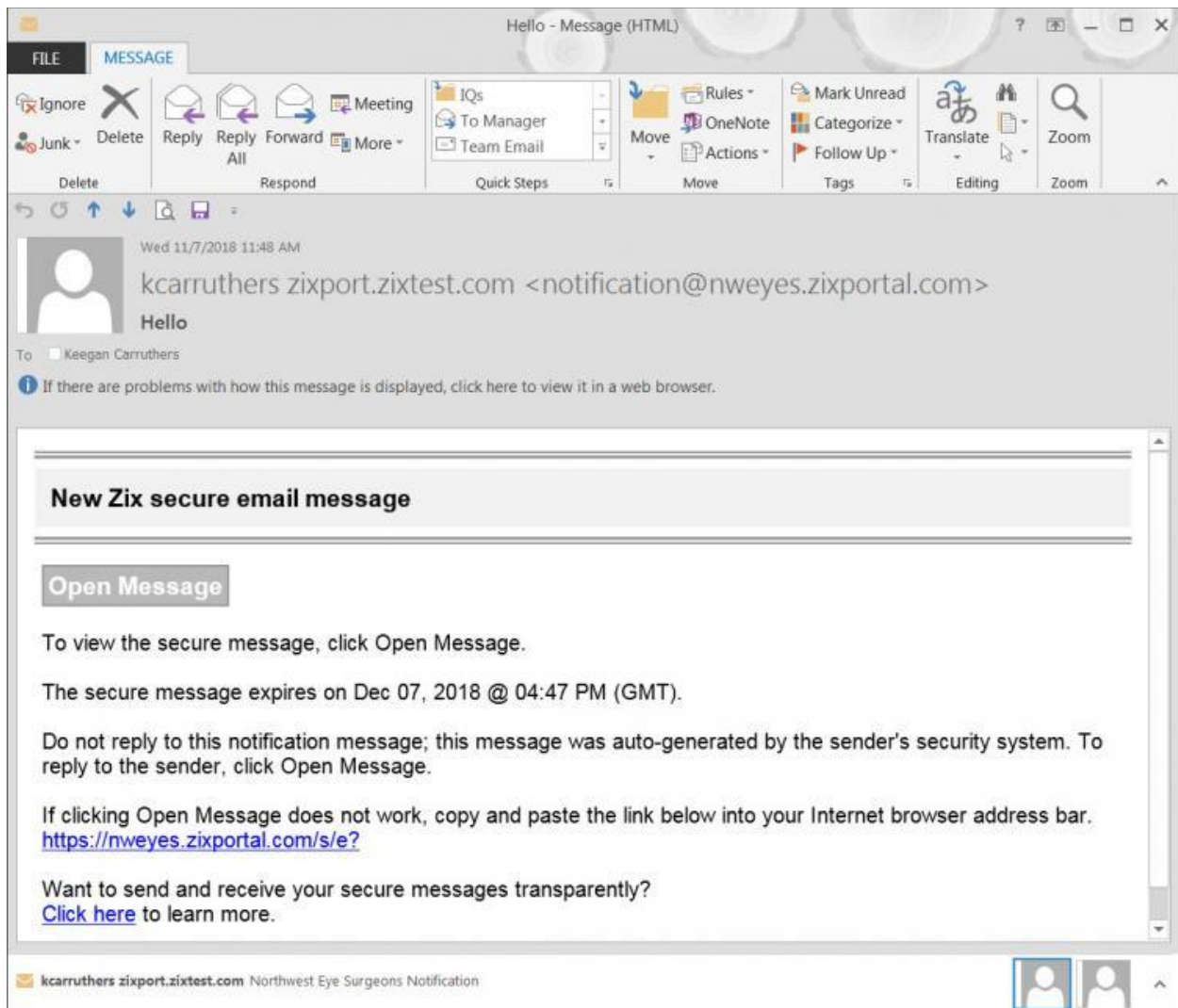


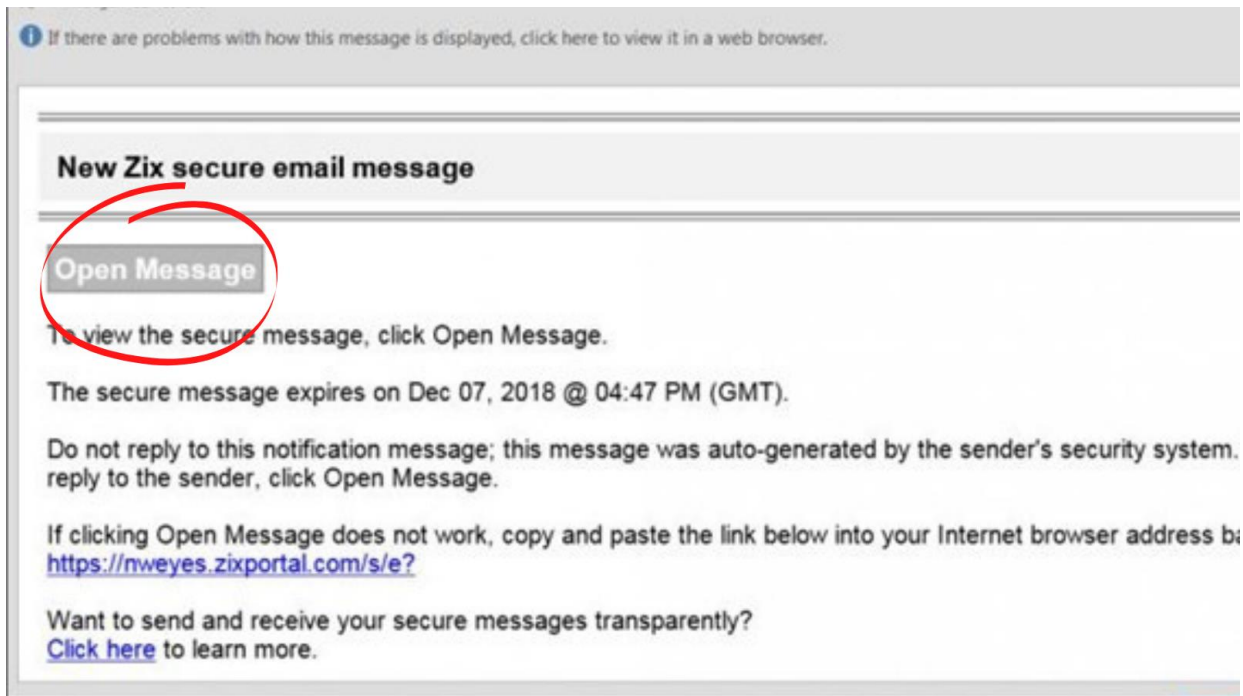


How to Open an Email from Person