

COMPUTER SERVICES, INC

CSleSafe 2.0 Manual

© Computer Services, Inc
3901 Technology Drive
Paducah, KY 42001
Phone 800.545.4274

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Welcome

Welcome to CSleSafe

CSleSafe offers secure, browser-based delivery and storage of confidential correspondence with the following uses and features:

Delivery and Storage

- A built-in tracking system helps monitor the secure message delivery status.
- The “My Safe” feature allows users to securely store and retrieve information from anywhere.
- CSleSafe offers flexible pricing methods and allows each user to purchase the amount of storage blocks that fit his or her needs.
- Recipients are not charged for receiving secure messages through CSleSafe.
- C.O.D. and Group Billing options are available.

What is Required?

- No special software is required.
- Internet Explorer 6.0 or higher or Mozilla Firefox 1.5.0.7 or higher
- Adobe Flash Player Plug-in 9 or higher (www.adobe.com)
- Pop up blocker turned off for the csiesafe domain
- JavaScript enabled

Security Features

- Secure Sockets Layer (SSL) is used to encrypt eMessages as they travel to and from the CSleSafe server.
- An encryption key, unique for each user, secures files while stored in your CSleSafe account.
- A unique username and minimum eight digit alpha-numeric password is required for access.
- Users can enroll each computer that will access CSleSafe.
- A secure token will be stored on the user’s computer as a second security factor delivered via email to the user’s account.

Welcome to CSieSafe (continued)

- The security token is not deleted when the user clears his/her temporary Internet files.
- Users can “un-enroll” PCs they no longer wish to access CSieSafe.

Possible Uses

- Personnel and Salary Reviews
- Sharing information with the board of directors
- Communicating with examiners
- Sending and Receiving ACH files
- Any other confidential correspondence

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System Requirements

CSleSafe requires the use of the following:

- Internet Explorer 6.0 or higher; or Mozilla Firefox 1.5.0.7 or higher
- Adobe Flash Player Plug-in 9 or higher (www.adobe.com)
- Pop up blocker turned off for the csiesafe domain
- JavaScript enabled

CSleSafe: Getting Started

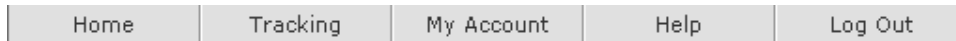
Navigation

The tabs at the top of the CSleSafe screen provide an easy way to access these screens:



- Home - Main screen for CSleSafe
- New User – Establish an CSleSafe account
- Forgot Password – Generates an email that contains a link which will allow you to change your password once
- Pricing – Summary of CSleSafe costs

Upon login, the following links are available:



- Home – Your CSleSafe home page
- Tracking – Monitor the status of sent eMessages
- My Account – Details your usage, options, billing, contacts, and other information
- Help – Information on how to use CSleSafe
- Log Out – Logs you out of CSleSafe

New User Instructions

Establishing a User ID and Password are all that is needed to begin using CSISafe.

1. Open the Internet browser and type in <https://www.csiesafe.com>.
2. Click on the **new user** tab to establish a username and password.



3. Read the CSISafe User Agreement and click **I ACCEPT** to continue with the account opening process.



4. Fill in the required personal information and click **Create**.

New User Instructions (continued)

Tips

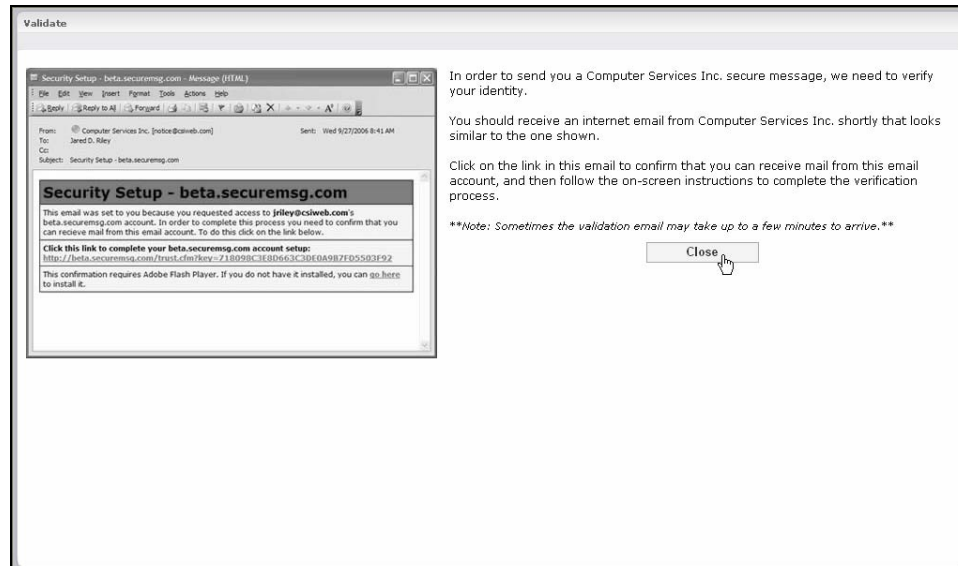
- The phone number provided can be used for further verification of your username.
- The email address will be your username to insure no duplicate usernames.
- Your password must be at least eight (8) characters long, must contain numbers (0-9) and letters (A-Z, a-z) but no spaces or special characters. Make sure it is difficult for others to guess!

The screenshot shows the CSleSafe website's 'New User Setup' page. The page has a header with the CSleSafe logo and navigation links for 'home', 'new user', 'forgot password', and 'pricing'. The main content area is titled 'New User Setup' and contains a 'Required Personal Information' section with the following fields: First Name (John), Last Name (Doe), Email Address/Username (john.doe@csiweb.com), Phone ((270) 442-7361), Password, and Confirm Password. A 'Create' button is located below these fields. To the right of the 'New User Setup' section, there is a 'Current Members' section with 'Username:' and 'Password:' fields and a 'Login' button. Below the 'Current Members' section is a 'Free Trial Offer' section with an image of a briefcase and text: 'send your first 5 messages or 5MB at no cost' and 'receive 5 MB of "MySafe" storage for one month at no cost'. At the bottom right is a 'Requirements' section with text about browser requirements: 'CSleSafe requires the use of Internet Explorer 4.01 or higher or Netscape 6.2 or higher. Any Microsoft Internet Explorer browser less than version 5.5 will require installing the Microsoft High Encryption Patch to enable 128-bit encryption. Please visit Microsoft's website, http://www.microsoft.com to download this patch. The minimum version of Netscape supported by our service already'.

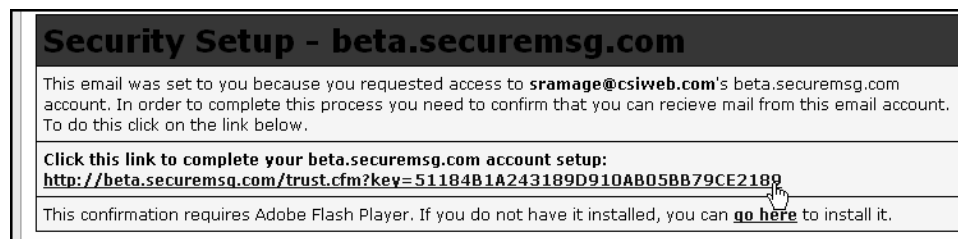
Follow steps 5. through 9. if advanced security (multi-factor) is enabled. If advanced security is not in place, users will immediately be logged in to CSleSafe.

New User Instructions (continued)

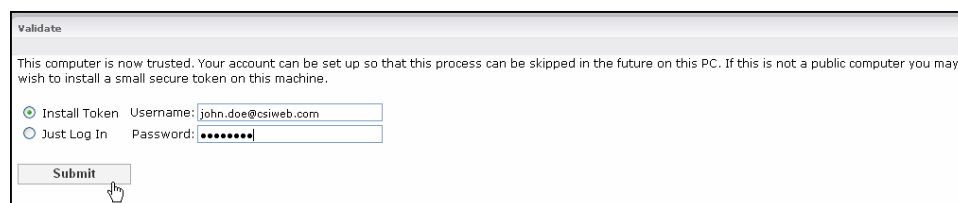
5. You will receive a message that an email has been sent to your account to verify your identity. Click **Close**.



6. Login to your email account and access the “Security Setup” message from Computer Services, Inc. Click the link within the message to confirm that email can be received using the given email address.



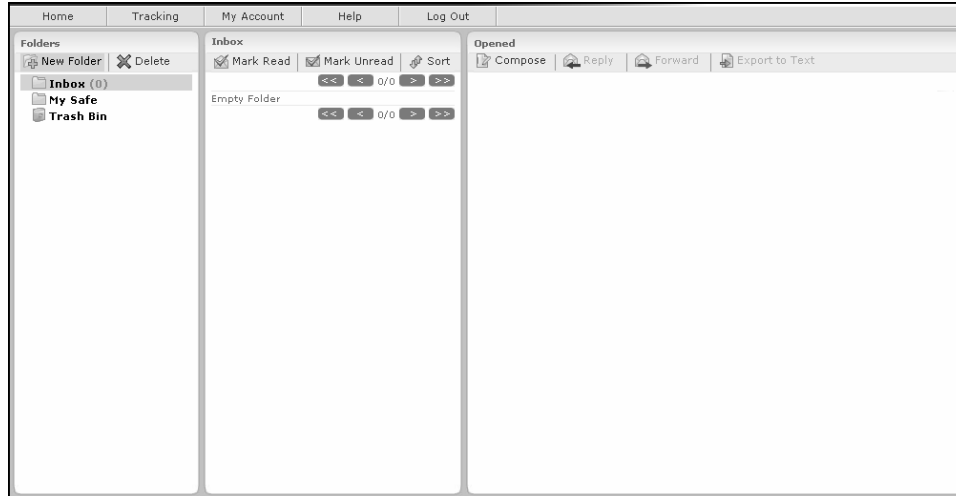
7. The computer accessing CSISafe will now be “trusted.” If the PC will be accessing CSISafe frequently, select the “Install Token” radio button. If you do not want to install the token, choose the “Just Log In” radio button. (The “Just Log In” option should be selected if you are using someone else’s PC, etc.) Enter your username and password and click **Submit**.



8. If “Install Token” is selected, you will receive a message stating that the secure token has been set up.

New User Instructions (continued)

9. You will be directed to the CSleSafe home page. From this screen you can compose and send a secure eMessage, track a sent message, or view/edit your account. You can also check the My Safe storage and create new folders to organize the Inbox.



Logging In

Once the username and password has been established, you will be able to log in directly from the CSISafe home page.

1. Log in from the home page <https://www.csiesafe.com> using the username and password that was established through the New User process.

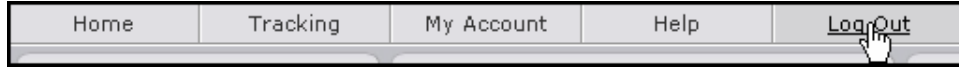


2. You will be directed to the CSISafe home page. From this screen you can compose and send a secure eMessage, track a sent message, or view/edit your account. You can also check the My Safe storage and create new folders to organize the Inbox.



Logging Out

You can log out at anytime and return to the CSleSafe main page by clicking on the **Log Out** link.



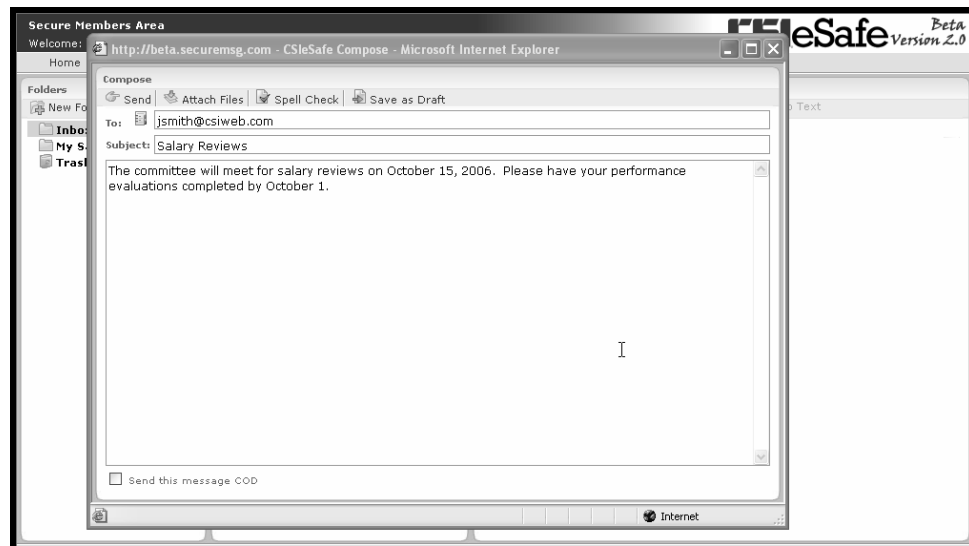
Compose

Sending a Secure eMessage

1. Log in from the home page <https://www.csiesafe.com> using the username and password established through the New User process.



2. Upon login you will be directed to your home page. Click on the **Compose** tab in the "Opened" section. Fill in the recipient's email address, subject, and message and click **Send**.



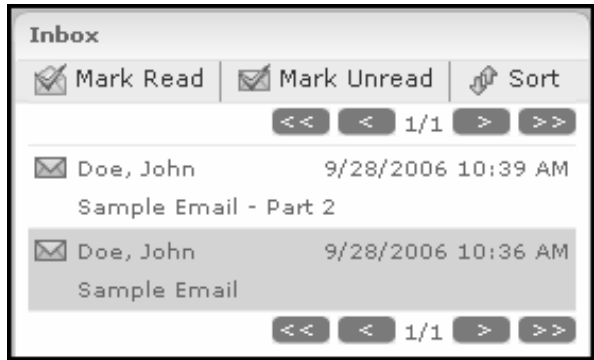
Sending a Secure eMessage (continued)

3. The recipient will be notified that he/she has received a secure eMessage and needs to log in to CSISafe to retrieve it.

