

# CCPC-Ohio, LLC

Instructions for using Encrypted and Secure Email

Service Provided through LuxSci



<https://luxsci.com/perl/public/securemail.pl?settheme=1>



SecureSend - Windows Internet Explorer

https://luxsci.com/perl/public/securemail.pl?settheme=1

Lux Scientiae, Incorporated [US]

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SecureSend SecureSend SecureSend

**LuxSci** SecureLine end-to-end email encryption

**Send a Secure Message to a LuxSci User**

SecureSend enables anyone with an email address to register for free and to correspond securely over email with our SecureLine security-enabled users.

**Registered Users**

Email Address

Password

[Forgot Your Password?](#)

Login using: [OpenID](#)

**New Users**

[Register to send secure messages.](#)

or,

[Register using an OpenID](#)

[Need Help? Click Here.](#) | [Privacy Policy](#)

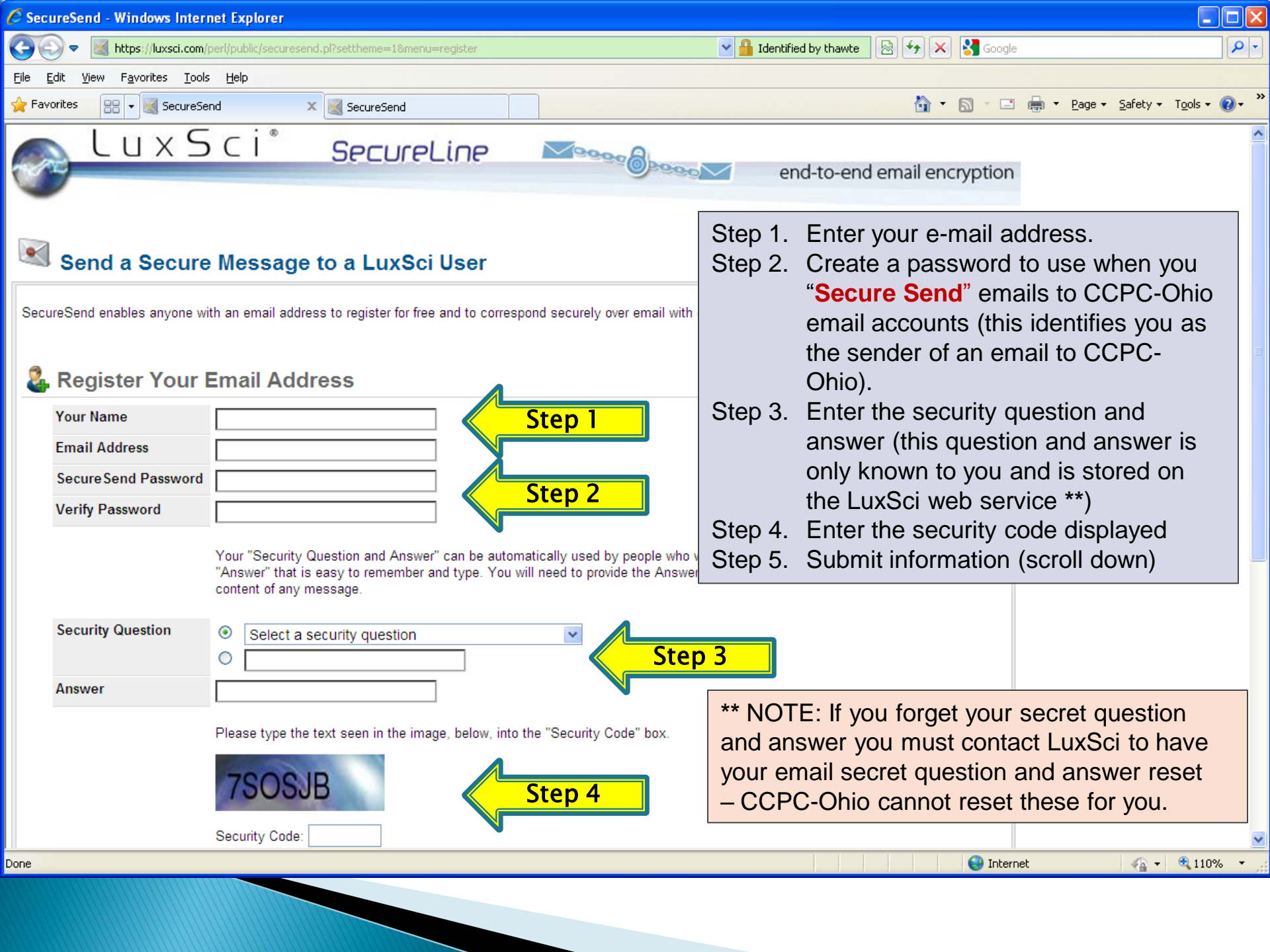
SecureLine SecureSend Service  
Provided by [LuxSci.com](#)



Step 1. Log-on to this web page from the CCPC-Ohio website or from the web link posted here.

