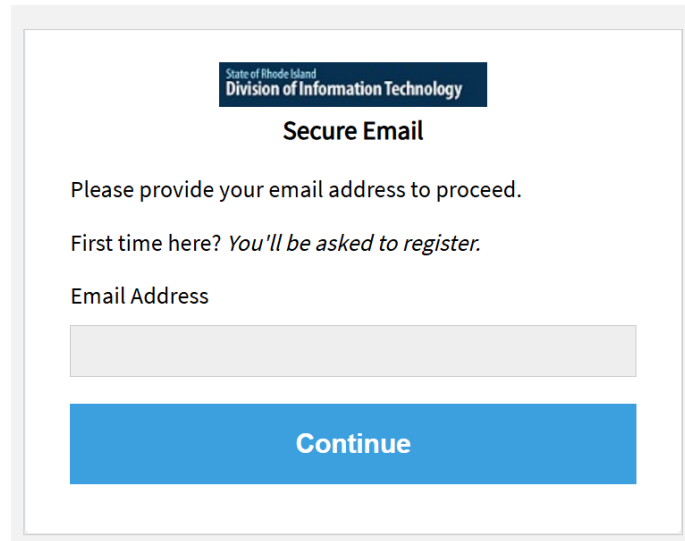


Secure Mail

How to Create an Account and Send Files

Step One: Go to <https://securemail.ri.gov/securereader/init.jsf?brand=6c656971>

This will bring you to the landing page, where you will be prompted to log in.



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Secure Email

Please provide your email address to proceed.

First time here? *You'll be asked to register.*

Email Address

Continue

If this is your first time accessing the page with your email address, you will be taken to a registration page.

Additionally, after you submit your email address and click **“Continue,”** a validation code will be sent to that email. You will need this validation code for the next step.

Step 2: Register an account

Registration

Password Policy ×

- ⚠ Passwords must be 8-20 characters long.
- ⚠ At least one digit (0-9) is required.
- ⚠ Both uppercase and lowercase characters are required.
- ✔ Your username may not appear in the password.

Create your account to read secure email.

Email Address:

First Name:

Last Name:

Password:

Confirm Password:

Question :

Answer:

We have sent a validation code to your email address. Please check your inbox for the code and enter it below. If you did not receive it and need another code: [Click here](#)

Validation Code:

[Continue](#)

After you have entered your information, please check the email address you provided in the previous step for the validation code that was sent to you. It should look like the screenshot below.

From: <noreply@ri.gov>
Date: Thu, Dec 18, 2025, 11:20 AM
Subject: Proofpoint Encryption Registration
To: <[REDACTED]@gmail.com>

Please use this validation code to complete your registration: 574401

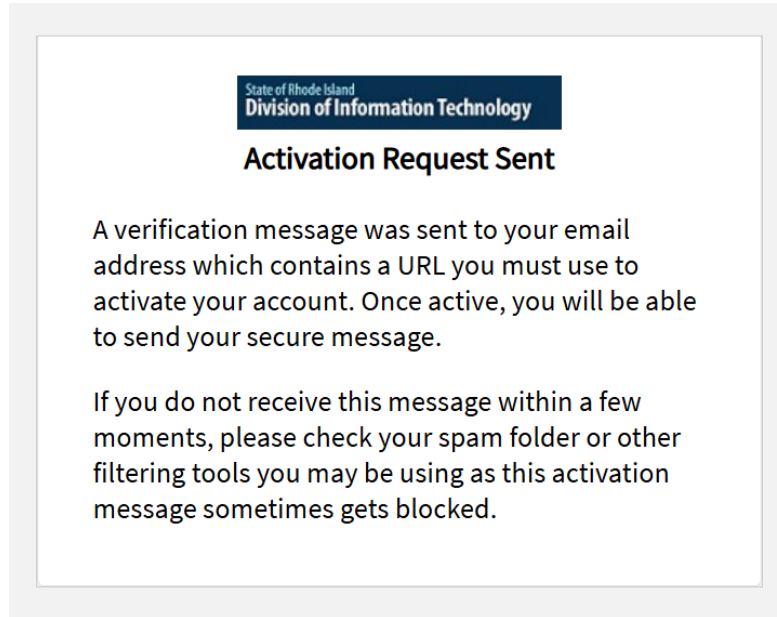
Note: This code will expire in 30 minutes.