You have received a new secure message from sramage@csiweb.com. You can log in at <https://beta.securemsg.com> to retrieve your secure message.

Thank You,
Computer Services Inc.

4. From his/her inbox, the recipient can click on the message.



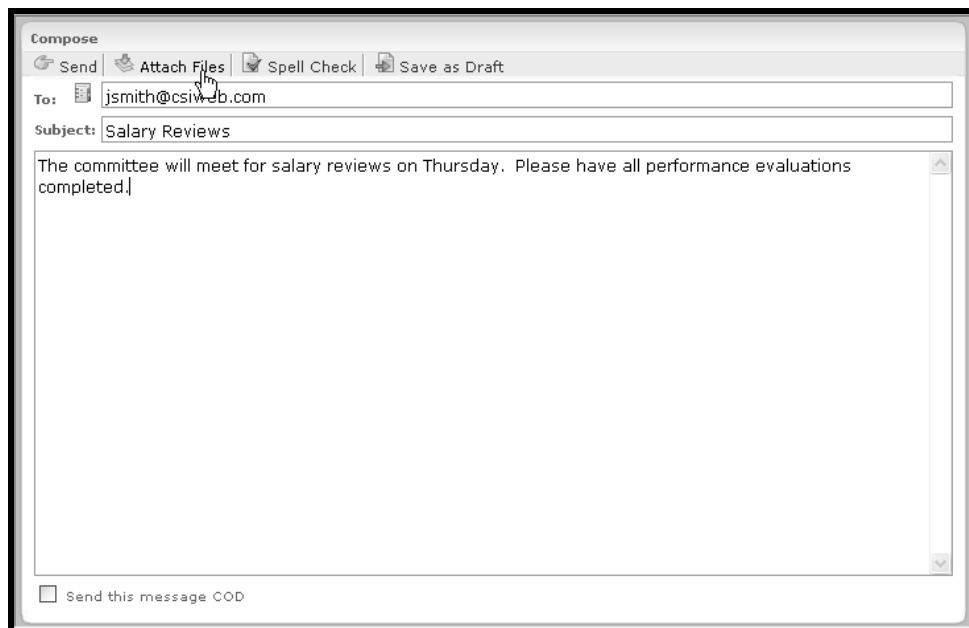
Note: If the intended recipient has never used CSISafe before, they will receive a message that will instruct them to login and view their message. The recipient must provide basic information within CSISafe to retrieve the message. It is recommended that you leave the validation box checked to make certain that the message is kept secure. This will require you to approve the new user before he/she can log in and retrieve the eMessage. See “Validating a CSISafe Recipient” for more information.

Sending a Secure Message with an Attachment

1. Log in from the home page <https://www.csiesafe.com> using the username and password established through the New User process.



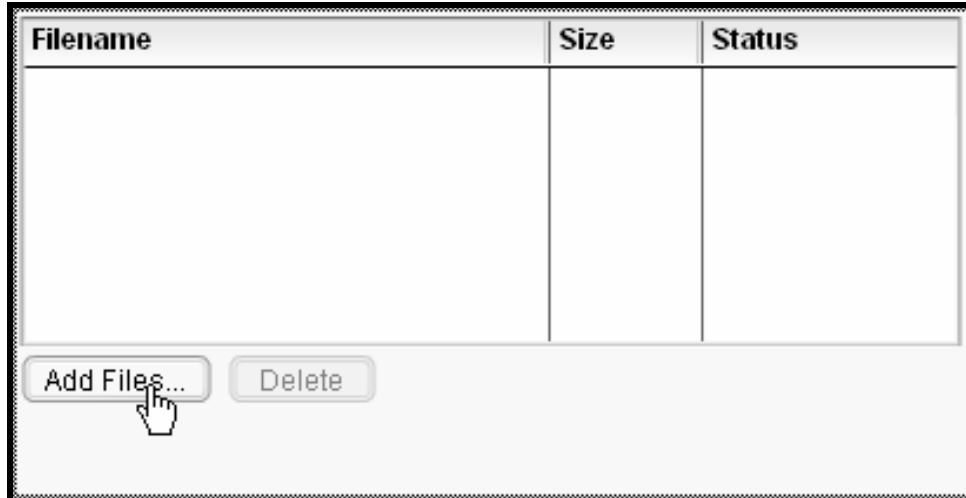
2. Upon login you will be directed to the homepage. Click on the **Compose** link within the "Opened" section. Fill in the recipient's email address, subject and message.
3. To attach a file to the secure message, click on the **Attach Files** tab at the top of the screen.



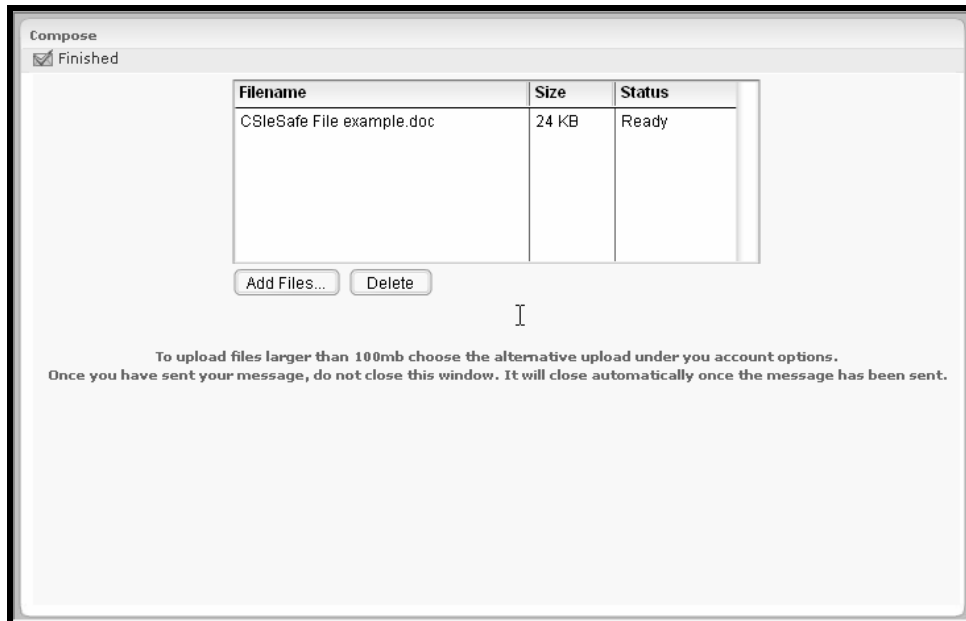
Note: You may receive the message that you do not allow Active X controls on this site. Click on the yellow bar to install ActiveX controls.

Sending a Secure eMessage with an Attachment (continued)

4. You will be directed to the Attach Files screen. Click on the **Add Files...** button to browse your hard drive and locate the file you want to attach.



5. Locate the file and click on **Open**.
6. The file will appear in the box on your screen. If this is the correct file, click on the **Finished** check mark in the upper left of the screen. If the file you chose is incorrect, click on it within the box to highlight it and then click on the **Delete** button. You can also repeat the add process to attach an additional file. *Note: To upload files larger than 60 MB, please choose the alternative upload option found under "My Account" and "Options."* For more information, please see the My Account section of this manual.



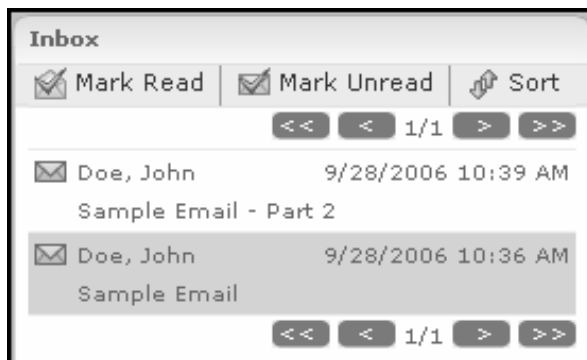
Sending a Secure eMessage with an Attachment (continued)

7. You will be redirected to the Compose screen. Additional options include sending the message C.O.D, spell checking the eMessage, and saving the eMessage as a draft.
8. Click on the **Send** tab to send the eMessage.
9. The recipient will be notified that he/she has received a secure eMessage and needs to log in to CSISafe to retrieve it.

You have received a new secure message from sramage@csiweb.com. You can log in at <https://beta.securemsg.com> to retrieve your secure message.

Thank You,
Computer Services Inc.

10. From his/her inbox, the recipient can click on the message.



Note: If the intended recipient has never used CSISafe before, you will receive a message informing you of this. The recipient must create an account with CSISafe to retrieve the message. It is recommended that you leave the validation box checked to make certain that the message is kept secure. This will require you to approve the new user before he/she can log in and retrieve the eMessage. See “Validating a CSISafe Recipient” for more information.

Sending a Secure Message C.O.D.

1. Log in from the home page <https://www.csiesafe.com> using the username and password established through the New User process.



2. Upon login you will be directed to your home page. Click on the **Compose** link in the "Opened" section. Fill in the recipient's email address, subject and message. Check the box for "Send this Message C.O.D."



3. You will receive a message stating that the recipient will need to agree to pay before they will be able to receive the message. Click **OK** and then click **Send**.



Sending a Secure Message C.O.D (continued)

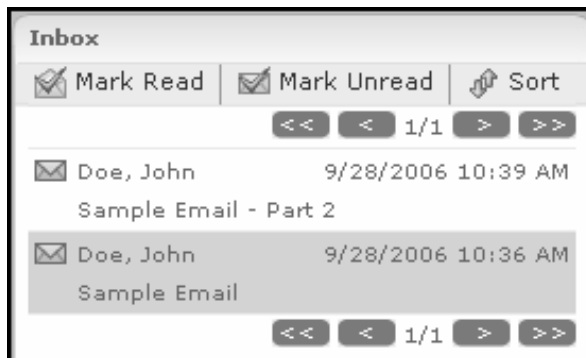
Note: Once the box for “Send this message C.O.D.” is checked and files have been attached to the message, you cannot choose to send the message with normal delivery instead of C.O.D. If you mark the box in error and do not want to use the C.O.D. option, click on 'Cancel' and recompose the message.

4. You will receive the following message, “You have successfully sent your message!” and you will have the option to add this email address to your contacts.
5. The recipient will be notified that he/she has received a secure eMessage and needs to log in to CSISafe to retrieve it.

You have received a new secure message from sramage@csiweb.com. You can log in at <https://beta.securemsg.com> to retrieve your secure message.

Thank You,
Computer Services Inc.

6. From his/her inbox, the recipient can click on the message.



7. If the secure eMessage has been sent C.O.D., the recipient will be asked to **Accept** or **Decline** the message.

This message was sent C.O.D. by John Doe.
If you choose to view the contents of this message, your account will be charged for the blocks required to send the message.

Will you accept this COD?

8. Once accepted, the recipient will then be able to view the eMessage.

Validating a CSleSafe Recipient

1. You will be notified if the intended recipient has never used CSleSafe.
2. It is recommended that you select the validation check box and enter a secret phrase to make certain that the message is kept secure. You will also be able to add the recipient's information to your Contact list. When all selections have been made, click **Done**. The message will be sent.

Add Contacts

New Contacts

User Name	Add
jsmith@csiweb.com	<input checked="" type="checkbox"/>

The users above may be added to your contacts.

New Users

These users did not have accounts yet. You may choose to validate them with a secret phrase which you share with them.

User Name	Validation Required	Phrase
jsmith@csiweb.com	<input checked="" type="checkbox"/>	example phrase

Done

3. The recipient will be notified that he/she needs to create an account at <https://www.csiesafe.com>.

New Secure Message - beta.securemsg.com

Dear shae.ramage@gmail.com,

You have received a new secure message from sramage@csiweb.com. You can log in at <https://beta.securemsg.com> to retrieve your secure message.

Thank You,

Computer Services Inc.

Validating a CSleSafe Recipient (continued)

4. Once the recipient agrees with the terms and conditions of use and sets up his/her account, he/she will be able to sign in the CSleSafe and retrieve your message.

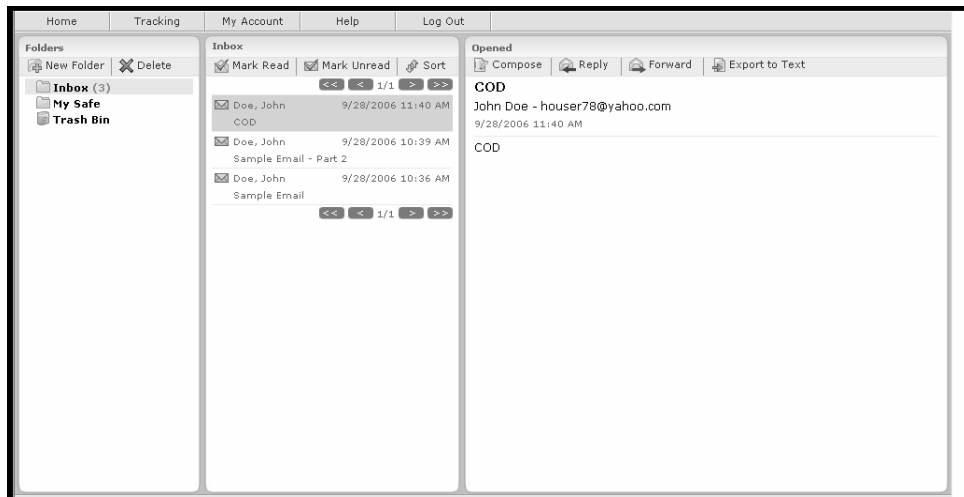
Inbox

Checking your Inbox

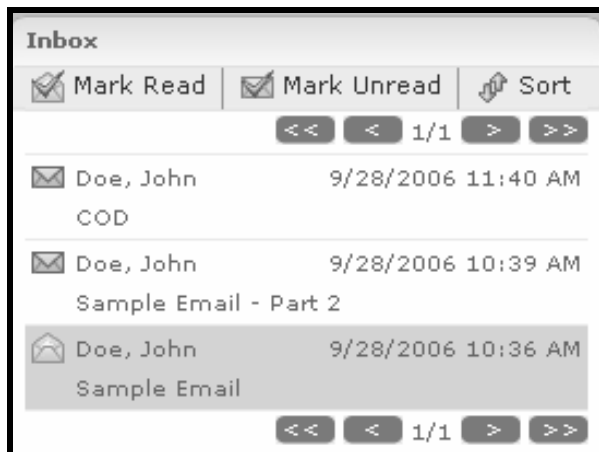
1. Log in from the home page <https://www.csiesafe.com> using the username and password you established through the new user process.