Registered Users: Log-on using your personal email address and password

New Users: Register with the LuxSci service



LuxSci®

SecureLine

end-to-end email encryption

## Send a Secure Message to a LuxSci User

SecureSend enables anyone with an email address to register for free and to correspond securely over email with

### Register Your Email Address

Your Name	<input type="text"/>
Email Address	<input type="text"/>
Secure Send Password	<input type="password"/>
Verify Password	<input type="password"/>



Your "Security Question and Answer" can be automatically used by people who view your "Answer" that is easy to remember and type. You will need to provide the Answer content of any message.

Security Question	<input type="radio"/> Select a security question
	<input type="text"/>
Answer	<input type="text"/>



Please type the text seen in the image, below, into the "Security Code" box.



Security Code:

- Step 1. Enter your e-mail address.
- Step 2. Create a password to use when you "Secure Send" emails to CCPC-Ohio email accounts (this identifies you as the sender of an email to CCPC-Ohio).
- Step 3. Enter the security question and answer (this question and answer is only known to you and is stored on the LuxSci web service \*\*)
- Step 4. Enter the security code displayed
- Step 5. Submit information (scroll down)

**\*\* NOTE:** If you forget your secret question and answer you must contact LuxSci to have your email secret question and answer reset – CCPC-Ohio cannot reset these for you.



Registration Confirmation Message  
Additional instructions are sent to your email.



### Send a Secure Message to a LuxSci User



### Registration Confirmation Required

Thank you for registering with SecureSend.

In order to complete your registration, you must click on the link in an email that has been sent to [femail@cinci.rr.com](mailto:femail@cinci.rr.com) to confirm that your email address is valid.

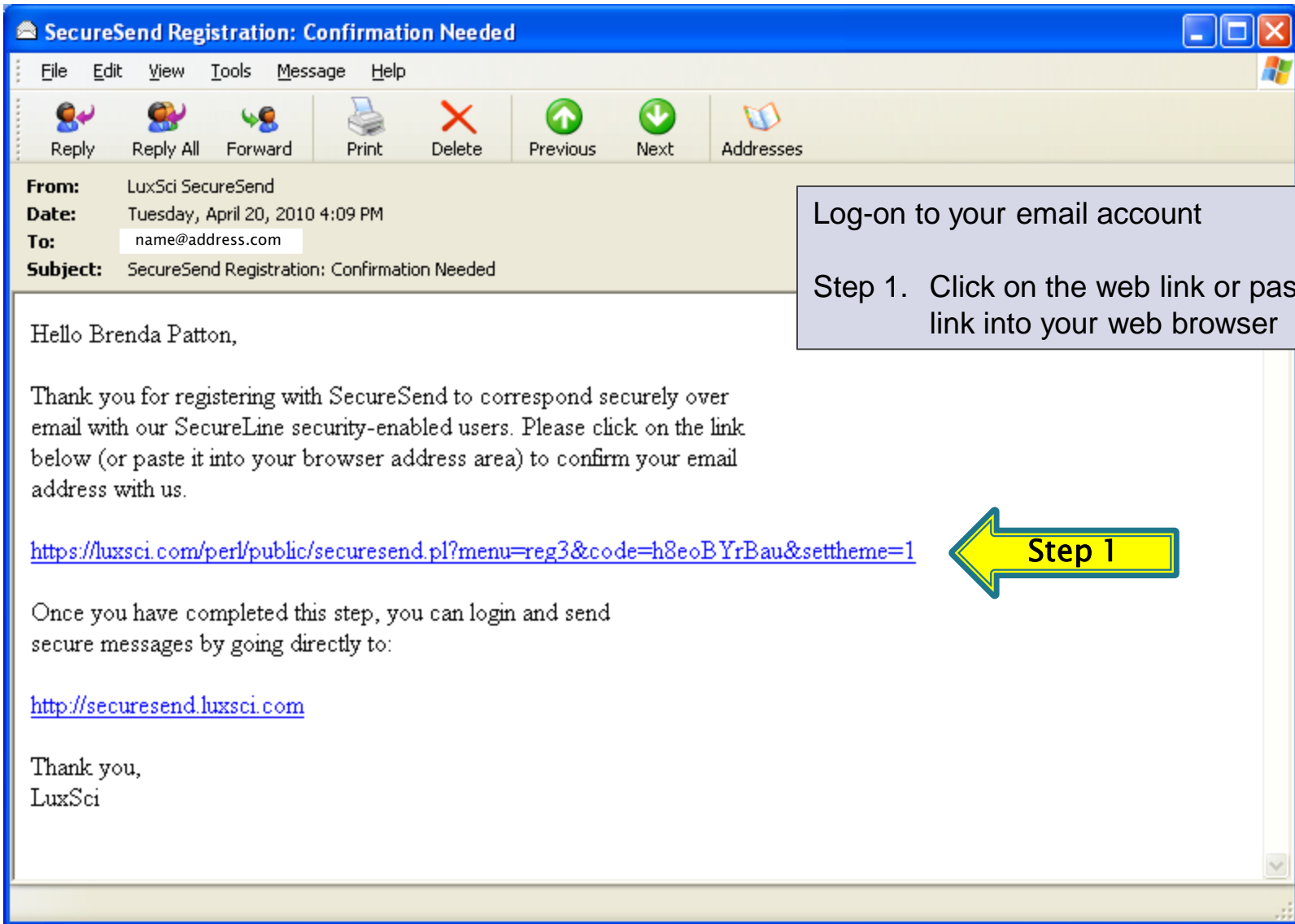
Once your email address has been validated, your registration will be active and you can login to SecureSend anytime to and correspond securely over email with our SecureLine security-enabled users.

