

Using secure emails from Disability Positive

February 2023

Disability Positive has a responsibility to keep your personal and private information safe. This is called 'Data Protection'. By law, we must make sure that no one can get access to your information to use it, pass it on to someone else, lose it or change it.

To do this, we will send your payslips and any emails with data about you, using a system called Egress. **Egress** is easy to set up and use and keeps your information safe.

How to use Egress

To be able to open and read an email that comes to you by Egress, you have to set up an account first. Setting up an Egress account is quick and easy to do by following the steps below.

Step 1: You will receive an **encrypted** email from us. **Encrypted** means an email that has had all the information jumbled up so that it cannot be read.

Step 2: When you get this email, please read it and follow the instructions below:

Step 3: Click on 'read this secure email'.

Step 4: Click on 'Register to continue'

Step 5: You will need to fill in a registration form. The form will ask you to add your email address, your full name, to choose a password and 2 questions that only you would know the answer to. The screen you will see looks like the image on page 2:

Sign Up

1 To sign up for a free user account, please complete each part below:

Email (Egress ID):*	<input type="text" value="user@domain.example"/>
First name:*	<input type="text" value="First name"/>
Last name:*	<input type="text" value="Last name"/>
Phone number:	<input type="text" value="+44 55 5555 5555"/>
Country:	<input type="text" value="United Kingdom"/>

We will not contact you unless you forget your password and security questions

Email me about product updates and services from Egress

2 Choose a strong password to protect your identity:

Password:*	<input type="password" value="Password"/>
Confirm password:*	<input type="password" value="Password"/>
<small>Minimum 8 characters, with at least 1 lower case and either 1 upper case / number</small>	
Question #1:	<input type="text" value="Where were you born?"/>
Answer #1:*	<input type="text" value="Answer #1"/>
Question #2:	<input type="text" value="What was the name of your first pet?"/>
Answer #2:*	<input type="text" value="Answer #2"/>

We'll store the information you give us in accordance with [Privacy Statement](#). Please read it before clicking "Create Account" below.

If the email address you use is owned or controlled by an organisation (like your employer) we may share the existence of your account registration with them.

I accept the [free user terms](#) and have read the [Privacy Statement](#)

Create Account

Step 6: You will now get an email that says: 'Please activate your egress account'. Open the email and click 'Activate account'.

Step 7: You will also get another email with a code to which you type into the box at the bottom as shown below:

Almost Done

A new Egress Switch account with Switch ID **john.smith@mycompany.com** has been created but is not active yet. A message with an activation code was sent to your address.

To activate your Switch account please click on the link contained in the email, or copy the activation code into the box below.

Note: If you don't get the email within 3-5 minutes, please check your Spam folder.

Activation code:*	<input type="text"/>
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Step 8: You will now be able to open and read your message.

If you have any problems, please let your Payroll Clerk know.