

IMP 013

How to Complete and Transmit the Template to Screen for an SBI # for Grandfathered Employees

1. You will receive a message via the secure email system of the State of Delaware. **It will look like this:**

<p>You have received a secure message from the State of Delaware.</p> <p>Read your secure message by opening the attachment, securedoc.html. You will be prompted to open (view) the file or save (download) it to your computer. For best results, save the file first, then open it in a Web browser.</p> <p>If you have concerns about the validity of this message, contact the sender directly or contact the DTI Service Desk at 302-739-9560.</p> <p>First time users - will need to register after opening the attachment. Help - https://securemail.state.de.us/websafe/help?topic=RegEnvelope About State of Delaware Encryption - https://securemail.state.de.us/websafe/about</p>

CLICK "OPEN."

2. After you click "Open," you will be prompted to register as a new user of the State of Delaware secure email system. Follow the instructions. You must be registered to use the secure email system. Click "REGISTER." You will see a screen like the one below. Provide the requested information. Click "REGISTER."



From: jerry.spilecki@state.de.us
To: Youremail.address@whatever.com
Subject: Grandfathered Employee Template

Click REGISTER

NEW USER REGISTRATION

* = required field

Email Address Youremail.address@whatever.com

First Name*

Last Name*

Password*

Confirm Password*

Personal Security Phrase

Enter a minimum of 10 characters or numbers. Passwords are case-sensitive. Your password must contain both letters and numbers. Passwords must contain at least one special character (anything that is not a number or a letter).

Enter a short phrase that only you will know. This phrase will appear on message envelopes when you log in. When you see your phrase, you know you are logging in to our secure site.

Remember me on this computer

Register

Complete form – Click “REGISTER.”

Once you have registered, you will notice the secure email system referred to as “IronPort.”

NEW USER REGISTRATION	X
Thanks! You've created an IronPort Encryption account. To exit this page, close your browser window. Close BROWSER page. Click X.	

Remember to save the password that you provide for future reference.

3. You will receive an email from Jerry Spilecki. Open the email. Type in the password that you just created and **Click “OPEN ONLINE.”**
4. Open the attachment. You will see a screen like that shown below. Enter your password again. Click “OPEN ONLINE” which opens the file as an Excel spreadsheet. Save the spreadsheet on your computer so that you can complete it offline.

Help	
From	jerry.spilecki@state.de.us
To	Youremail.address@whatever.com
Subject	Grandfathered Employee Template
	Personal Security Phrase
Password:	<input type="password"/> <i>Your personal phrase is not enabled on this machine.</i>
	More info
	Forgot password?
<input type="checkbox"/>	Remember me on this computer
<input type="button" value="OPEN ONLINE"/>	
Submit your password above to open your message online.	

5. Add data to the Grandfathered Template Spreadsheet. You may prefer to complete the Template in several sessions, especially if it is large; remember to save your work before closing.
6. When you have completed the Template and have saved it to your computer, you will return it to jerry.spilecki@state.de.us via the **secure email system**.
7. To do that, open your Browser and go to <https://securemail.state.de.us>. Login using the name and password that you provided when registering. The screen will look like this:

ACCOUNT LOGIN

Welcome, please log in:

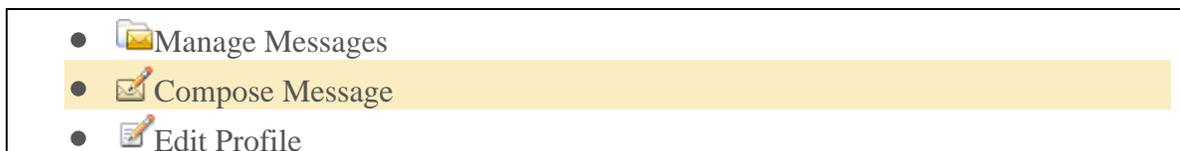
Email Address

Password

Remember me on this computer.

[Forgot password?](#)

8. After logging in, select the “Compose Message” option.



9. You will then see the Compose Message screen shown below. In the To: portion, write: jerry.spilecki@state.de.us. Check the box that reads “Automatically BCC me on this email.” Attach the file containing the completed Template. **Click “Send.”**

COMPOSE MESSAGE

To:

CC:

BCC:

Subject:
 Attachment (none)

To add or remove attachments, click on Attachments. In the popup window, select the file(s) to attach or select and remove attachments you have already added.

Message:

Attached is the completed template for our facility or company.
Name of person transmitting the form
Phone number
Email address

Automatically BCC me on this email.

Send me a read receipt when a recipient has opened this email.

This option does not guarantee a receipt will be sent; recipient email applications can sometimes block read receipt requests.

Note re: Attachment:

Maximum size per attachment is 10MB. Maximum total message size is 10MB

Congratulations! You have completed the transmission of the completed BCC Grandfathered Employee Template via the Secure Email System of the State of Delaware. You will receive an email from Jerry Spilecki acknowledging receipt of your completed file.