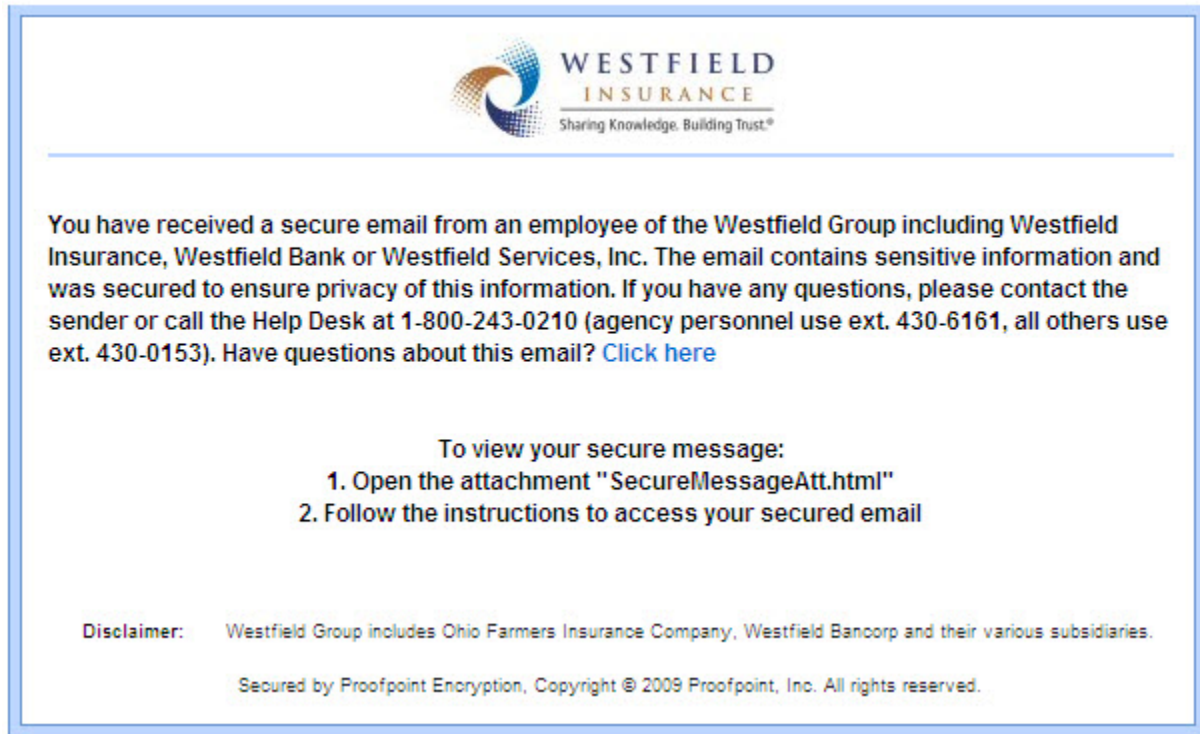


INSTRUCTIONS FOR USERS TO REGISTER FOR THE FIRST TIME USING THE NEW PE ENCRYPTION TO READ SECURE EMAIL

The Secure Email user will receive an email stating they have received a secure email from Westfield. The email looks like this:



The Secure Email user must follow the instructions above to view their secure message.

Once the Secure Email user opens the secure message successfully, the following box will appear:



The Secure Email user must click the button “Click to read message”

The following Registration screen will appear:



The image shows a web-based registration form for Westfield Insurance. At the top, there is a blue header bar with the word "Registration" in white. Below the header, the Westfield Insurance logo is displayed, featuring a stylized circular graphic and the text "WESTFIELD INSURANCE" with the tagline "Sharing Knowledge. Building Trust.®". The main content area is white and contains the following elements:

- A horizontal line separating the header from the main content.
- The text "Create your account to read secure email." in a small, dark font.
- A form with several input fields:
 - "Email Address:" with the value "jcollins@proofpoint.com" entered.
 - "First Name:" with an empty text box.
 - "Last Name:" with an empty text box.
 - "Password:" with an empty text box.
 - "Confirm Password:" with an empty text box.
- A section titled "Password Reset" with a horizontal line below it.
- "Question :" with a dropdown menu showing "Select a question." and a small downward arrow.
- "Answer:" with an empty text box.

At the bottom of the form, there is a blue bar containing a right-pointing arrow and the word "Continue".

The Secure Email user must fill out the registration.

Once complete, the user must click the “Continue” button and they will be taken to the secure email.

Future emails the Secure Email user receives can be opened with the username and password they created during this registration.