Centered Services

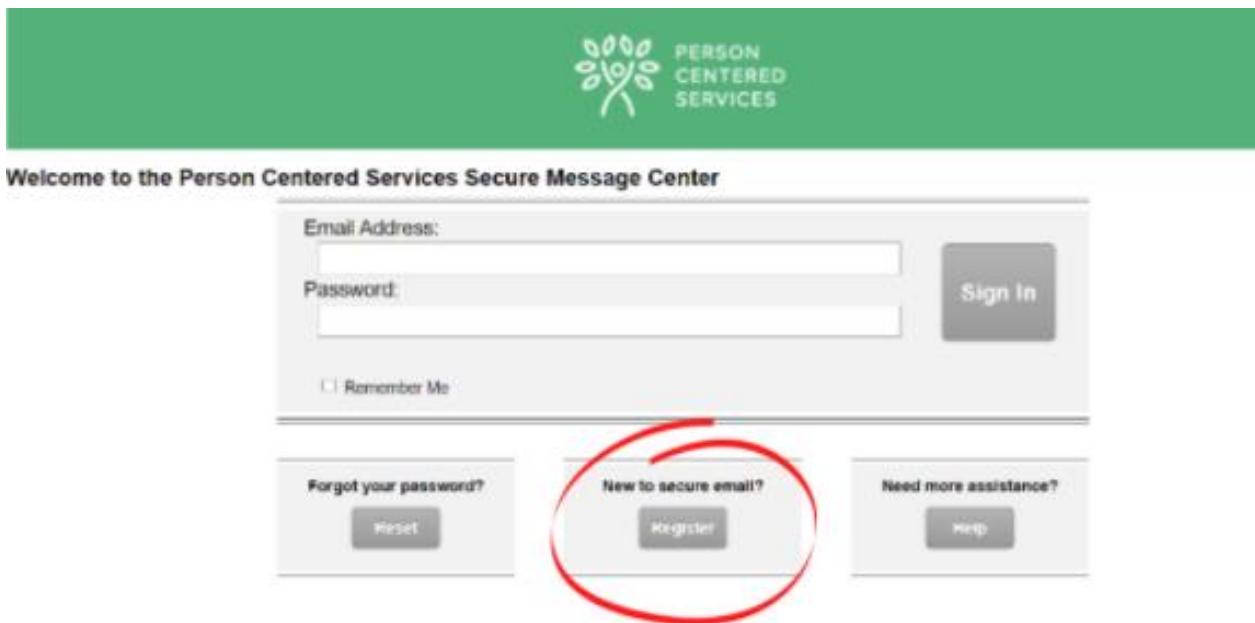
When we send you an email, it will look like this:



