



PERSONAL ASSISTANCE SERVICES COUNCIL

Supporting and Enhancing Independence

Starting July 1st, PASC will begin encrypting any personal information. Encrypted emails prevent sensitive data from being released and protect personally identifiable information. This is a new law that all entities that send personal information via email or text must comply with. So ANY document (i.e Provider Referral List, Eligibility letters) or email that contains your personal information will be encrypted for your protection.

When you receive your encrypted email, it will appear as follows:

Encrypted Message Received:

You have received an encrypted email from:

[VIEW ENCRYPTED EMAIL](#)

To proceed, click View Encrypted Email. You will then be directed to this page:

proofpoint

First time here? You will be asked to register.
Already registered? You will be asked to log in.

Email Address

[CONTINUE](#)

You will enter the email address you used to receive your referral list. If this is your first time logging in, you will be directed to the registration page. If you already have an account, it will prompt you for your password before taking you to your encrypted inbox to view your emails.

If you are logging in for the first time, you will be directed to the registration page:

Please Register to Continue

I agree to the Proofpoint [Terms of Service](#) and [Privacy Policy](#)

Register

To create an account, you must enter:

- Email Address (Where your encrypted email was sent)
- First and Last name
- Create a Password (8 characters and include 3 of the following 4: Upper case, lower case, number, or special character)
- Confirm the Password
- Check the Terms and Services box

You will receive an email requesting that you check your inbox for confirmation. After you confirm, you must log in with the newly created account. After that, you'll be taken to your ProofPoint Encrypted Inbox. Each time you receive a referral list, you must login with the account you created. You only need to enter your email address and password to access your inbox.

If you forget your password, click "Forgot password" in the bottom right, and instructions for resetting your password will be emailed to you.