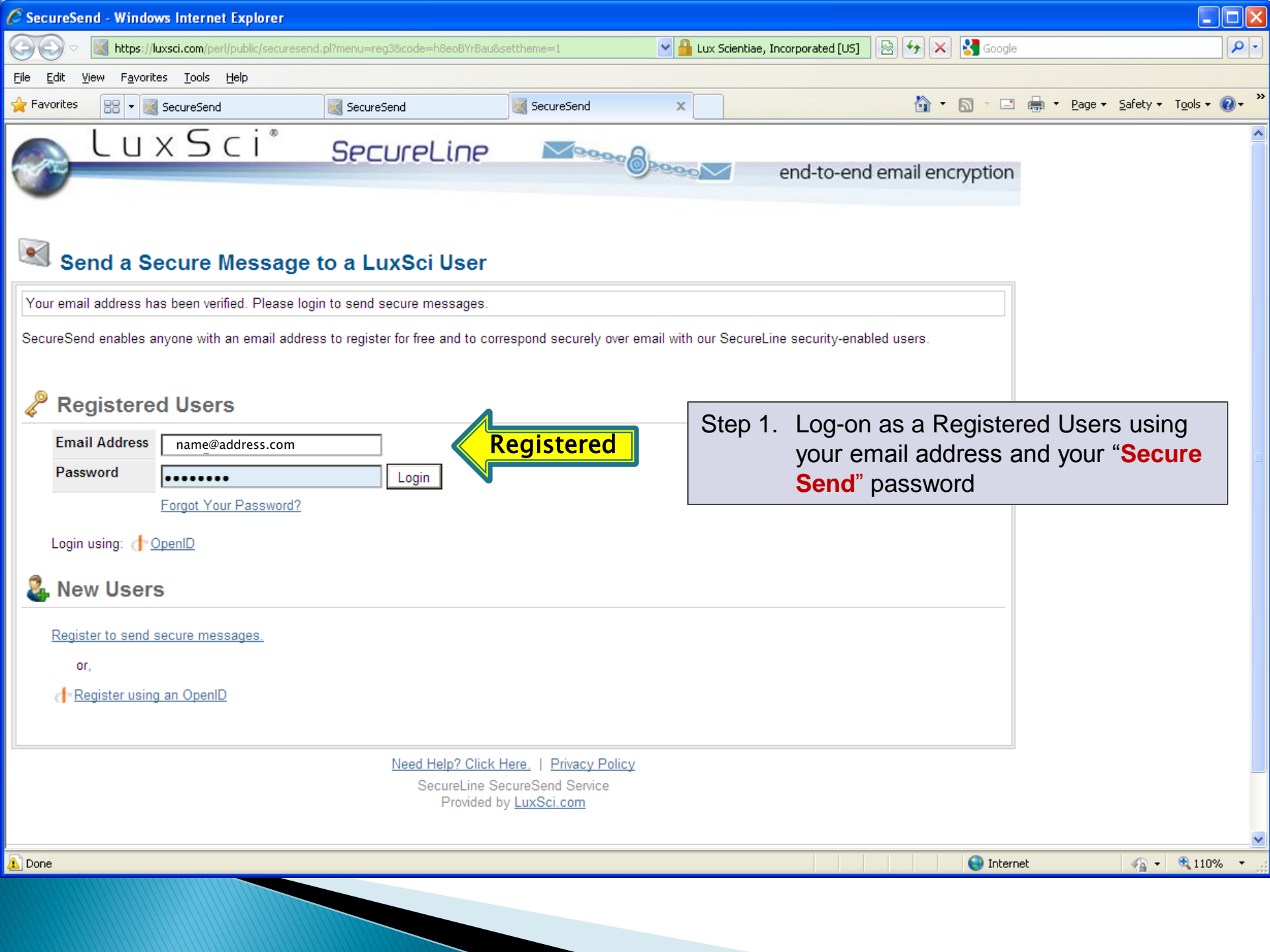
[Login Page](#)