2. Upon login, the Inbox will display in the middle of the screen.



3. Click on an item in the list to view the eMessage.



Checking Your Inbox (continued)

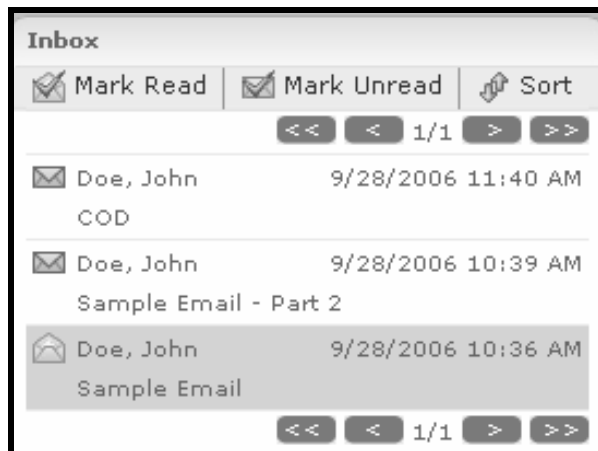
4. The eMessage you selected will open and you will have a choice of replying, forwarding, or exporting to text.
5. When the eMessage has an attachment, you can open the attachment and save it to your hard drive or move it to **My Safe** for storage.

Replying to an eMessage

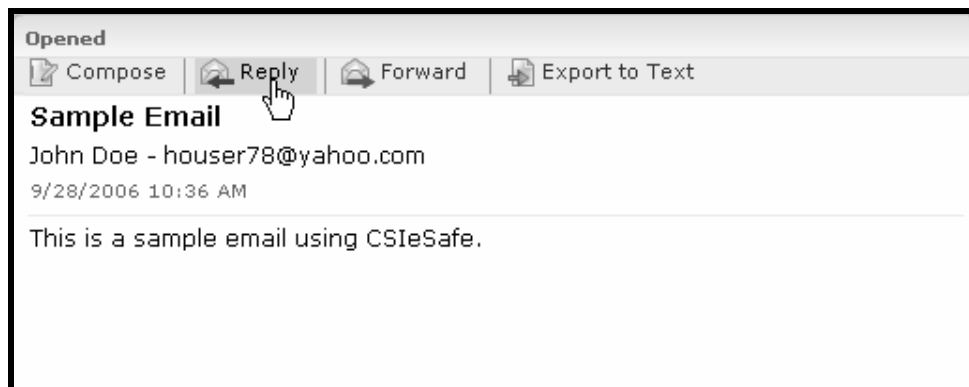
1. Log in from the home page <https://www.csiesafe.com> using the username and password established through the new user process.



2. You will see all of the eMessages you have received or chosen to retain.
3. Click on any eMessage you wish to view.



4. The eMessage you selected will display and you will have a choice of replying, forwarding, or exporting to text.
5. Click on **Reply**.



Replying to an eMessage (continued)

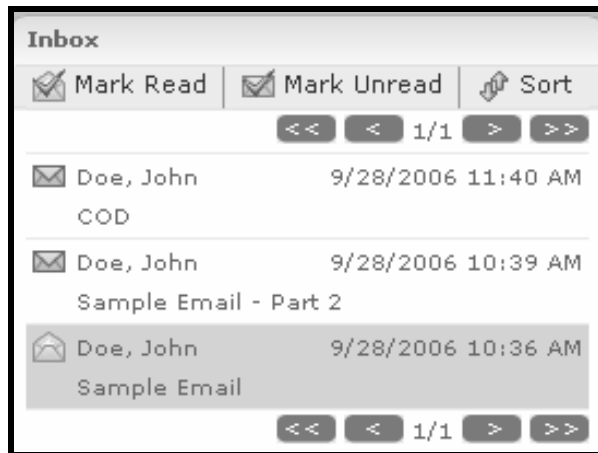
6. Place your cursor at the beginning of the original message and type in your reply.
7. Click **Send**.
8. You will receive the message, “You have successfully sent your message.” You may choose to add the contact’s name to your contact list by leaving the box next to their name checked.

Forwarding an eMessage

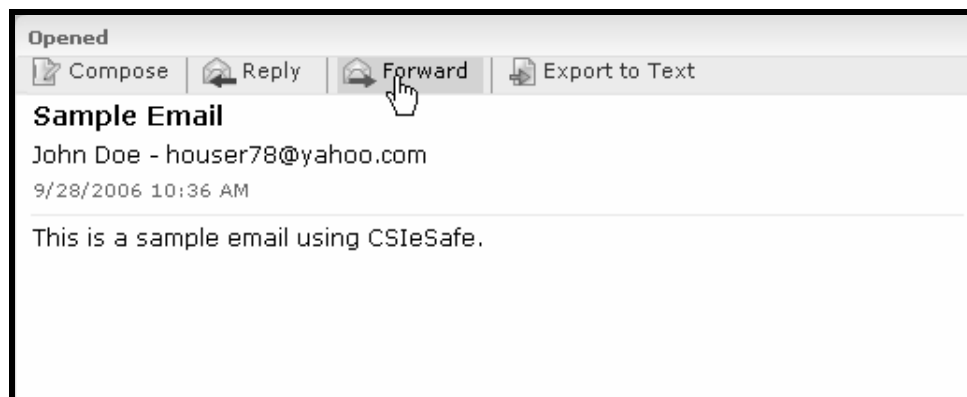
1. Log in from the home page <https://www.csiesafe.com> using the username and password established through the new user process.



2. You will see all of the eMessages you have received or chosen to retain.
3. Click on any eMessage you wish to view.



4. The eMessage you selected will open and you will have a choice of replying, forwarding, or exporting to text.
5. Click on **Forward**.



Forwarding an eMessage (continued)

6. Enter the recipient's address in the "To:" line and click **Send**.
7. The recipient will be notified that he/she has received a secure eMessage and needs to log in to CSISafe to retrieve it.

You have received a new secure message from sramage@csiweb.com. You can log in at <https://beta.securemsg.com> to retrieve your secure message.

Thank You,
Computer Services Inc.

8. From their inbox, the recipient can click on the message.

Note: If the intended recipient has never used CSISafe before, you will receive a message informing you of this. The recipient must create an account with CSISafe to retrieve the message. It is recommended that you select the validation check box and enter a secret phrase to make certain that the message is kept secure.

Exporting an eMessage to Text

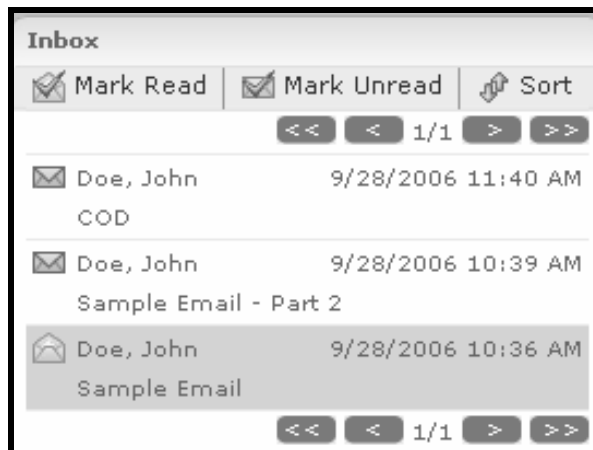
1. Log in from the home page <https://www.csiesafe.com> using the username and password established through the new user process.



The screenshot shows a login form with the following elements:

- Title: Current Members
- Username field: john.doe@csiweb.com
- Password field: masked with 10 dots
- Login button: A rectangular button with the text "Login" and a mouse cursor pointing to it.

2. You will see all of the eMessages you have received or chosen to retain.
3. Click on any eMessage you wish to view.



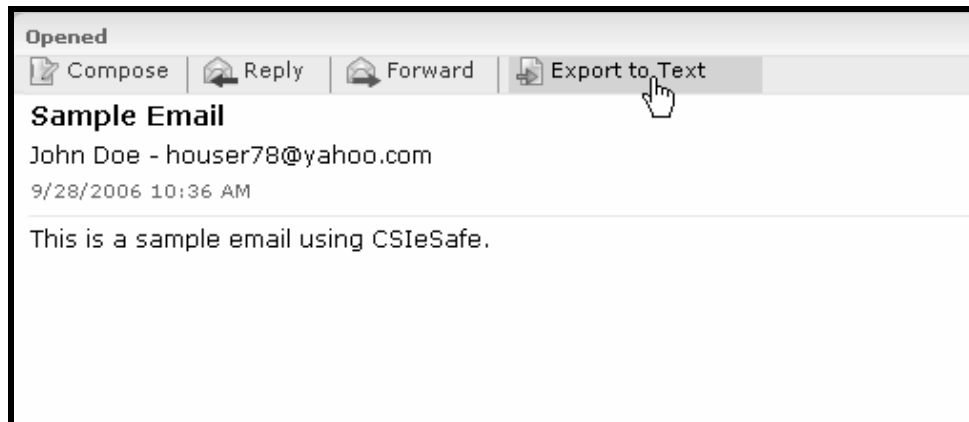
The screenshot shows an email inbox with the following elements:

- Title: Inbox
- Actions: Mark Read, Mark Unread, Sort
- Navigation: <<, <, 1/1, >, >>
- Email List:
 - From: Doe, John; Date: 9/28/2006 11:40 AM; Subject: COD
 - From: Doe, John; Date: 9/28/2006 10:39 AM; Subject: Sample Email - Part 2
 - From: Doe, John; Date: 9/28/2006 10:36 AM; Subject: Sample Email
- Bottom Navigation: <<, <, 1/1, >, >>

4. The eMessage you selected will open and you will have a choice of replying, forwarding, or exporting to text.

Exporting an eMessage to Text (continued)

5. Click on **Export to Text**.



6. Enter a name for the text file and click **OK**.

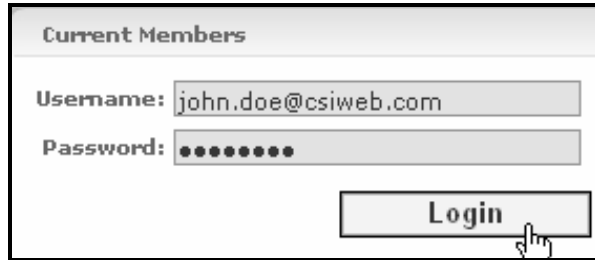


7. The file will be saved in **My Safe**.



Deleting an eMessage

1. Log in from the home page <https://www.csiesafe.com> using the username and password established through the new user process.



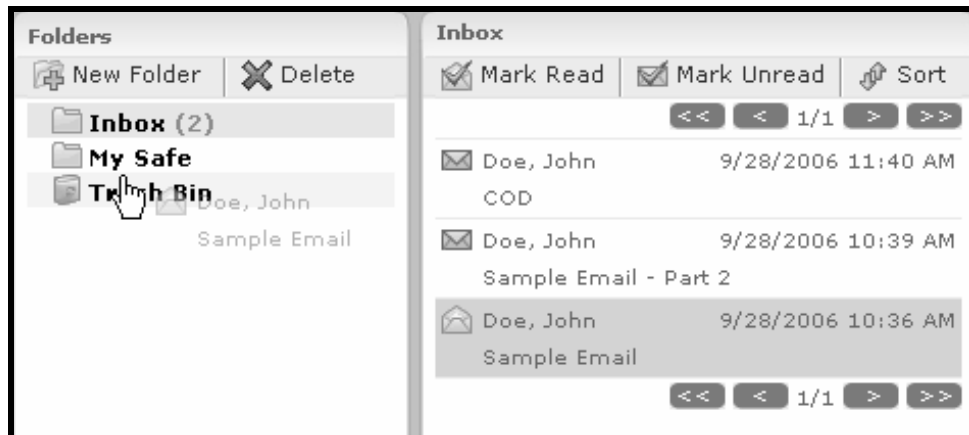
Current Members

Username: john.doe@csiweb.com

Password: ●●●●●●●●

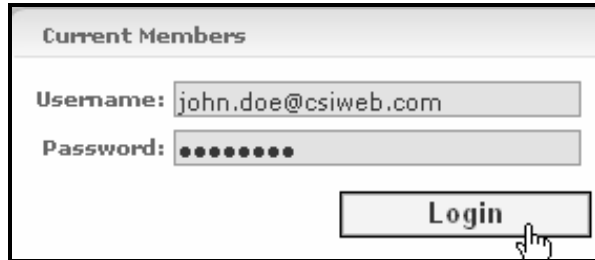
Login

2. You will see all of the eMessages you have received or chosen to retain.
3. Click on any eMessage you wish to delete.
4. Select the “Delete” key on your keyboard or drag and drop the eMessage into the **Trash Bin** in the “Folders” section.