Once you enter the validation code—a randomly generated number sent to your email—click **“Continue.”**

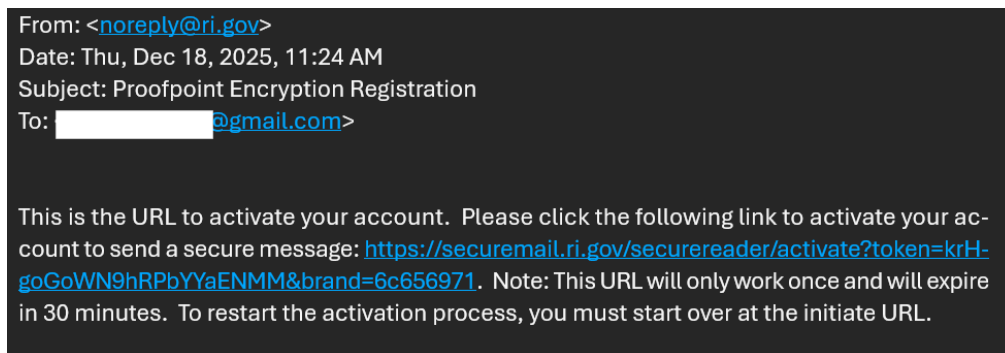
You will then be taken to the next page.

Step 3: Activate Account

After submitting the validation code on the registration page and clicking “**Continue,**” you will be taken to the following page.



Please check the email address you used in Step 1 for the message that was sent to you. It should look like the screenshot below.



Click the link in the email to activate your account.

Step 4: Login

After clicking the verification link, enter your email address and password, then click “Continue.”

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Login

Log in to compose a secure message.

Email Address

Password

[Forgot Password](#)

Continue

This will log you in and take you directly to the next screen, where you can begin composing your secure email.

Step 5: Compose your secure email

In the “To:” field, enter the email address of the recipient.



MBECO recommends selecting the “Send me a copy” checkbox to receive an exact copy of the email that will be sent from this portal.

Click the “Attach a file” button to add any documents to your secure email.

Note: The maximum size for a secure email is 25 MB. This includes the attached files, as well as the email’s subject line and body. If your attachments exceed this limit, we recommend compressing them into a ZIP file.

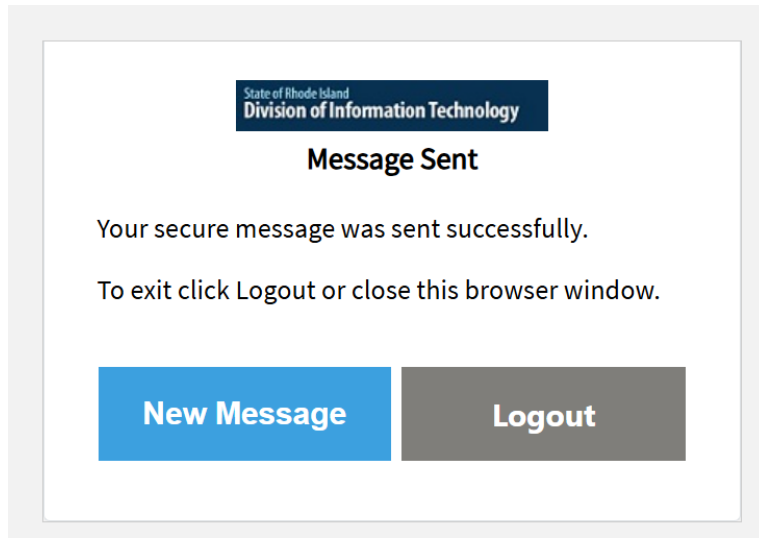
The screenshot below shows an example of what a secure email may look like before sending.



Hello MBECO team,
Please see the attached documents to prove my eligibility under the new IFR standards -- (1) Personal Net Worth form and (2) Personal Narrative.
Let me know if you have any questions.
Respectfully,
Bob

When you are ready to send your email, click “Send” in the upper left corner.

If the message is sent successfully, the next screen will appear.



Additionally, if you selected the **“Send me a copy”** option, the screenshot below shows an example of what that emailed copy will look like.

