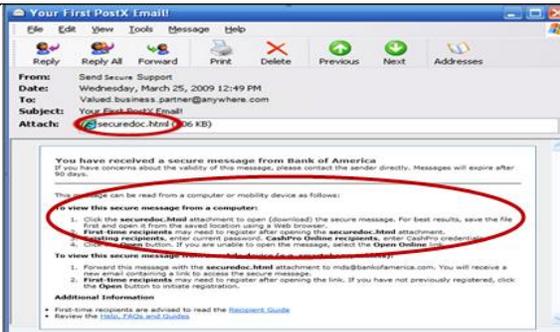


Secure Messaging Quick Reference Card

Desktop – Register and open a secure message

Open the Secure Message to display the Welcome Message and the **securedoc.html** attachment.



Click on the **securedoc.html** file attachment.

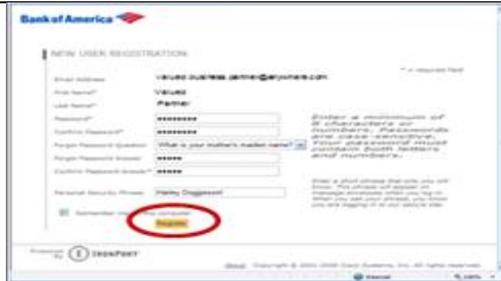
Follow the prompts (Download, Save, Open, Run) to view the Secure Message Envelope.



Enter your password and click **Open**.
OR
 If prompted to register, click the **REGISTER** button on the Secure Message Envelope to enroll with the Bank of America Secure Email service.



Complete the online registration. Password must be a minimum of eight characters and contain both letters and numbers. When complete, click the **REGISTER** button. A confirmation notice displays registration was successful.



Return to the Secure Message Envelope. Enter your newly created password and click the **Open** or **Open Online** link.



For further support, read the full **Recipient Guide** on the Secure Messaging Site
OR
 Contact Customer Support

Secure Messaging Site: <http://securemsg.bankofamerica.com>
 Email: sendsecure.support@bankofamerica.com
 Phone: 866.765.0732 (U.S.)
 Hours: Sunday 9:00 PM – 11:59 PM
 Monday-Thursday 12:00 AM - 6:00 PM and 9:00 PM – 11:59 PM
 Friday 12:00 AM – 6:00 PM Eastern Time