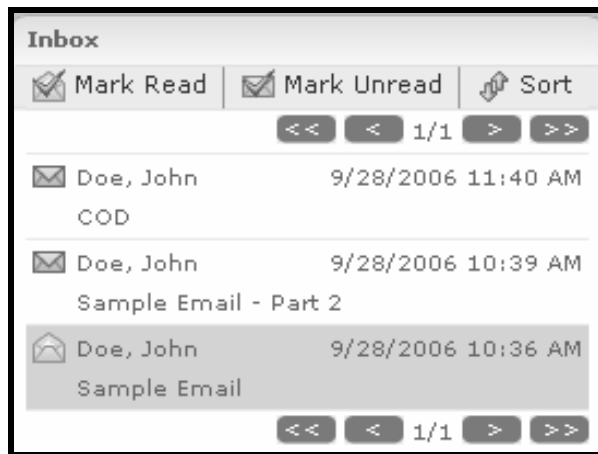


Moving an eMessage Attachment to My Safe

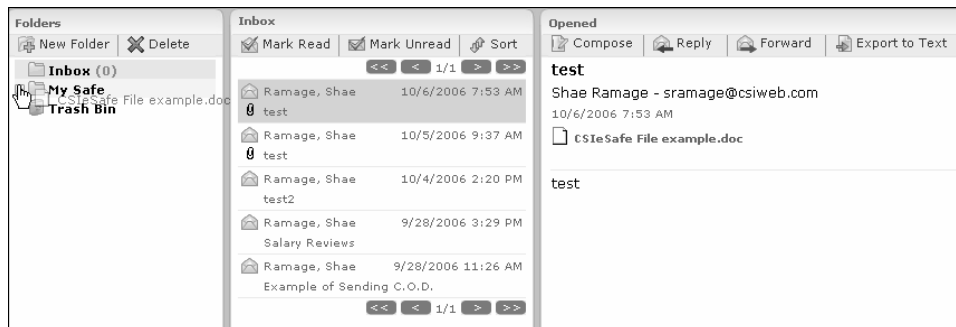
1. Log in from the home page <https://www.csiesafe.com> using the username and password established through the new user process.



2. You will see all of the eMessages you have received or chosen to retain.
3. Click on any eMessage you wish to view.



4. Drag and drop the attachment into your **My Safe** folder for storage.



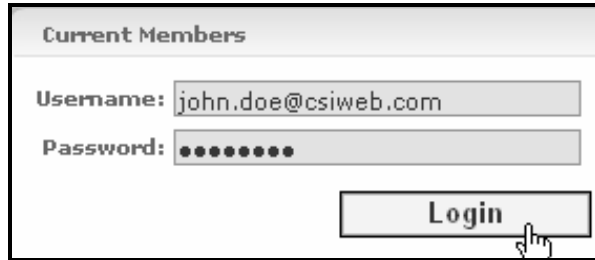
Moving an eMessage Attachment to My Safe (continued)

5. Click on the **My Safe** to see the file listed in your storage account.



Accepting a C.O.D. eMessage

1. Log in from the home page <https://www.csiesafe.com> using the username and password established through the new user process.



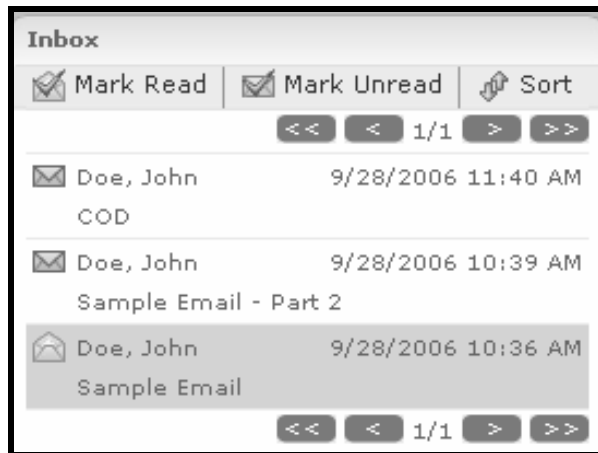
Current Members

Username: john.doe@csiweb.com

Password: ●●●●●●●●

Login

2. You will see all of the eMessages you have received or chosen to retain.
3. Click on any eMessage you wish to view.



Inbox

Mark Read Mark Unread Sort

<< < 1/1 > >>

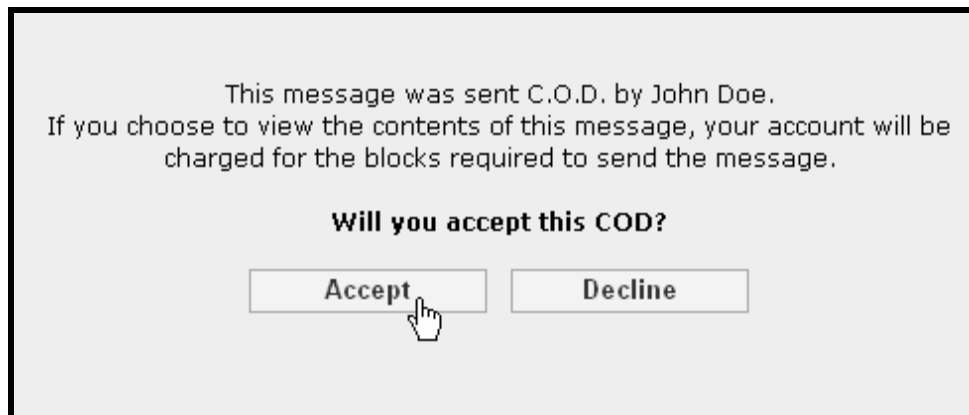
☑ Doe, John 9/28/2006 11:40 AM
COD

☑ Doe, John 9/28/2006 10:39 AM
Sample Email - Part 2

☑ Doe, John 9/28/2006 10:36 AM
Sample Email

<< < 1/1 > >>

4. If the secure eMessage has been sent C.O.D., you will be asked to **Accept** or **Decline** the message. Click on **Accept** to view the message and approve the charges to your CSISafe account.



This message was sent C.O.D. by John Doe.
If you choose to view the contents of this message, your account will be charged for the blocks required to send the message.

Will you accept this COD?

Accept Decline

Declining a C.O.D. eMessage

1. Log in from the home page <https://www.csiesafe.com> using the username and password established through the new user process.



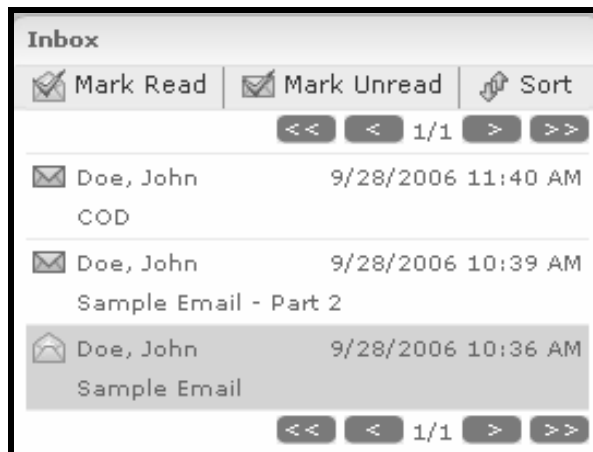
Current Members

Username: john.doe@csiweb.com

Password: ●●●●●●●●

Login

2. You will see all of the eMessages you have received or chosen to retain.
3. Click on any eMessage you wish to view.



Inbox

Mark Read Mark Unread Sort

<< < 1/1 > >>

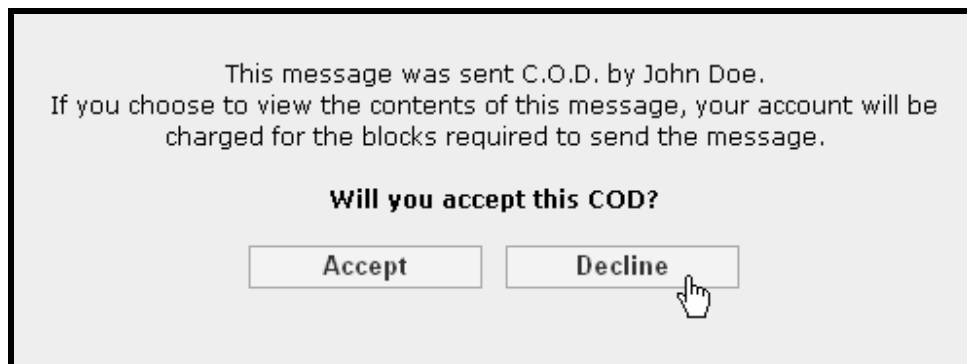
✉ Doe, John 9/28/2006 11:40 AM
COD

✉ Doe, John 9/28/2006 10:39 AM
Sample Email - Part 2

✉ Doe, John 9/28/2006 10:36 AM
Sample Email

<< < 1/1 > >>

4. If the secure eMessage has been sent C.O.D., then you will be asked to **Accept** or **Decline** the message. Click on **Decline** to reject the message.



This message was sent C.O.D. by John Doe.
If you choose to view the contents of this message, your account will be charged for the blocks required to send the message.

Will you accept this COD?

Accept Decline

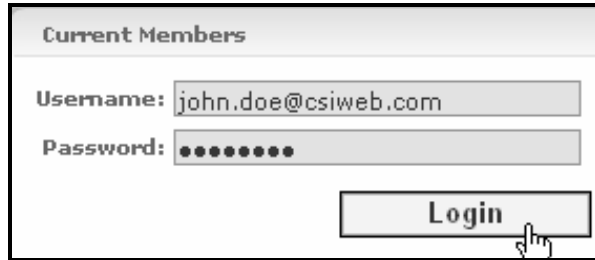
My Safe

My Safe offers permanent storage of confidential data that you can store and retrieve from anywhere.

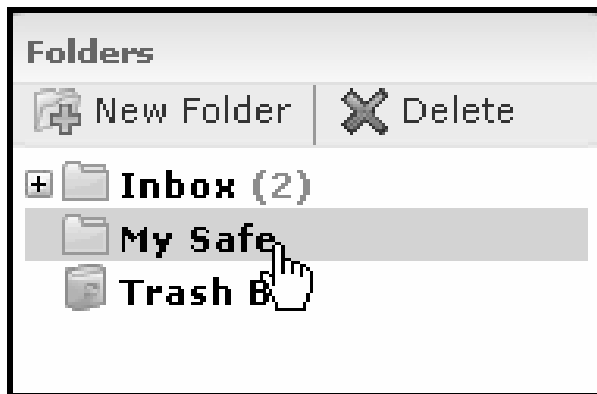
Pricing for My Safe storage is based on blocks. Each block costs \$5.00 and represents 50 MB of secure storage. Billing for My Safe can be monthly, quarterly, or annually. To select your billing period, select “My Account,” “Billing.” Blocks never expire and may be purchased in increments of 50 MB up to 1000 MB.

Uploading a File to My Safe

1. Log in from the home page <https://www.csiesafe.com> using the username and password established through the new user process.



2. Click on the **My Safe** folder in the "Folders" section.

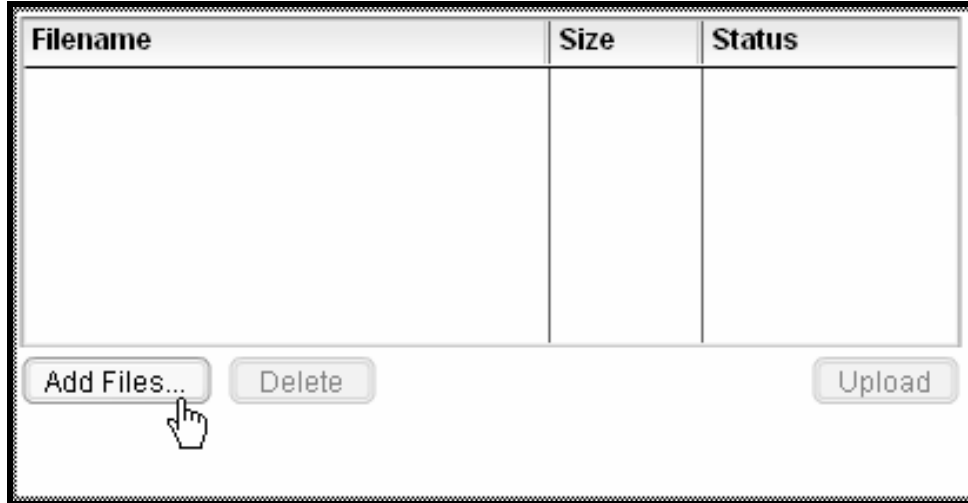


3. Click on **Upload a File**. *Note: To upload files larger than 60 MB, please choose the alternative upload option found under "My Account" and "Options." For more information, please see the My Account section of this manual.*



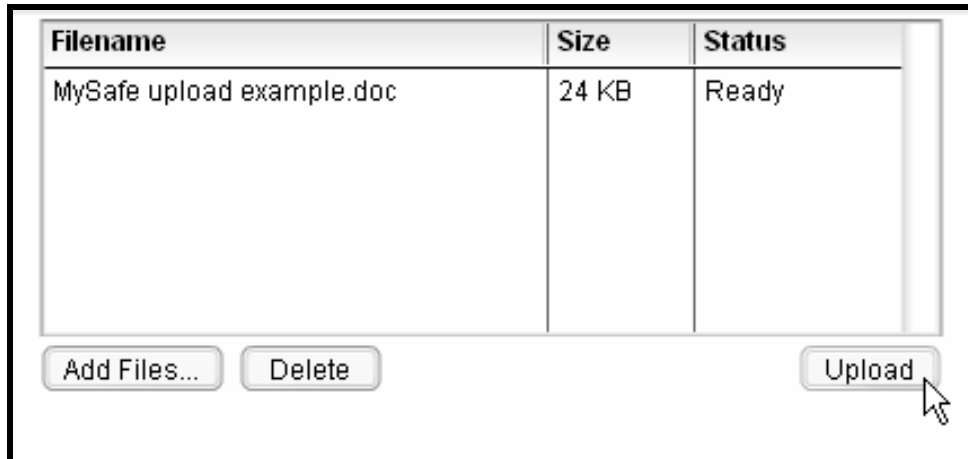
Uploading a File to My Safe (continued)

4. Click the **Add Files...** button to browse the contents of the computer you are working on.



Note: You may receive the message that you do not allow Active X controls on this site. Click on the yellow bar to install ActiveX controls.