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SecureLine



end-to-end email encryption



## Send a Secure Message to a LuxSci User

Your email address has been verified. Please login to send secure messages.

SecureSend enables anyone with an email address to register for free and to correspond securely over email with our SecureLine security-enabled users.

### Registered Users

Email Address

Password

Login

[Forgot Your Password?](#)



Step 1. Log-on as a Registered Users using your email address and your "Secure Send" password

Login using: [OpenID](#)

### New Users

[Register to send secure messages.](#)

or,

[Register using an OpenID](#)

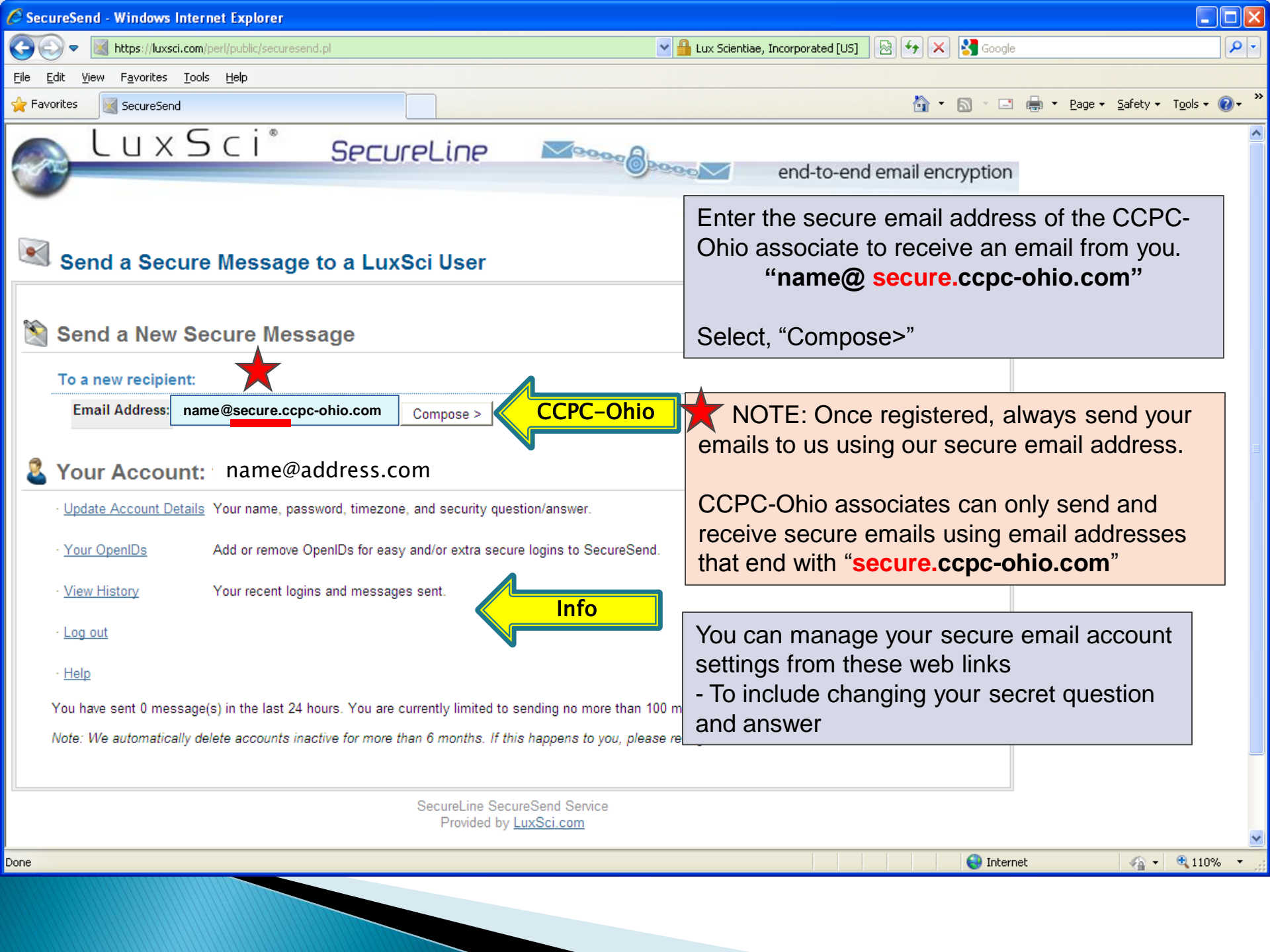
[Need Help? Click Here.](#) | [Privacy Policy](#)

