Welcome! RMS uses Zixmail so you can easily transfer information and documents via a secure internet connection. This document is designed to help you access and navigate using Zixmail secure email system.

When you receive a Zixmail encrypted email from RMS, it will look like this:

	Fri 5/14/2021 12:54 PM
CC	ccdebaca consultrms.com <consultrms.notification@zixmessagecenter.com></consultrms.notification@zixmessagecenter.com>
	test
Mike Ware	
If there are	problems with how this message is displayed, click here to view it in a web browser.
Click here b	o downioad pictures. So neip protect your privacy, Uutiook prevented automatic downioad of some pictures in this message.
-	
New 2	Zix secure email message from Retirement Management Services, LLC
_	
0	
Open	message
To view	the secure message, click Open Message.
The sec	ure message expires on May 28, 2021 @ 04:54 PM (GMT).
Do not r	reply to this notification message; this message was auto-generated by the sender's security system. To reply to the sender, click Open Message.
Malakia	
It clickin	g Open Message does not work, copy and paste the link below into your internet browser address bar, opsiltms_secureemail.ordat.com/s/e/ba-consultms&
Interstee	
Want to	send and receive your secure messages transparently?
CIICK NO	to learn more.

Logging in:

You will log in to Zix in order to open the email. You can access the log-in from an email sent by RMS (as in the picture above), or by using the link provided on our website:

https://www.consultrms.com/secure-file-sharing/zixmail.html

The link (via the website or in our email message) will take you to the Zixmail log-in screen (pictured below). When you reach this screen, either sign in, <u>or</u> register with your email and create your password.

RN	IS
Secure Message Center	NT SERVICES, LLC
Welcome to the Retirement	nt Management Services, LLC Secure Message Center
Please sign in below to access	s your secure mailbox.
	Email Address:
	Password: Sign In
	Remember Me
	Sign In With:
	G Google
	Forgot your password? New to secure email? Need more assistance? Reset Register Help

Once you log in, you will reach the screen shown below. If you used a link from an email directly sent by RMS, you will see the email here. **Click on the "Compose" tab and draft your email in this screen:**

RMS ETTERET MANAGEMENT REPORTS	A CAR
test	
Inbox Contacts Compose Sent Mail Recall Draft	<u>s</u> 2
Reply Reply All Forward Delete More Actions	caitlyncdebaca@gmail.com
Received: May 28, 2021 11:33 AM Expires: Jun 11, 2021 11:33 AM From: dlindauer@consultrms.com To: caittyncdebaca@gmail.com	
Subject: test	
Attachments:	
This is a test. Diana Lindauer Senior Plan Specialist II Retirement Management Services, LLC Main Office: (502) 429-0767 Fax: (502) 422-7672 905 Lily Creek Road Louisville, KY 40243 dlindauer@consultRMS.com www.consultRMS.com	
This message was secured by ZixCorp www.zixcorp.com	
192021 Hesrement Management Services	This service is hosted by Zx on behalf of Retirement Management Services, LLC <u>More Information</u> Secured by ZiX.

Your reply to an email from your contact at RMS will be sent securely. Or, if you want to compose a new email you may sign in anytime and compose a secure email to anyone at RMS. To compose an email, just click the compose tab and draft your email in this screen:

Inbox	Contacts Compos	e Sent Mail	Recall	Drafts	
end Save D	aft Attach File	U	UU		caitlyncdebaca@gmail.com
ject:					
chments:	o attachments, to attach files o	rag the file to this wind	ow or select Attach F	ile.	
7 11 2= 3		Font - Size -	A. D.		
1 <u>0</u> /= 1			<u>~</u> •		