5. Choose the file you wish to upload to My Safe. The file will appear in the box on your screen. If this is the correct file, click on the **Upload** button. If the file you chose is incorrect, click on the **Delete** button. Repeat the add process to locate the correct file, or to add another file to the list for uploading.



Uploading a File to My Safe (continued)

6. The uploaded file will now appear in your **My Safe** directory.



Creating a Sub-Directory in My Safe

Sub-Directories in My Safe allow for the creation of folders for organizing stored files and eMessages by topic.

1. Log in from the home page <https://www.csiesafe.com> using the username and password established through the new user process.



2. Upon login, you will be directed to your home page. Select the **My Safe** folder in the "Folder" section, then click on **New Folder**.



3. Enter a name for your new folder and click **OK**.



Creating a Sub-Directory in My Safe (continued)

4. The sub-directory will display.



Uploading a File to a My Safe Sub-Directory

1. Log in from the home page <https://www.csiesafe.com> using the username and password established through the new user process.



2. Upon login, you will be directed to your home page. Click on the **My Safe** folder.



3. Choose the Sub-Directory in which you wish to place the file.



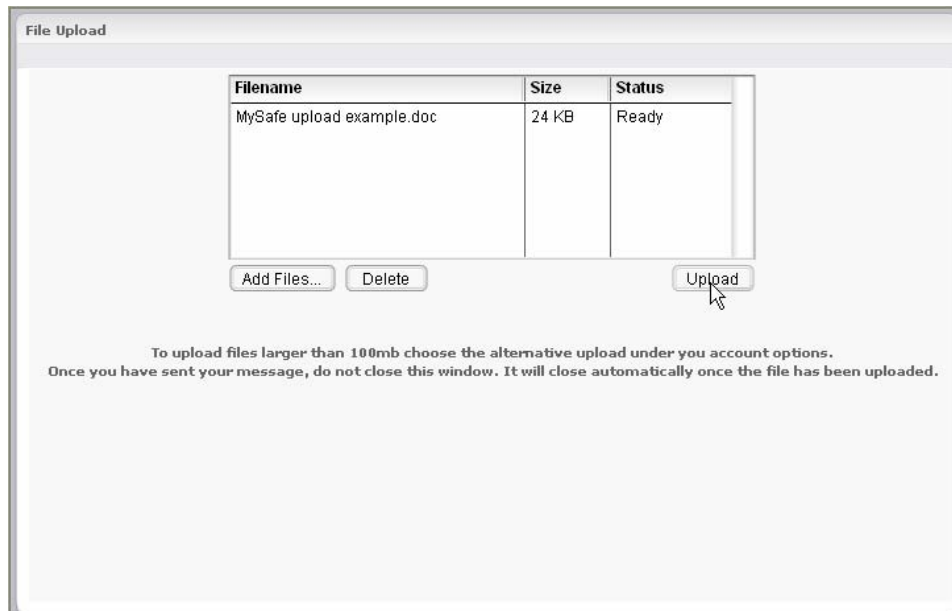
Uploading a File to a My Safe Sub-Directory (continued)

4. Click on **Upload a File**.

Note: You may receive the message that you do not allow Active X controls on this site. Click on the yellow bar to install ActiveX controls.

5. Click **Add Files...** and then select the file you wish to upload. *Note: To upload files larger than 60 MB, please choose the alternative upload option found under “My Account” and “Options.” For more information, please see the My Account section of this manual.*

6. The file will appear in the box on your screen. If this is the correct file, click on the **Upload** button. If the file you chose is incorrect, click on it within the box to highlight it and then click on the **Delete** button. Repeat the add process to locate the correct file or to add another file to the list for uploading.



7. The file will appear in the My Safe sub-directory.





Viewing a File in My Safe

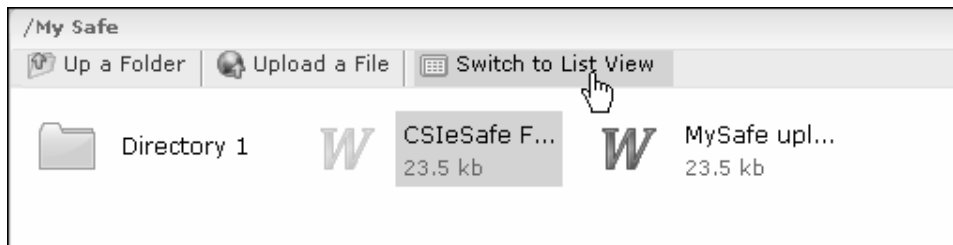
1. Log in from the home page <https://www.csiesafe.com> using the username and password established through the new user process.



2. Upon login, you will be directed to your home page. Click on the **My Safe** folder.

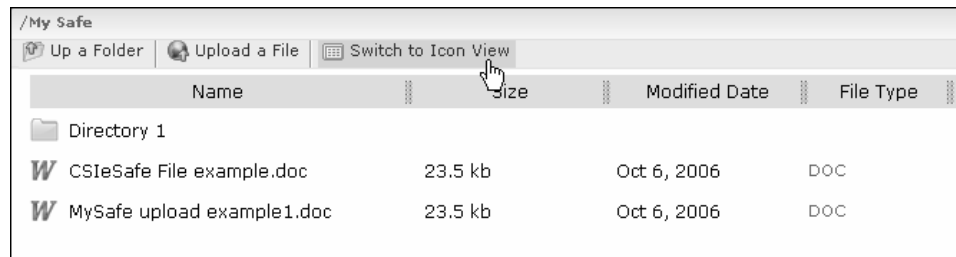


3. Click on the file you wish to view from the **My Safe** directory or a Sub-Directory.
4. You can open the file from its current location for viewing, move the file to a My Safe directory by choosing “Cut”  Cut and “Paste”  Paste or by dragging and dropping the file; or Save it to your hard drive and view from there.
5. To switch from “icon view” to “list view” in My Safe, click the **Switch to List View** tab.



Viewing a File in My Safe (continued)

6. To switch back to “icon view”, click the **Switch to Icon View** tab.



Deleting a File in My Safe

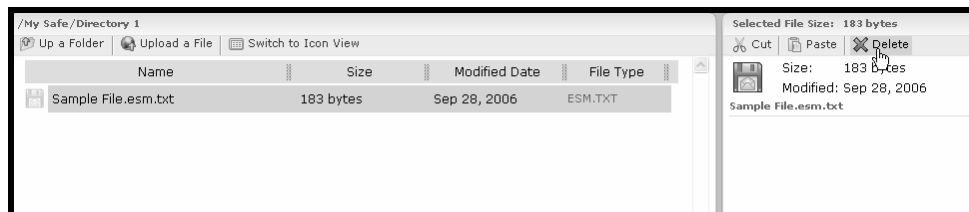
1. Log in from the home page <https://www.csiesafe.com> using the username and password established through the new user process.



2. Upon login, you will be directed to your home page. Click on the **My Safe** folder.



3. Select the file you wish to delete from the directory or a Sub-Directory and click **Delete**.

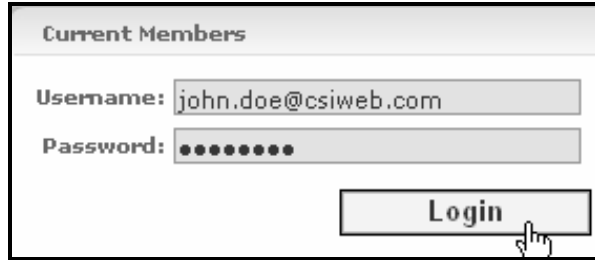


Tracking

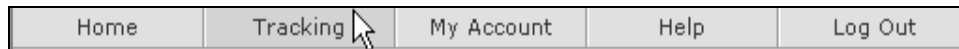
Tracking a Sent eMessage

The status of eMessages sent through CSISafe may be tracked using this screen.

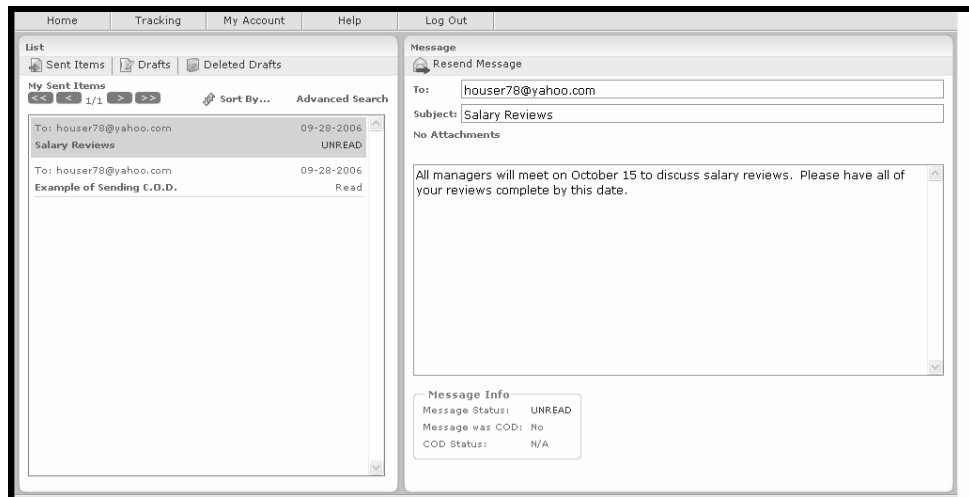
1. Log in from the home page <https://www.csiesafe.com> using the username and password established through the new user process.



2. Upon login, you will be directed to your home page. Click on the **Tracking** link.



3. All messages you have sent or have been generated will show here for 30 days.

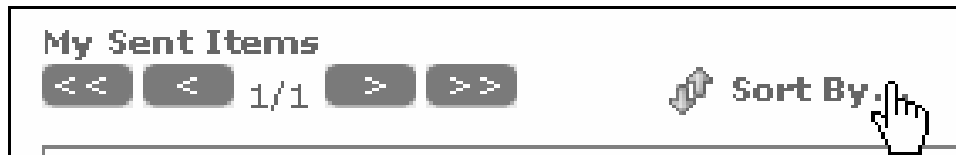


Tracking a Sent eMessage (continued)

Status Message

Read	Indicates message has been picked up by the recipient
UNREAD	Indicates message is waiting to be picked up by the recipient
Declined	Indicates COD charges were rejected by the recipient
Accepted	Indicates COD charges were accepted by the recipient

4. You can choose to sort by Date, Recipient, Subject, or Read/Unread. To choose the parameters of the search, click the **Sort By...** link.

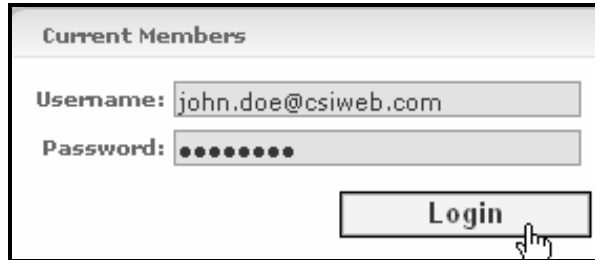


5. You can also choose to search any Drafts that you have created in CSleSafe. To search the drafts, select the **Drafts** link in the "List" section. To search drafts that have been deleted, select the **Deleted Drafts** link.

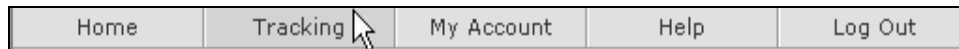


Tracking a Sent C.O.D. eMessage

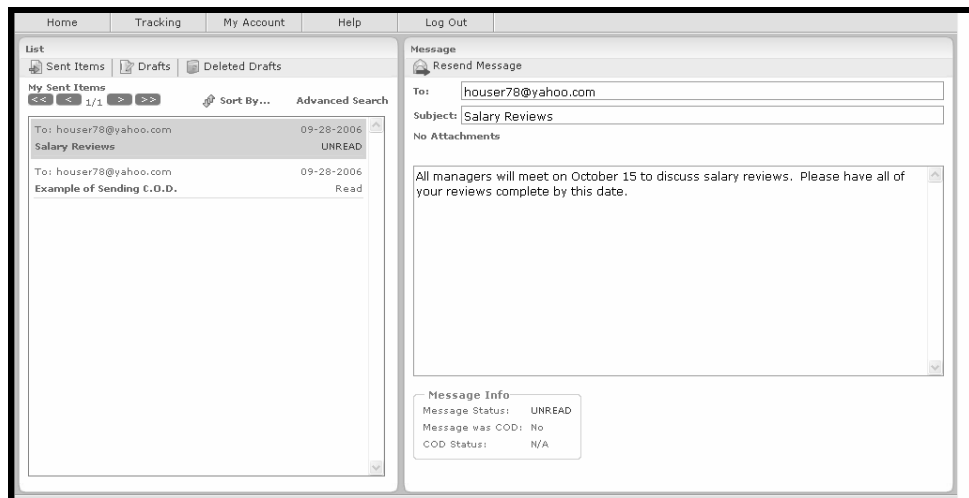
1. Log in from the home page <https://www.csiesafe.com> using the username and password established through the new user process.



