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:	
Password:	
Re-enter Password:	
	Cancel 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



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.



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



townandcountry.notification@zixmessagecenter.com Town and Country Credit Union Secure Email Notification

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

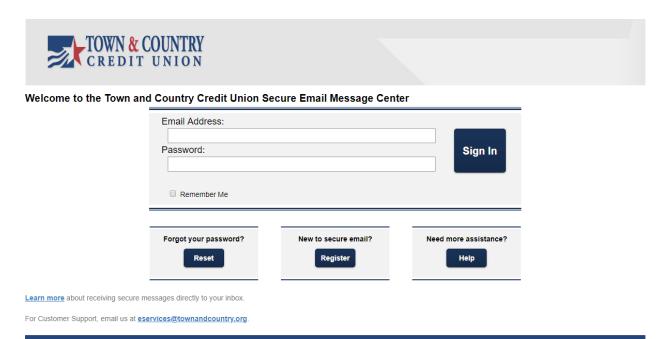
To activate or decline your new password, click the link below:

Wed 9/25/2019 11:10 AM

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.

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





5. 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.

Ż	TOWN & COUNTRY CREDIT UNION						
Inbox	Address	Sent Mail Drafts		0			
Refresh	Refresh Delete Sign Out						
You have no new messages.				Last Sign In: Aug 27, 2013 4:03 PM			
Select	From	Subject		Date			
No messages							
				NCUA LENDER			

6. 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.

TOWN & COUNTRY CREDIT UNION	
Inbox Address Compose Sent Mail Drafts	0
Send Save Draft Attach File	Sign Out
	Last Sign In: Aug 27, 2013 4:03 PM
To:	
Cc:	
Subject:	
Attachments: None *	
B I U E Ⅲ Ξ 별 Ε Ξ Ξ Font → Size → Tu→	
	4

Secured by ZiXCOTP

7. 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	0
	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	
	Secured by ZIXCOTD

8. 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.

Ż	TOWN & COUNTRY CREDIT UNION						
Inbox	Address	e Sent Mail Drafts		0			
Delete	0			Sign Out			
Messages o	leleted in 30 days.			Last Sign In: Aug 27, 2013 4:03 PM			
Select	То	Subject		Sent			
	No sent messages						

secured by ZixCOTP

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