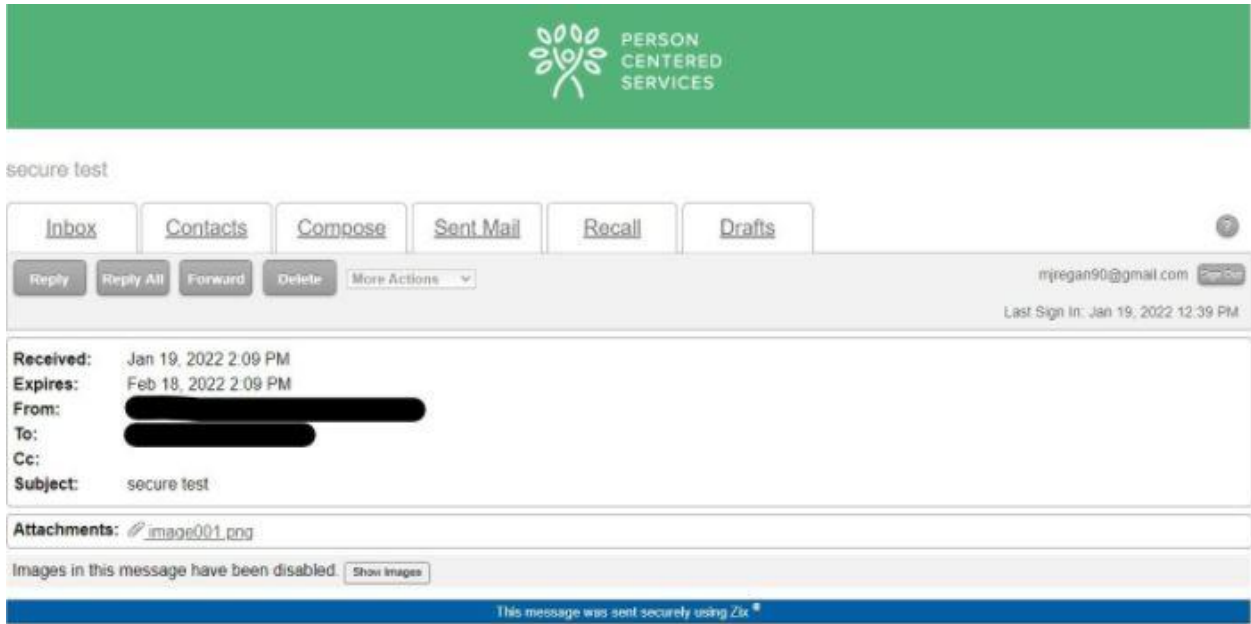
Please click **Open Message**:



When you open an email, you will need to put in your **Email Address** and **Password**. The first time you see this, you will need to **Register**. Click the **Register** button. Be sure that when you make the **Password**, it follows the **Password Rules**:



After you sign in, the email will open. You can read the email and reply:



The screenshot displays an email client interface. At the top, a green header contains the logo for 'PERSON CENTERED SERVICES', which features a stylized leaf icon. Below the header, the email subject is 'secure test'. The interface includes navigation tabs for 'Inbox', 'Contacts', 'Compose', 'Sent Mail', 'Recall', and 'Drafts'. A secondary row of buttons offers actions: 'Reply', 'Reply All', 'Forward', 'Delete', and 'More Actions'. The sender's email address is 'mjregan90@gmail.com', and the last sign-in time is 'Jan 19, 2022 12:39 PM'. The email header details are as follows:

- Received:** Jan 19, 2022 2:09 PM
- Expires:** Feb 18, 2022 2:09 PM
- From:** [Redacted]
- To:** [Redacted]
- Cc:** [Redacted]
- Subject:** secure test

An attachment is listed as 'image001.png'. A message below the attachment states 'Images in this message have been disabled.' with a 'Show Images' button. A blue footer bar at the bottom of the email content area reads 'This message was sent securely using Zix®'.