2. Click on the Tracking link at the top of the screen.



3. All messages you have sent or have been generated will show here for 30 days.

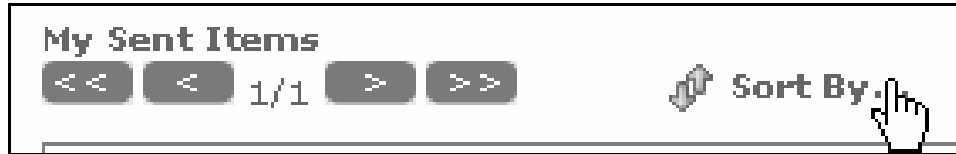


Status Message

Read	Indicates message has been picked up by the recipient
UNREAD	Indicates message is waiting to be picked up by the recipient
Declined	Indicates COD charges were rejected by the recipient
Accepted	Indicates COD charges were accepted by the recipient

Tracking a Sent C.O.D. eMessage (continued)

4. You can choose to sort by Date, Recipient, Subject, or Read/Unread. To choose the search parameters, click the **Sort By...** link.



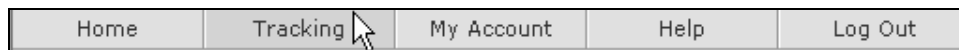
Advanced Search

The Advanced Search feature allows you to search by choosing different options. You can search on Recipient, Subject, Date Range, or Status. You can search on each separately or combined to further enhance your search.

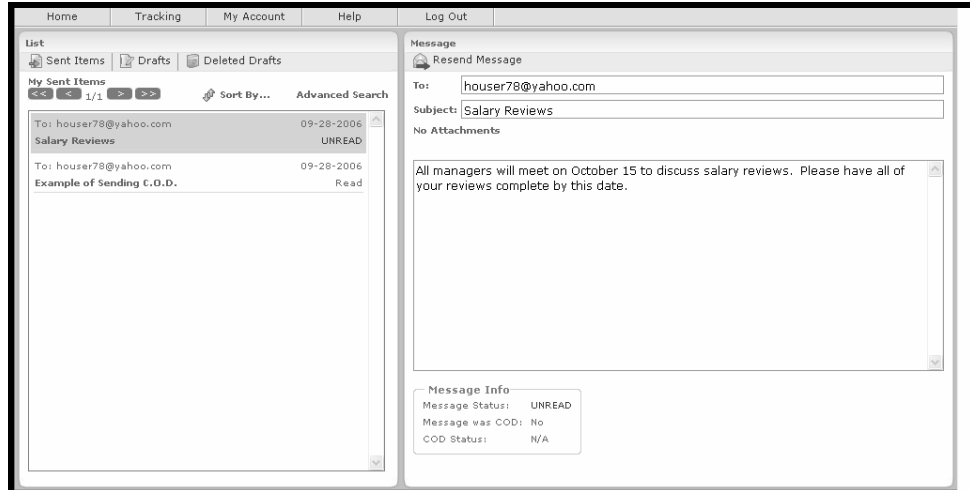
1. Log in from the home page <https://www.csiesafe.com> using the username and password established through the new user process.



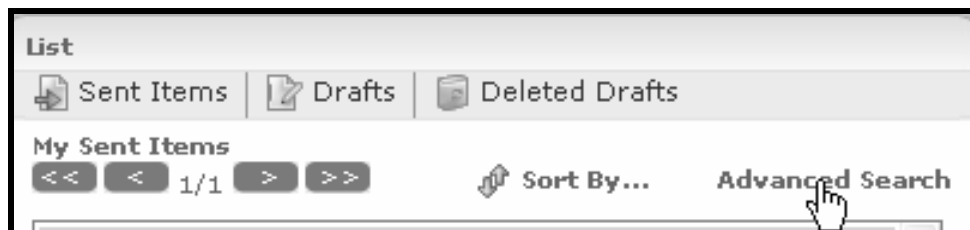
2. Click on the Tracking link at the top of the screen.



3. All messages you have sent or have been generated will show here for 30 days.



4. Click on **Advanced Search**.



Advanced Search (continued)

5. Enter information into at least one field. By filling out more fields, you are able to further define your search. When the search options have been defined, click **Submit Search**.

The screenshot displays a search form with the following fields and values:

- Recipient:
- Subject Contains:
- From Date:
- To Date:
- Status:

Buttons: (with a mouse cursor), (disabled), and (disabled).

6. All results of the Advanced Search will display.

My Account

My Account includes My Usage, Options, Billing, My Information, My Contacts, and User Validation.

Viewing your Personal Account

Purchasing an eMessaging Block

Purchasing a My Safe Block

Entering personal contacts

Viewing reports

Viewing My Usage

1. Log in from the home page <https://www.csiesafe.com> using the username and password established through the new user process.



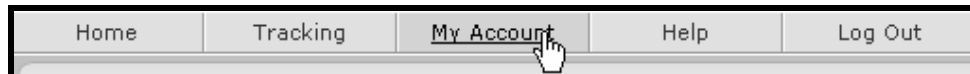
Current Members

Username: john.doe@csiweb.com

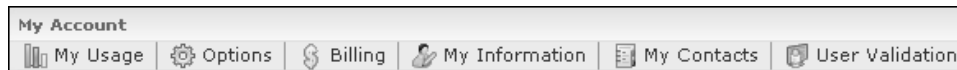
Password: ●●●●●●●●

Login

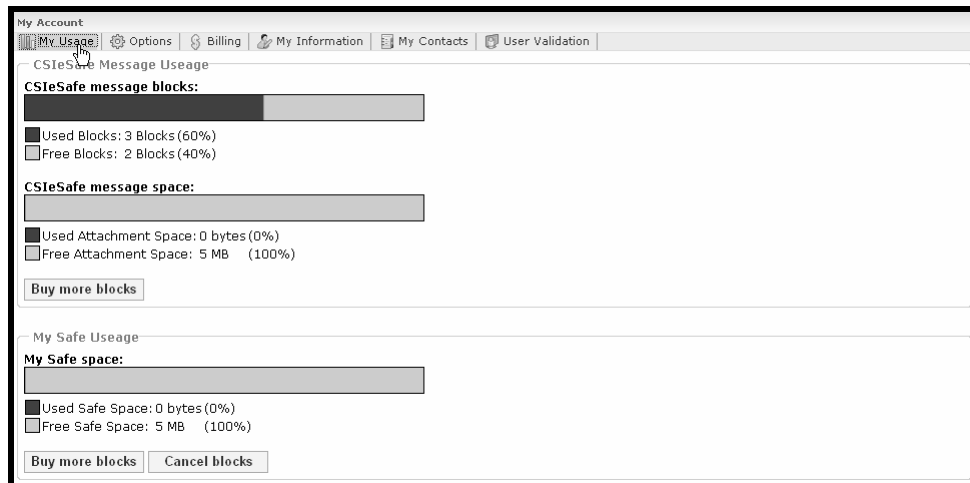
2. Upon login, you will be directed to your home page. Click on the **My Account** link at the top of the screen.



3. This screen will allow you to choose from the **My Usage, Options, Billing, My Information, My Contacts, or User Validation** tabs.



4. Click the **My Usage** link. The screen will show you the amount of used space and the free space that is available.



My Account

My Usage Options Billing My Information My Contacts User Validation

CSISafe Message Usage

CSISafe message blocks:

Used Blocks: 3 Blocks (60%)

Free Blocks: 2 Blocks (40%)

CSISafe message space:

Used Attachment Space: 0 bytes (0%)

Free Attachment Space: 5 MB (100%)

Buy more blocks

My Safe Usage

My Safe space:

Used Safe Space: 0 bytes (0%)

Free Safe Space: 5 MB (100%)

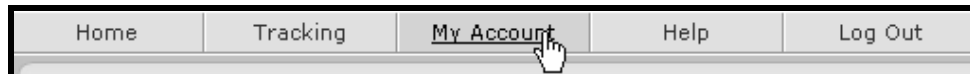
Buy more blocks Cancel blocks

Purchasing a Secure eMessaging Block

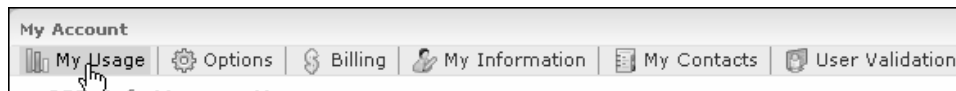
1. Log in from the home page <https://www.csiesafe.com> using the username and password established through the new user process.



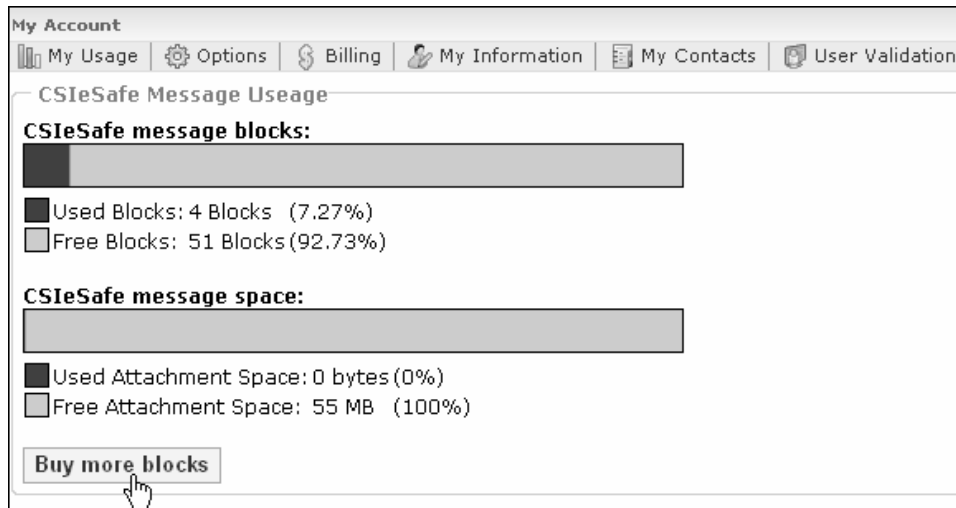
2. Upon login, you will be directed to your home page. Click on the **My Account** link.



3. Click the **My Usage** link.



4. Click the **Buy More Blocks** button in the "CSISafe Message Usage" section.



Purchasing a Secure eMessaging Block (continued)

5. Choose the block size you wish to purchase from the drop down menu. Click **Check Out**.

Buy Message Blocks

As an introductory offer, all new users are encouraged to send five messages or five megabytes (MB) at no cost. Once you have reached this limit, you can purchase additional sending capacity in blocks. Each block costs \$10.00 and consists of 50MB or 50 deliveries. That's just \$0.20 per delivery. Purchase as many blocks as you need, they never expire. Please note, there is no charge for receiving messages through CSISafe.

Messages delivered through CSISafe are considered transient data and as such will be automatically purged after 30 days. For long term retention, please utilize the "MySafe" feature.

What size block would you like? 50 blocks

6. Complete the check out information and click **Submit**.

Check Out

First Name:

Last Name:

Email/Username:

Phone:

Street: Apt #:

City: State: Zip:

Credit Card Type: (dropdown menu open showing: Visa, Discover, MasterCard, American Express)

Credit Card Number:

Expiration Date: CVC2:

7. You will then receive an eMessage stating you have been approved. The purchase amount will be reflected in **My Usage**.

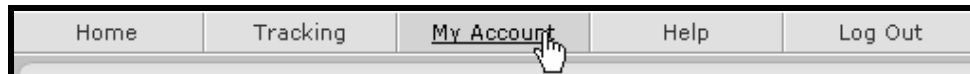
Purchasing a My Safe Block

1. Log in from the home page <https://www.csiesafe.com> using the username and password established through the new user process.

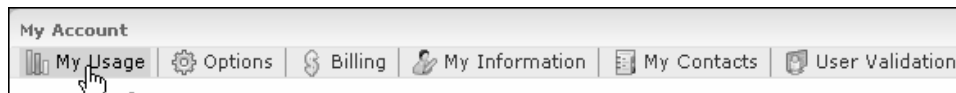


The image shows a login form titled "Current Members". It contains two input fields: "Username:" with the text "john.doe@csiweb.com" and "Password:" with ten dots. Below the fields is a "Login" button. A mouse cursor is pointing at the bottom right corner of the Login button.

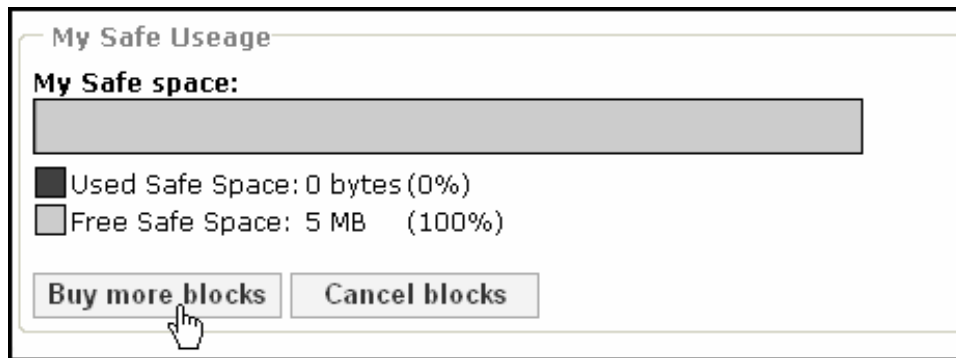
2. Upon login, you will be directed to your home page. Click on the **My Account** link.