SecureLine SecureSend Service  
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Done

Internet

110%



Enter the secure email address of the CCPC-Ohio associate to receive an email from you.  
**“name@secure.ccpc-ohio.com”**  
Select, “Compose>”

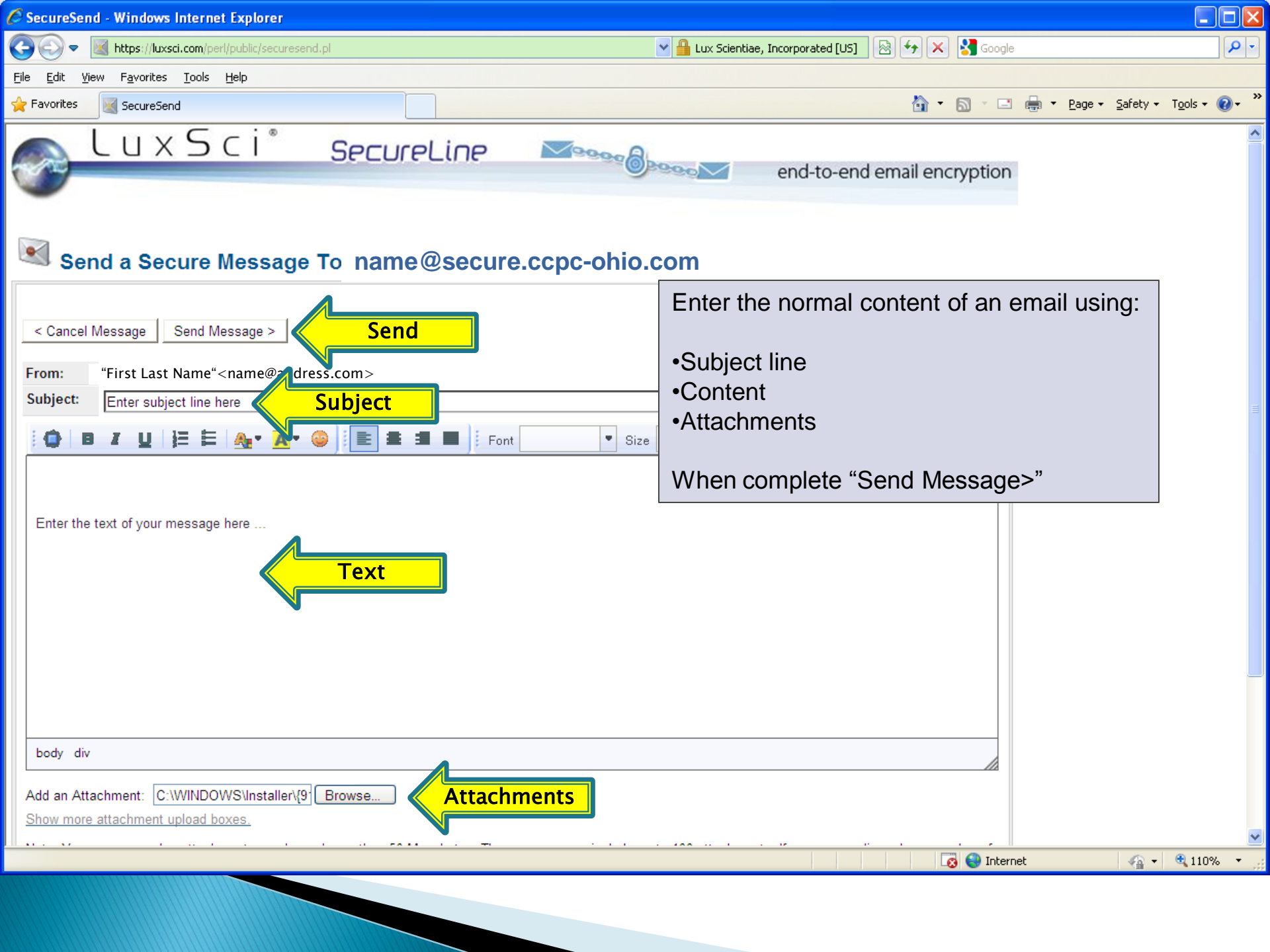
**NOTE:** Once registered, always send your emails to us using our secure email address.  
CCPC-Ohio associates can only send and receive secure emails using email addresses that end with **“secure.ccpc-ohio.com”**

