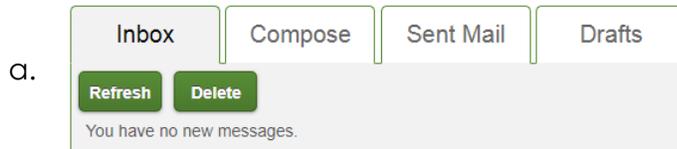


Sending Secure Email Instructions

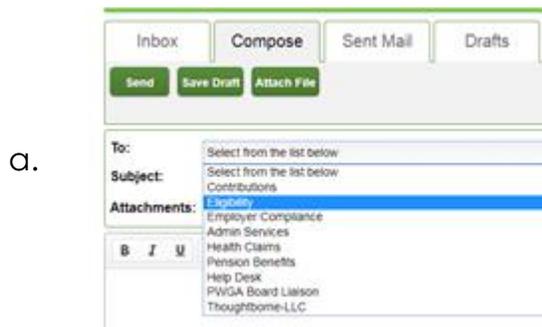
1. Click on the link: pwga.org/SecurePortal
2. Register on the portal (if you haven't previously, otherwise simply logon)



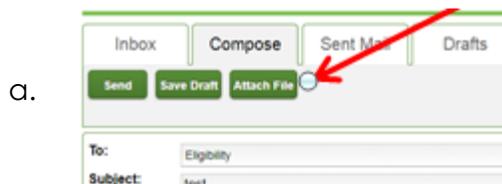
3. Once logged in, compose a new message



4. Select department from the dropdown list in the "To:" section



5. Attach your files (if any)
Note: Your files will be sent 100% encrypted directly to PWGA Pension & Health



- 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 29 MB
- b.
- Attach Files:  No file chosen

6. Click **SEND**