3. Click the **My Usage** link.

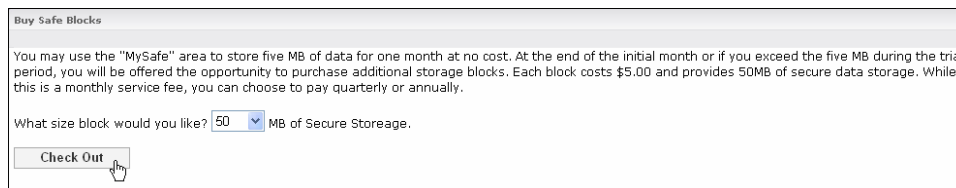


4. Click the **Buy More Blocks** button in the "My Safe Usage" section.



The image shows a section titled "My Safe Usage". It displays "My Safe space:" with a progress bar. Below the bar, it shows "Used Safe Space: 0 bytes (0%)" and "Free Safe Space: 5 MB (100%)". At the bottom, there are two buttons: "Buy more blocks" and "Cancel blocks". A mouse cursor is pointing at the "Buy more blocks" button.

5. Select the block size you wish to purchase and click **Check Out**.



The image shows a form titled "Buy Safe Blocks". It contains a paragraph of text explaining the service: "You may use the 'MySafe' area to store five MB of data for one month at no cost. At the end of the initial month or if you exceed the five MB during the trial period, you will be offered the opportunity to purchase additional storage blocks. Each block costs \$5.00 and provides 50MB of secure data storage. While this is a monthly service fee, you can choose to pay quarterly or annually." Below the text is a question: "What size block would you like?" followed by a dropdown menu showing "50" and "MB of Secure Storage." At the bottom, there is a "Check Out" button. A mouse cursor is pointing at the "Check Out" button.

Purchasing a My Safe Block (continued)

6. Fill in your address and credit card information and then click on **Submit**.

The screenshot shows a 'Check Out' form with the following fields and values:

- First Name: John
- Last Name: Doe
- Email/Username: john.doe@csiweb.com
- Phone: (270) 442-7361
- Street: 3901 Technology Drive
- City: Paducah
- State: KY
- Zip: 42001
- Apt #: (empty)
- Credit Card Type: A dropdown menu is open, showing options: Visa, Discover, MasterCard, and American Express. The 'Discover' option is currently selected.
- Credit Card Number: (empty)
- CVC2: (empty)
- Expiration Date: (empty)
- Submit button: A button labeled 'Submit' is located at the bottom left of the form.

7. You will then receive an eMessage stating you have been approved. The purchase amount will be reflected in **My Usage**.

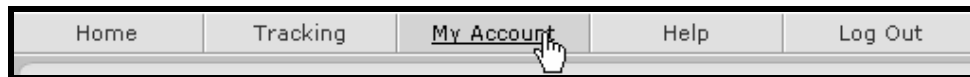
Options

1. Log in from the home page <https://www.csiesafe.com> using the username and password established through the new user process.

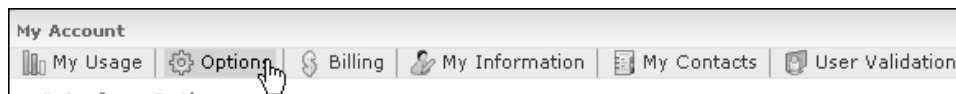


The image shows a login form titled "Current Members". It contains two input fields: "Username:" with the text "john.doe@csiweb.com" and "Password:" with a masked password of eight dots. Below the fields is a "Login" button. A mouse cursor is pointing at the bottom right corner of the Login button.

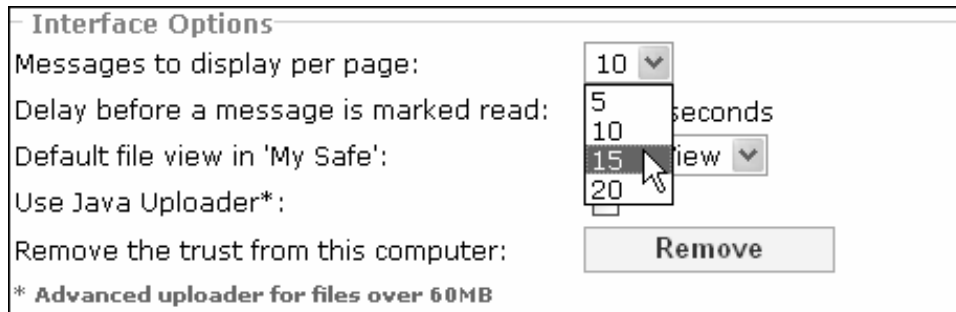
2. Upon login, you will be directed to your home page. Click on the **My Account** link.



3. Click the **Options** link.



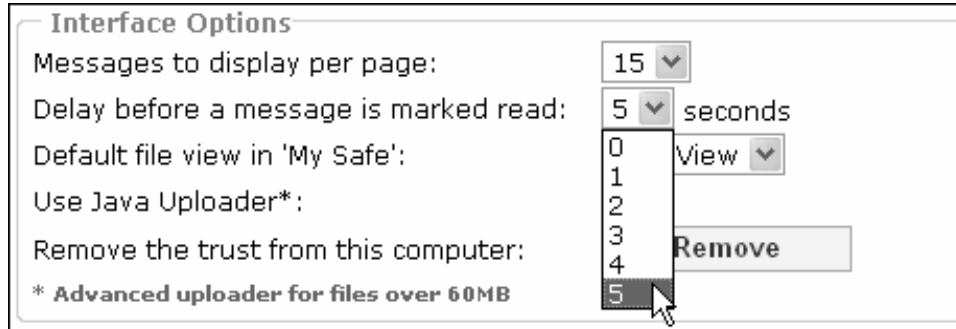
4. To choose how many messages display per page, select a number from the drop down menu in the "Interface Options" section.



The image shows the "Interface Options" section. It includes several settings: "Messages to display per page:" with a dropdown menu showing 10, 5, 10, 15, and 20; "Delay before a message is marked read:" with a dropdown menu showing 5, 10, 15, and 20, followed by "seconds"; "Default file view in 'My Safe':" with a dropdown menu showing "view"; "Use Java Uploader*:"; "Remove the trust from this computer:" with a "Remove" button; and a footnote: "* Advanced uploader for files over 60MB". A mouse cursor is clicking on the "15" option in the first dropdown menu.

Options (continued)

- To choose the delay before a message is marked as “Read,” choose a number from the drop down menu in the “Interface Options” section.



- To choose the default view in My Safe, select the view from the drop down menu in the “Interface Options” section.



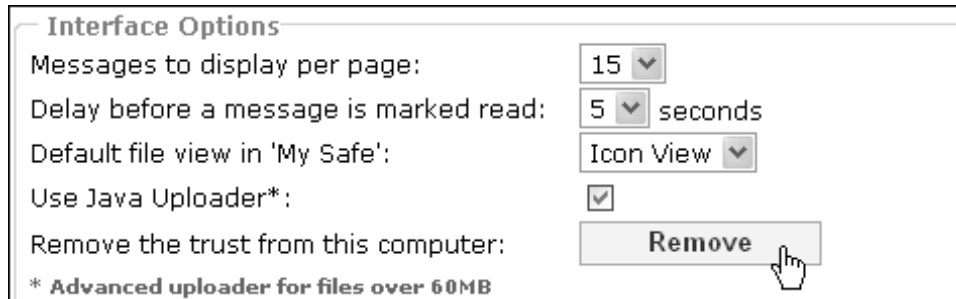
- To use the Java Uploader application when uploading files to My Safe or to a secure eMessage, select the “Use Java Uploader” check box in the “Interface Options” section.

Note: The Java Uploader option was a requirement of the previous version of CSleSafe. Select this option if you wish to continue using Java.

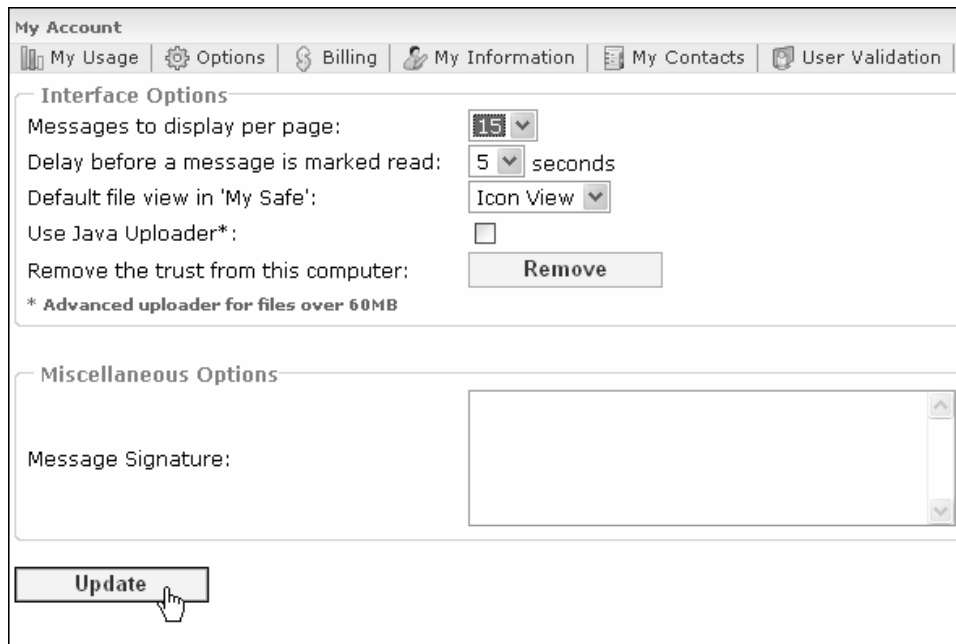


Options (continued)

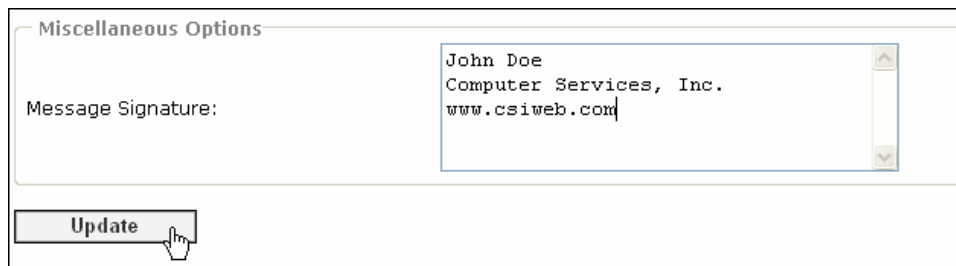
- 8. To remove the trust for the PC you are working on, click the **Remove** button in the “Interface Options” section. This will remove the secure token from the PC.



- 9. When all options have been selected, click the **Update** button.



- 10. You can enter a signature that displays in all messages you send via CSISafe. Enter the text in the “Message Signature” box and then click **Update**.



Group Billing

Group Billing is available for individuals or organizations that want to allow multiple users access to CSleSafe with billing under one account. The user establishing the group will have the ability to add, delete, or cancel the group. Any blocks purchased by this individual will be shared with other members of the group.

When a group member uses the eMessaging or My Safe function, then any blocks of storage that he/she has purchased through his individual account will be utilized before the group block will be used. Each CSleSafe account may participate in only one group.

Setting My Safe Billing Period

1. Log in from the home page <https://www.csiesafe.com> using the username and password established through the new user process.



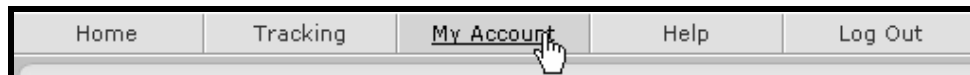
Current Members

Username: john.doe@csiweb.com

Password: ●●●●●●●●

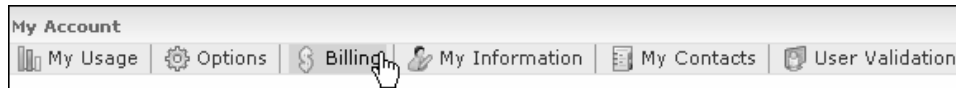
Login

2. Upon login, you will be directed to your home page. Click on the **My Account** link.



Home Tracking My Account Help Log Out

3. Click the **Billing** link.



My Account

My Usage Options Billing My Information My Contacts User Validation

4. Choose an option from the “My Safe Billing Period” drop down menu and click **Update** in the “General Billing Options” section.



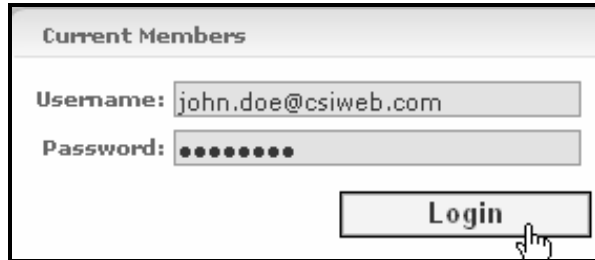
General Billing Options

My Safe Billing Period: Annually Monthly Quarterly Annually

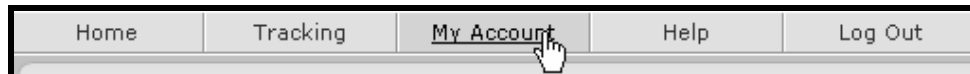
Update

Setting Up a Group

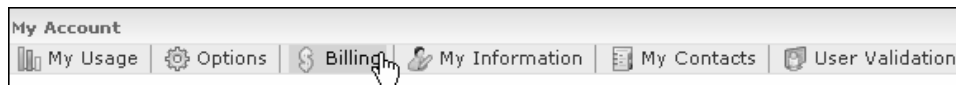
1. Log in from the home page <https://www.csiesafe.com> using the username and password established through the new user process.