You can manage your secure email account settings from these web links  
- To include changing your secret question and answer

**CCPC-Ohio**

**Info**





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SecureLine

end-to-end email encryption

## Send a Secure Message To name@secure.ccp-ohio.com

< Cancel Message

Send Message >

Send

From: "First Last Name" <name@address.com>

Subject: Enter subject line here

Subject

Enter the text of your message here ...

Text

Add an Attachment:

C:\WINDOWS\Installer\9

Browse...

Attachments

Enter the normal content of an email using:

- Subject line
- Content
- Attachments

When complete "Send Message">



### Send a Secure Message to a LuxSci User

Logged in as: name@address.com

Your secure message has been sent.



Note: Message was "Sent"

### Send a New Secure Message

#### To a saved recipient:

Email Address:



Previous email addresses sent through the LuxSci service are stored here

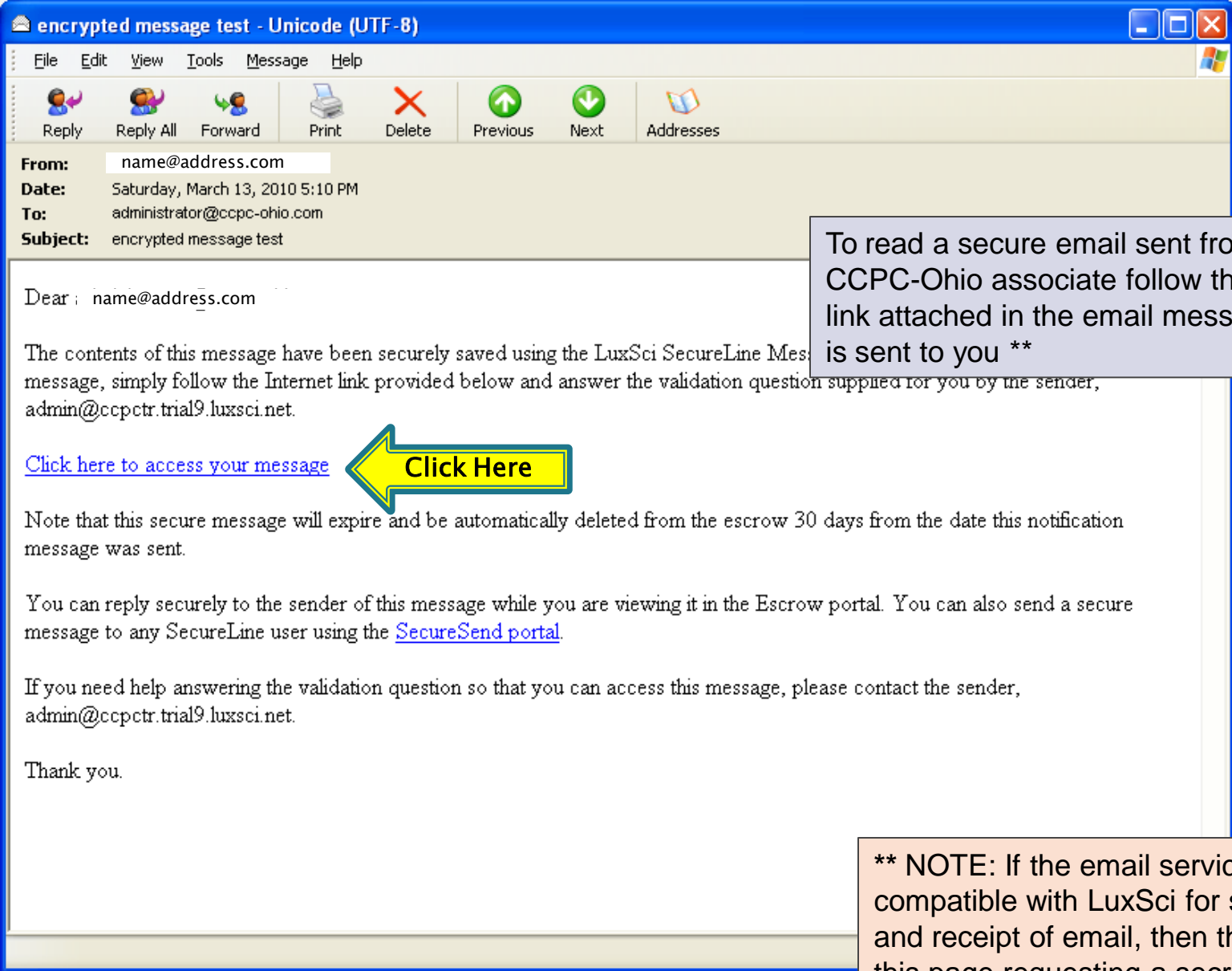
#### To a new recipient:

