creating drafts for future emails.

The screenshot shows the main email interface for Town & Country Credit Union. At the top left is the logo. Below it is a navigation bar with tabs for 'Inbox', 'Address', 'Compose', 'Sent Mail', and 'Drafts'. Under the 'Inbox' tab, there are 'Refresh' and 'Delete' buttons. A status bar indicates 'You have no new messages.' and 'Last Sign In: Aug 27, 2013 4:03 PM'. Below this is a table with columns for 'Select', 'From', 'Subject', and 'Date'. The table is currently empty, displaying 'No messages'. At the bottom right, there are logos for NCUA and Equal Housing Lender, and a security notice 'Secured by zixcorp'.

- In order to send a secure email, click on the "compose" tab in the top navigation bar, enter the address you want the email sent to, a subject line, and a message. If you have a file you need to attach, click the "attach file" button.

The screenshot shows the email composition screen. The navigation bar now has 'Compose' selected. Below it are 'Send', 'Save Draft', and 'Attach File' buttons. The status bar shows 'Last Sign In: Aug 27, 2013 4:03 PM'. The main area contains fields for 'To:', 'Cc:', and 'Subject:'. Below these is an 'Attachments' section with a dropdown menu currently set to 'None'. At the bottom is a rich text editor with a toolbar containing icons for bold, italic, underline, bulleted list, numbered list, link, unlink, text color, background color, indent, and font size, along with 'Font' and 'Size' dropdown menus. At the bottom right, there are logos for NCUA and Equal Housing Lender, and a security notice 'Secured by zixcorp'.

- On this screen you can browse for the file you would like to attach, and then click the "Add file" button. This will add the file to the queue below, once you have added all the files you would like included, click the "Attach" button to add them to the email.

TOWN & COUNTRY CREDIT UNION

Inbox | Address | Compose | Sent Mail | Drafts

Sign Out

Attach File

To attach a file, select a file and choose Add File. Choose Finish when you have selected all the files to include. You may attach as many as 10 files up to a total of 15 MB.

Attach Files:

Choose File No file chosen

Add File

Attachments:

-- None --

Finish

NCUA Equal Housing Lender

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- Once you have finished composing your email, click "send." This will send your secure email and return you to the inbox. If you would like to view the email you just sent, click on the "sent mail" tab in the top navigation bar.

TOWN & COUNTRY CREDIT UNION

Inbox | Address | Compose | Sent Mail | Drafts

Delete Sign Out

Messages deleted in 30 days. Last Sign In: Aug 27, 2013 4:03 PM

Select	To	Subject	Sent
No sent messages			

NCUA Equal Housing Lender

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- Please remember to sign out of your secure email account when finished.