Wisconsin Department of Revenue: Opening a Secure Encrypted Email
You Will Learn About…

- Steps to follow when you receive an encrypted email – including what to do if you are a first time user
- Creating or replying to encrypted email
- Where to go if you have questions
Why Encrypt Email Messages?

- Regular email is sent as clear text that could potentially compromise privacy if intercepted
- Encrypted email is secure and only users on the system can send and receive secure messages and attachments
- Sender and recipient can communicate about private information while following state and federal privacy laws
STEP 1: You Receive Encrypted Email

An encrypted message will look like the example below

The Encrypted email will be coming from Wisconsin.gov or Revenue.wi.gov

To Open Encrypted Message click on the Attachment

This is a secure message

HOW TO OPEN

To read this message on desktop, open the securedoc_20190913 T184453.html attachment in a web browser.

To read this message on a mobile device, forward this message to mobile@res.cisco.com to receive a mobile login URL.
STEP 2: Open The Attachment

Sender will have “wisconsin.gov” or “revenue.wi.gov” address

Open the attachment named “securedoc.html” to go to a site with instructions for opening the message.
STEP 3: Click On Open and then Register

YOU ARE NOT REGISTERED

To open this message, you must first register and create a password.

Register
STEP 4: Complete Registration Form

test@test.com

FINAL STEP: ACCOUNT ACTIVATION

Your Cisco Registered Envelope Service account was successfully created.

Instructions to activate your account have been emailed to test@test.com

Please check your inbox. If you do not see an account activation email, check your junk email folder.
STEP 5:
You Receive Registration Confirmation
Click on “Click here to activate this account”
STEP 7:
Enter your new password to open the secure email attachment

If you forgot your password, click on Open and Forgot Password?
STEP 8: Open the Email Message

Opening Secure Email Message
Click, Reply or Forward to respond using secure send.
REPLYING TO AN ENCRYPTED MESSAGE:
REPLYING TO AN ENCRYPTED MESSAGE:
the sender will receive a secure reply

Your reply will be sent through the Cisco encryption system when you hit send.
CREATING A ENCRYPTED MESSAGE:
To create a new secure encrypted email through Cisco portal: https://res.cisco.com/websafe
CREATING AN ENCRYPTED MESSAGE:
You are now ready to compose an email to a state email address.

Click “Send” when you are done writing your email and adding any attachments.

Note: attachments will also be sent securely.
WHERE TO GO FOR HELP

• Forgot your password?
  – Answer your secret questions at the LOGIN screen. Your password will be sent to you by email.

• For additional help:
  – Go to Cisco’s website at res.cisco.com/websafe
Thank You!