2. Upon login you will be directed to your homepage. Click on the **My Account** link.



3. Click the **Billing** link.



4. In the "Group Billing Options" section, click on the **Start a Group** button.



5. Enter each group member's username in the text box and click **Add User**.



6. If the user is already a member of another group, you will not be allowed to add them and the following message will appear:



Setting Up a Group (continued)

7. Once the user is successfully added to your group, his/her name will appear under “Users in your group.”

Group Billing Options					
Users in your group:					
User Name	First Name	Last Name	Messages Sent	Space Used	Disable
sramage@csiweb.com	Shae	Ramage	0	0 bytes	
<input type="text"/>	<input type="button" value="Add User"/>				

Disabling a Group Member

1. Log in from the home page <https://www.csiesafe.com> using the username and password established through the new user process.

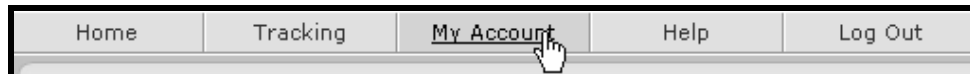
Current Members

Username: john.doe@csiweb.com

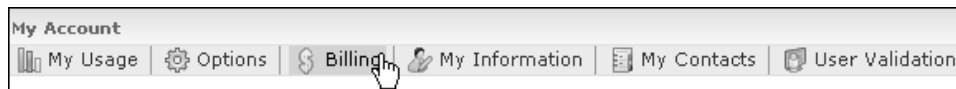
Password: ●●●●●●●●

Login

2. Upon login, you will be directed to your home page. Click on the **My Account** link.



3. Click the **Billing** link.



4. Click the **X** that corresponds with the name of the group member to be disabled.

Group Billing Options					
Users in your group:					
User Name	First Name	Last Name	Messages Sent	Space Used	Disable
jriley@csiweb.com	Jared	Riley	0	0 bytes	X
sramage@csiweb.com	Shae	Ramage	0	0 bytes	X

Add User

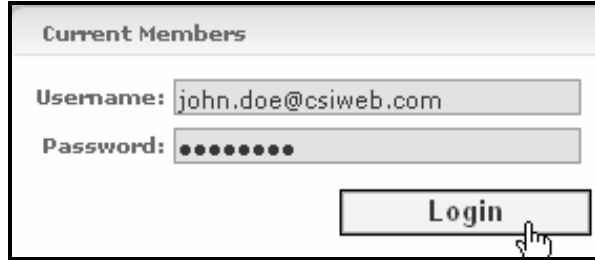
Note: To Cancel Group Billing in its entirety, disable each member of the group.

My Information

My Information contains your personal information. Enter or change your required personal information, other personal information, personal address information, and business address information on this screen.

Entering/changing your Personal Information

1. Log in from the home page <https://www.csiesafe.com> using the username and password established through the New User process.



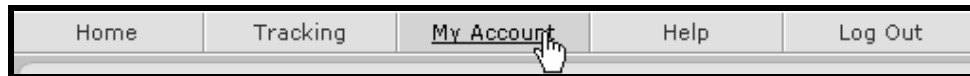
Current Members

Username: john.doe@csiweb.com

Password: ●●●●●●●●

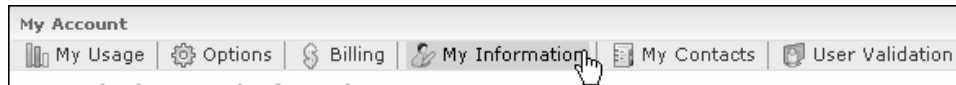
Login

2. Upon login, you will be directed to your home page. Click on the My Account link.



Home Tracking My Account Help Log Out

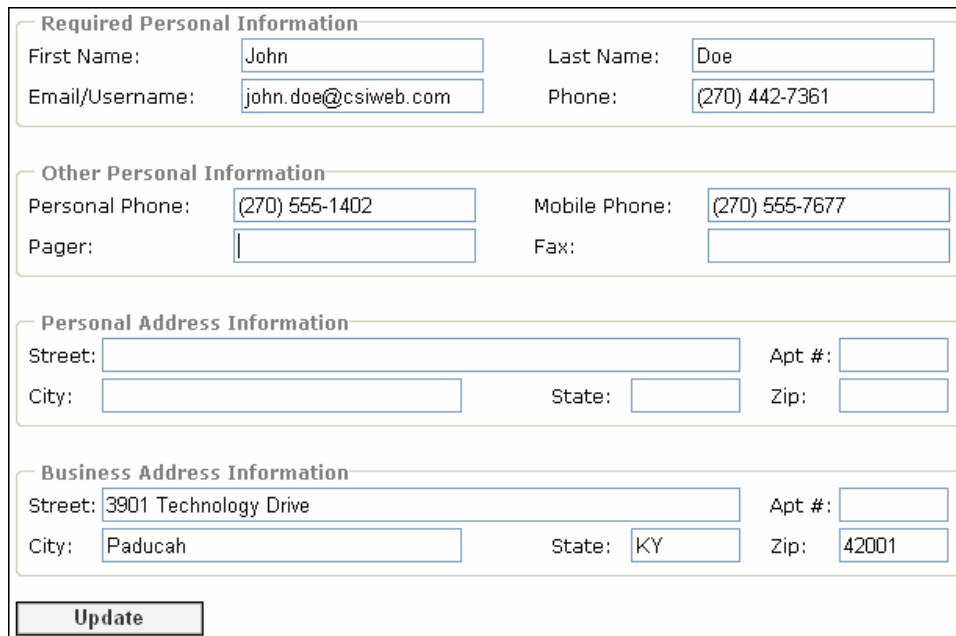
3. Click on the **My Information** link.



My Account

My Usage Options Billing My Information My Contacts User Validation

4. Enter or change any of the listed information. When finished, click **Update**.



Required Personal Information

First Name: John Last Name: Doe

Email/Username: john.doe@csiweb.com Phone: (270) 442-7361

Other Personal Information

Personal Phone: (270) 555-1402 Mobile Phone: (270) 555-7677

Pager: Fax:

Personal Address Information

Street: Apt #: City: State: Zip:

Business Address Information

Street: 3901 Technology Drive Apt #: City: Paducah State: KY Zip: 42001

Update

My Contacts

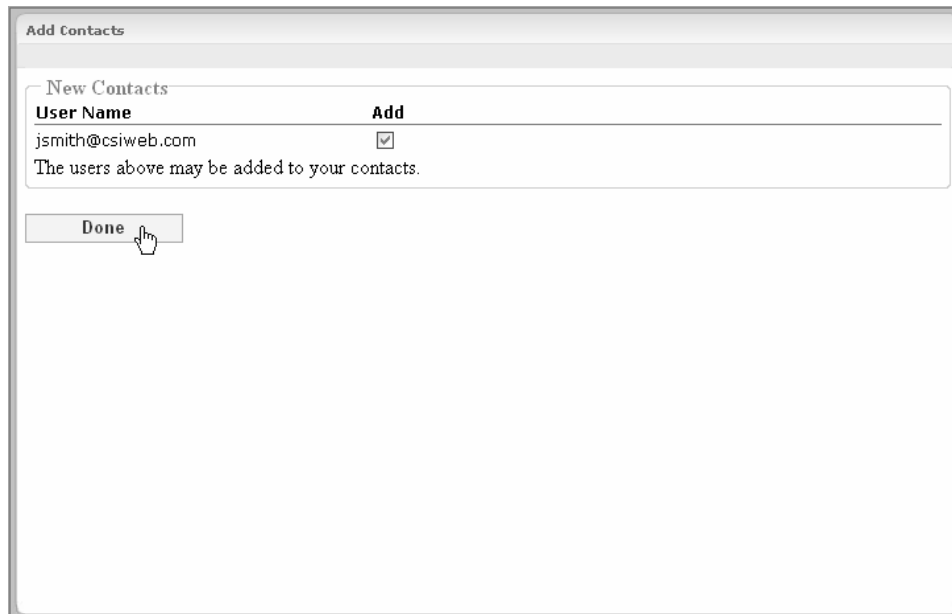
The My Contacts function allows you to retain CSleSafe usernames and addresses for future use without having to retype them each time an eMessage is composed.

Adding a Name(s) to your Contact List

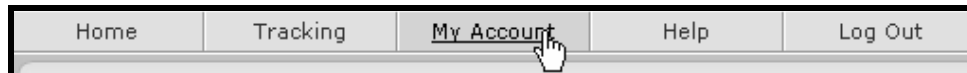
1. Log in from the home page <https://www.csiesafe.com> using the username and password established through the new user process.



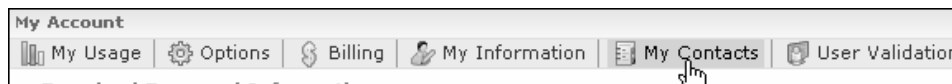
2. Upon login, you will be directed to your home page. Click **Compose** to create an eMessage. When all information has been included, click **Send**. You will be presented with a screen that will allow you to add the recipient to your contact list. To add the contact information, click **Done**.



3. To view your contacts, click on the **My Account** link.



4. Click the **My Contacts** tab.



Adding a Name(s) to your Contact List (continued)

5. Your contacts will display.

CSleSafe Contacts				
Email Address	First Name	Last Name	Phone Number	Delete
jsmith@csiweb.com				X
isample@csiweb.com				X

Sending an eMessage from your Contact List

1. Log in from the home page <https://www.csiesafe.com> using the username and password established through the new user process.




Current Members

Username: john.doe@csiweb.com

Password: ●●●●●●●●

Login

2. Click **Compose** to create an eMessage.
3. In the eMessage, click on the Address Book, , to access your contact list.
4. Click on the contact or contacts you wish to send the message to and click **Done**.



Compose

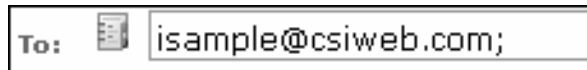
Contacts


First Name	Last Name	Email Address
		jsmith@csiweb.com
		isample@csiweb.com

Click a contact to add them to your current message.

Done

5. The address will appear in the “To:” field of the eMessage.



To:  isample@csiweb.com;

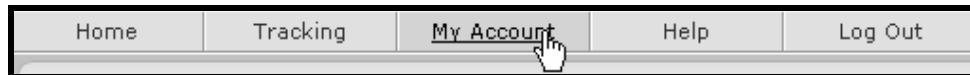
Deleting a Contact

1. Log in from the home page <https://www.csiesafe.com> using the username and password established through the new user process.

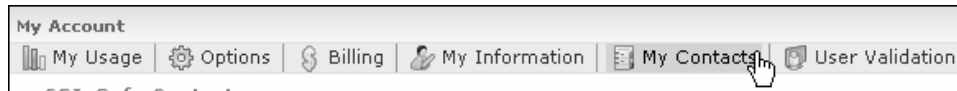


The screenshot shows a login form with the title "Current Members". It contains two input fields: "Username:" with the text "john.doe@csiweb.com" and "Password:" with a masked password of ten dots. Below the fields is a "Login" button. A mouse cursor is pointing at the bottom right corner of the "Login" button.

2. Upon login, you will be directed to your home page. Click on the **My Account** link.



3. Click on the **My Contacts** link.



4. Click on the **X** that corresponds with the contact you wish to delete from the contact list.

User Validation

1. Log in from the home page <https://www.csiesafe.com> using the username and password established through the new user process.

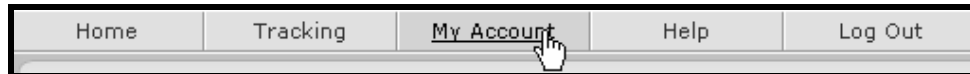
Current Members

Username: john.doe@csiweb.com

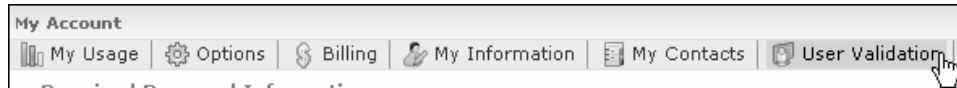
Password: ●●●●●●●●

Login

2. Upon login, you will be directed to your home page. Click on the **My Account** link.



3. Click on the **User Validation** link.



4. A list of users you have sent eMessages to will display. This screen will also show if validation was required and if the user has been approved.

User Name	Validation Required	Approved
ima.sample@csiweb.com	No	No
jsmith@csiweb.com	No	No

For more information on User Validation, please see the “Validating a CSISafe Recipient” section.

Pricing

Secure eMessaging

Pricing for eMessaging is based on blocks. Each block costs \$10.00 and represents 50 MB or 50 deliveries. Blocks never expire and may be purchased in increments of 50 MB or 50 deliveries up to 1000 MB or 1000 deliveries. There is no charge to the recipient of the eMessage, however, a C.O.D. option is available.

My Safe

Pricing for My Safe storage is based on blocks. Each block costs \$5.00 and represents 50 MB of secure storage. Billing for My Safe can be monthly, quarterly, or annually. To select your billing period, select “My Account,” “Billing.” Blocks never expire and may be purchased in increments of 50 MB up to 1000 MB.

Help

Contacting CSI Technical Support

For help with CSISafe, contact the CSI Customer Resource Center via:

- Host Email
- Telephone: 1-800-545-4274, extension 3.

Documentation Suggestions

We are interested in learning how we can make the documentation more useful for you. If you have comments, suggestions, or improvements for the CSISafe manual, please forward these in an email to documentation@csiweb.com. Please feel free to submit suggestions to us about the manual such as,

1. What you like about the manual and use frequently
2. What you don't like about it and why
3. Additional information or explanations that should be added
4. Any information that is incorrect or should be deleted
5. What improvements would make the manual more useful for you

We appreciate your time and will do our best to accommodate your needs in future updates. If email is not accessible, you can use the lines below to record your comments and then fax to 270.444.7147 or mail them to us (CSI, 3901 Technology Drive, Paducah, KY 42001).