Email Address:

### Your Account: name@address.com

- [Update Account Details](#) Your name, password, timezone, and security question/answer.
- [Your OpenIDs](#) Add or remove OpenIDs for easy and/or extra secure logins to SecureSend.
- [View History](#) Your recent logins and messages sent.
- [Log out](#)
- [Help](#)

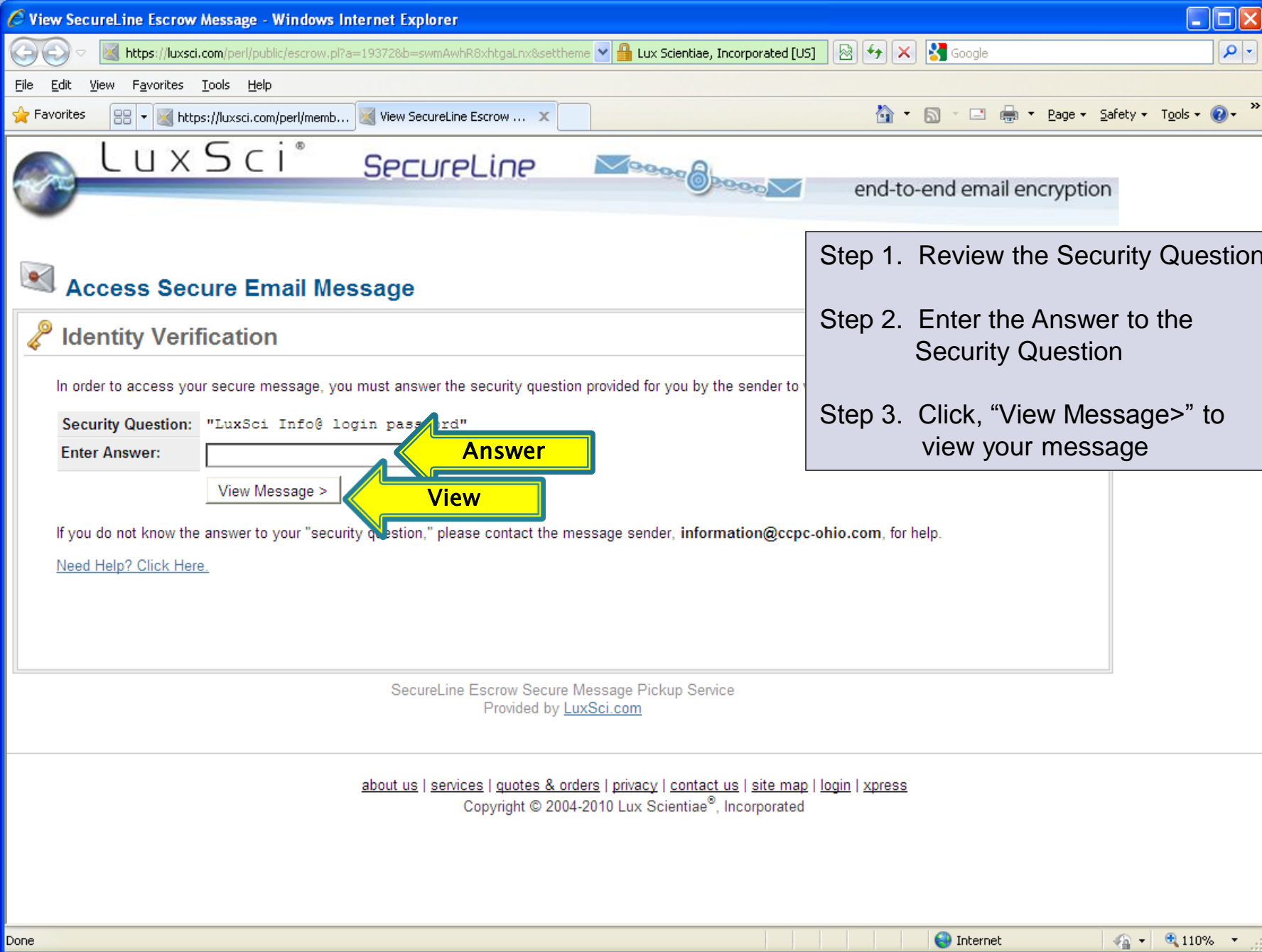
You have sent 1 message(s) in the last 24 hours. You are currently limited to sending no more than 100 messages in any 24 hour period via SecureSend.



