Proofpoint User Guide

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Registering for a Proofpoint Account

Enter your email address.

Select "Continue."



Complete the required account information (highlighted below) and select "Continue."

Your Proofpoint password must:

- ✤ Be 7-20 characters long
- Include at least one digit (0-9)
- Include at least one symbol character
- Must not include your username

| Registration | | |
|---|--|--|
| Create your account to read secure email. | | |
| Email Address: | emailaddress @gmail.com | |
| First Name: | | |
| Last Name: | | |
| Password: | | |
| | | |
| Confirm Password: | | |
| Question : | Your childhood best friend | |
| Answer: | First pet's name Your favorite food | |
| | Favorite sports team | |
| High school you attended | | |
| Your first car | | |
| | Movie you've always liked | |
| | Your first real job | |
| | Favorite cartoon character | |

Activation Request Sent

A message will display instructing you to activate your account.

A verification message was sent to your email address which contains a URL you must use to activate your account. Once active, you will be able to send your secure message.

If you do not receive this message within a few moments, please check your spam folder or other filtering tools you may be using as this activation message sometimes gets blocked.

Within 30 minutes of registering for Proofpoint, log in to the email account you entered on the registration page, and select on the link. The URL will only work once and will expire 30 minutes from the time you register the account.

| Proofpoint Encryption Registration | inbox x | 90 |
|---|--|----|
| Proofpoint-pps@ppops.net to me This is the URL to activate your account <u>https://securemail.fhlbtopeka.com/secur</u> once and will expire in <u>30 minutes</u> . To r | 11:56 AM (7 minutes ago) 11:56 AM (7 minutes a | * |

Once you have selected the link, you will be notified your registration is complete. Select "Continue" to log in to your Proofpoint account to begin sending documentation securely!

Account Activated

Your account has been created and activated.

Continue

Sending a Secure email Using Your Proofpoint Account

| Initiate Secure Email | | |
|---|--|--|
| Please provide your email address to proceed. | | |
| First time here? You'll be asked to register. | | |
| Email Address | | |
| Continue | | |
| | | |

Enter your password. If you have forgotten your password, you may reset it by selecting "Forgot Password" and following the prompts.

Enter your email address and select "Continue."

| | Login | |
|--------------|-------------------------|--|
| og in to con | npose a secure message. | |
| email@gma | il.com | |
| Forgot Passw | ord | |
| | Continue | |
| | | |

You may now send an email and any attached documentation securely.

- Enter the information for recipients, the subject, and the content. A list of HCD <u>email addresses</u> are included on the last page.
- If you need to attach a file, do so using the "Attach a file" button. Attach the file and select "Add."
- characters (i.e. &, @, !, etc.) in the subject line or document name.

Do not include special

- If you would like to receive a copy of the email, check the box
 by "Send me a copy." A copy of the email will be sent to the email you registered with Proofpoint.
- When you are ready to send, select "Send."

| Send | | Logout |
|------------|--|--------|
| то: | recipient@email.com | |
| Cc: | | |
| Subject: | Proofpoint Demo Email | |
| Attach | me a copy a file ⊕ | |
| * 🖻 | 🔞 ♠ 胂 微 Format S Font Size At* Β Ι U ಈ X ₂ X ² 注 Ε 倍 倍 ۴ " 點 Ξ Ξ Ξ 晶 晶 Ξ Ω | • |
| This is | s where you type the text of the email. | |

A message will display to verify the email was sent.

- If you want to send another email, select "New Message." Follow the <u>instructions</u> to send a secure message.
- If you do not wish to send another email, select "Logout."

Message Sent

Your secure message was sent successfully.

To exit click Logout or close this browser window.

New Message

Logout

Housing and Community Development Email Addresses

| Affordable Housing Program (contact your HCD Specialist) | | |
|---|---------------------------------|--|
| Eric Degenhardt | Eric.Degenhardt@fhlbtopeka.com | |
| Savanna Gonzalez | Savanna.Gonzalez@fhlbtopeka.com | |
| Joan Lickteig | Joan.Lickteig@fhlbtopeka.com | |
| Kelly Meerpohl | Kelly.Meerpohl@fhlbtopeka.com | |
| Alyse Mioni | Alyse.Mioni@fhlbtopeka.com | |
| Dustie Nitcher | Dustie.Nitcher@fhlbtopeka.com | |
| Melody Richard | Melody.Richard@fhlbtopeka.com | |
| Erika Skinner | Erika.Skinner@fhlbtopeka.com | |
| If you don't know your HCD Specialist for a rental project, address emails to: | AHP_rental@fhlbtopeka.com | |
| If you don't know your HCD Specialist for an owner- occupied project, address emails to: | AHP_owner@fhlbtopeka.com | |

| Developmental Feasibility (Cost Reasonableness) | | |
|---|-------------------------------|--|
| John Gary | John.Gary@fhlbtopeka.com | |
| Kelly Meerpohl | Kelly.Meerpohl@fhlbtopeka.com | |

| Homeownership Set-aside Program | HSP@fhlbtopeka.com |
|---------------------------------|--------------------|
| | |

| AHP and HSP Payoffs, Releases, Subordinations HousingPayoffRelease@fhlbtopeka.com | AHP and HSP Payoffs, Releases, Subordinations | HousingPayoffRelease@fhlbtopeka.com |
|---|---|-------------------------------------|
|---|---|-------------------------------------|

| Community Development and Community Housing Programs | HCDCSP@fhlbtopeka.com |
|---|-----------------------|
|---|-----------------------|