



How to Register Your Email with TTB-Zix

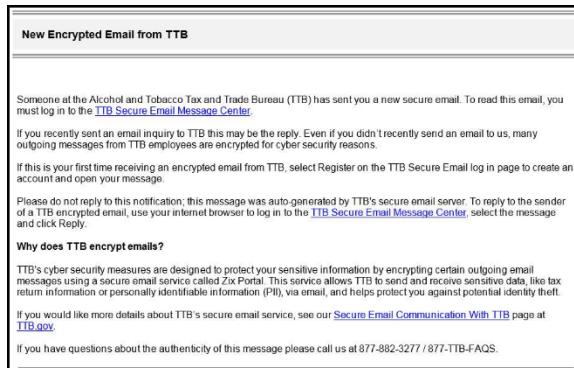
Quick Reference Guide

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 to 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. You must have an internet connection supporting a Java Applet to access the Zix Portal.

What to Do When You Receive Encrypted Email

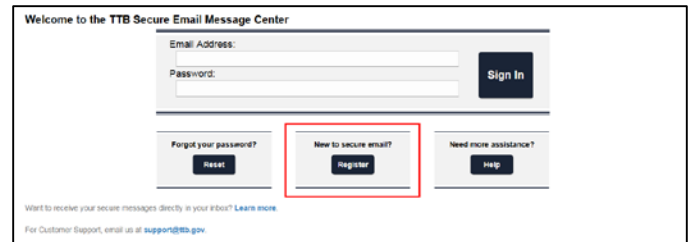
An email notification of receipt of encrypted email from TTB is displayed in your email client. If you have already registered your email address with TTB, log in to the [TTB Secure Email Message Center](#) to access the encrypted email. If your email is not registered, follow the steps in "How to Register Your Email."



How to Register Your Email

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

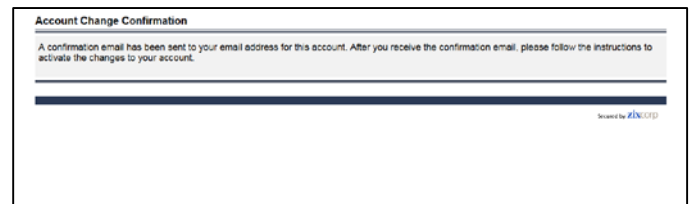
1. Select **Register** under **New to secure email?** to create an account.



2. Enter your **Email Address** and create a **password** then select **Register**.



A confirmation email is sent to your email address. Follow the steps in the confirmation email to activate your account.



If you have secure email to view, it will display in your Inbox.

3. From the Inbox page select the **Subject** link to open the email.