To read a secure email sent from an CCPC-Ohio associate follow the web link attached in the email message that is sent to you \*\*



\*\* NOTE: If the email service you are using is compatible with LuxSci for secure transmission and receipt of email, then the instruction on this page requesting a secret question and answer is not shown and the email is directly visible to you.



- Step 1. Review the Security Question
- Step 2. Enter the Answer to the Security Question
- Step 3. Click, "View Message>" to view your message

### Access Secure Email Message

#### Identity Verification

In order to access your secure message, you must answer the security question provided for you by the sender to

Security Question: "LuxSci Info@ login password"  
Enter Answer:

Answer

View

If you do not know the answer to your "security question," please contact the message sender, [information@ccpc-ohio.com](mailto:information@ccpc-ohio.com), for help.

[Need Help? Click Here.](#)

SecureLine Escrow Secure Message Pickup Service  
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Secure Reply Secure Compose Save Message Delete Message Message History Help

**← Actions**

### Message: test

**From:** "First Last Name" <name@address.com>  
**To:** "First Last Name" <name@address.com>  
**Cc:**  
**Subject:** test

The Counseling & Cooperative Parenting Center of Ohio, LLC

1130 Congress Avenue, Suite B  
 Cincinnati, Ohio 45246  
 513.858.2000 Phone  
 513.858.2888 Fax  
<http://ccpc-ohio.com>

### Security

Secure. The message that you are viewing has been stored safely in an encrypted location. Only someone possessing the "message password" can ever access its content; the only place that password was saved is in the notification email message(s) to its recipient(s). The content of this message has also been protected from eavesdropping during its transmission from the sender's computer to our servers to your computer.

Read, Reply, Save or Delete your message

Messages sent to you are saved on the LuxSci server for 30 days. All email messages sent and not (read) retrieved after 30 days expire and will require that either you or the CCPC-Ohio associate to resend the email.

Expired messages are automatically deleted.



## Using SecureSend

Read [about SecureSend](#).

### Sending a New Secure Message

To send a new secure email message, enter the email address of the recipient at the "Email Address" prompt, or, if you have previously sent to this recipient, you can select his/her email address from the "saved recipient's list". Then, press the "Compose >" button.

If the desired recipient can receive secure email messages from you, you will then be taken to the composition screen. In the composition screen, you can:

- Enter a subject for the message,
- Enter the body of the message (and use the content markup tools if you like to make the text bold, change colors and fonts, etc. -- note that the first icon makes the editor "full screen"!).
- Upload to to twenty attachments to include with the message.

The message can be up to 50MB in total raw size, counting all attachments.

Press the "Send Message >" button to send the message to your recipient.

### Your Account Settings

Click on "Update Account Details" to change your "Name", your "Password" and your Security Question and Answer. You can also set your "Time zone"; the timezone is used in the "History" area for displaying dates and times to you.

Click on "View History" to see a record of all your previous login successes and failures and messages sent. This will include the time and date of each event and the IP address from which you were connected.



## About the SecureSend Service

### Introduction

#### What is SecureSend?

The SecureSend service allows anyone who has an email address to register for free so that they can then login and send a secure email message to any of our users who have "SecureLine" end-to-end email encryption services.

The SecureLine service these users have allows them to send secure email messages to anyone on the Internet by either (a) Escrowing the message so that the recipient must come and pick it up securely after verifying their identity by answering a question, or (b) encrypting it using PGP or S/MIME if the recipient's email supports that and the sender has configured his account for that.

With the SecureSend service, not only can these security-enabled users send email to anyone, but anyone can easily and for free send secure messages to these users via SecureSend.

#### What are the limitations of SecureSend?

Users of the SecureSend service can send up to 100 messages per day and each message can contain up to 50 Megabytes of content and attachments.

Each message can be to only one single recipient and that recipient must be a user of our system who has the ability to receive such secure messages. You will receive an error messages if you try to send to anyone else.

You must be able to receive email messages at the email address that you wish to register with SecureSend.

#### What are the other benefits of SecureSend?

In your SecureSend account, you will specify a security question and answer. This will be used by default for any secure messages sent to you --- you will answer your security question to verify your identity when picking up the secure message. In this way, your question can be one of your choice; the sender does not have to make one up (though s/he can).

You can see a history of all your logins and messages sent, and a record is kept of to whom you have previously sent secure messages, so that you can more easily send to them in the future.

Messages can contain attachments and you can use HTML-markup with the message bodies.