



How To: Send a Secure Email

1)



Welcome to the CS Bank Secure Message Center

Please sign in below to access your secure mailbox.

Email Address:	<input type="text"/>	Sign In
Password:	<input type="password"/>	
<input type="checkbox"/> Remember Me		
Forgot your password?	New to secure email?	Need more assistance?
Reset	Register	Help

[Learn more](#) about receiving secure messages directly to your inbox.

For Customer Support, send an email message to CSB.IT@cs.bank.

Use of this system is limited to business purposes. Misuse or violation will be handled in accordance with appropriate security policies.

Equal Housing Lender
Member - FDIC

This service is hosted by Zix on behalf of CS Bank [More Information](#)

Secured by **zix**

If you've already used our ZixMail CS Bank Secure Message Center, simply sign in. If you have never used the Secure Message Center, click "Register" to get started.

2)



Register Account

Enter your email address and a password to register and begin sending and receiving secure messages.

Email Address:

Password:

Re-enter Password:

Password Rules
Passwords must be at least 6 characters in length, and meet 2 of the following conditions:

- Contain both alphabetic and numeric characters
- Contain both uppercase and lowercase characters
- Contain at least one special character, such as: ~!@#\$\$%^&

Passwords cannot match email address.

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After clicking “Register,” you will be prompted to create an account. Enter your email and new password. Make sure to read the password requirements and make a note of the password you create. Once you have entered your information, proceed by clicking “Register” once more.

3)



Account Change Confirmation

A confirmation email has been sent to your email address for this CS Bank mailbox. After you receive the confirmation email, please follow the instructions to activate the changes.

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An account confirmation screen will appear letting you know to check the inbox of the email you signed up with for instructions to activate the account.

4)



Change Password

Your CS Bank password is pending.

To activate your new password, select the button below:

Activate

To decline your new password, select the button below:

Decline

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You will receive an email from ZixMail that says your password is pending. Once you click the link in the email, you will be brought to the screen above to activate your account. Click "Activate."

5)



Activation Successful

You have successfully activated your new password. Click Continue to return to the Sign In page.

[Continue](#)

Note: Your password is important. Please store it in a safe place.

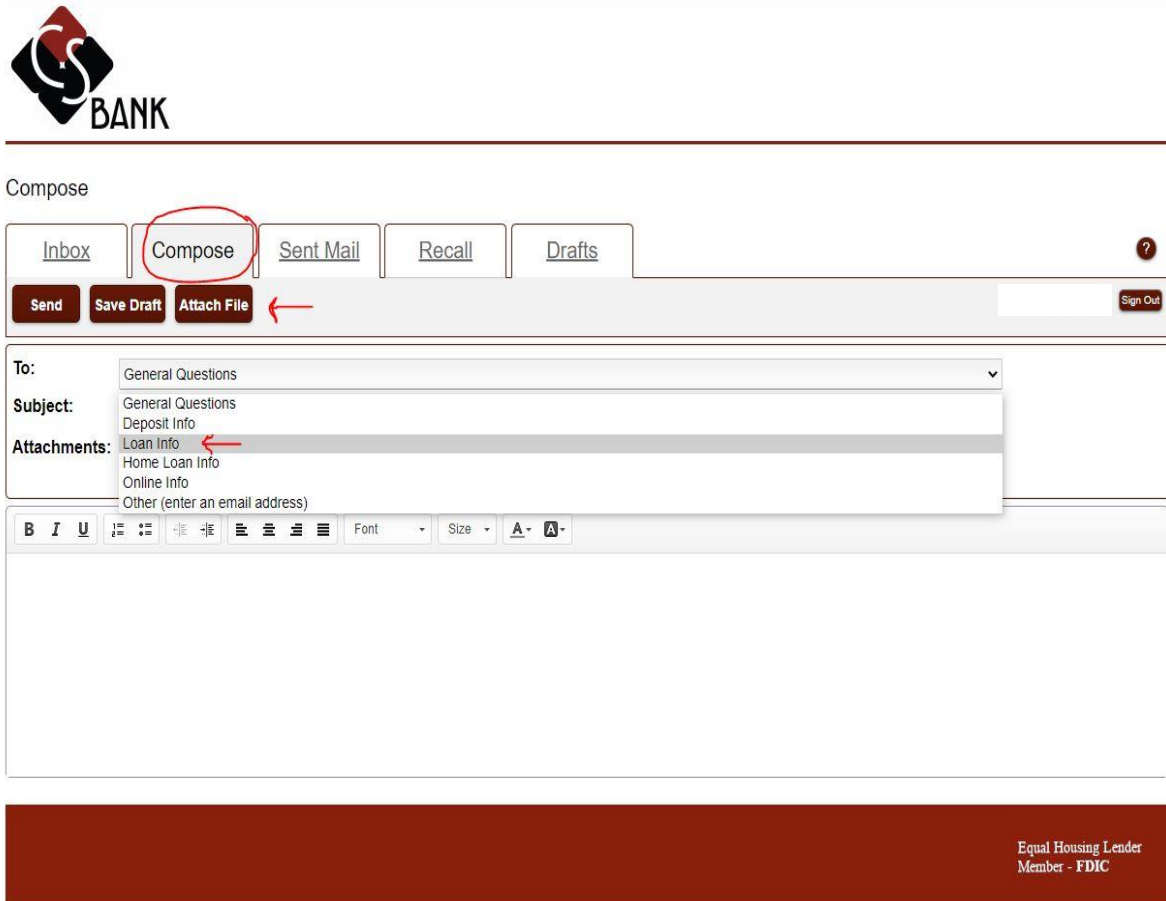
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You are now ready to send a secure email! Once the Activation Successful screen appears, click the "Continue" button.

6)



The Inbox tab will show you any secure emails you've received. To send a secure email, click the "Compose" tab circled in red. If you are submitting a loan application, use the drop-down arrow to select "Loan Info" as the recipient. To attach your loan application, click "Attach File." Once you're ready to send your email, select the red "Send" button.

Congratulations, you have submitted your first secure email! If you have any further questions regarding ZixMail, you may email CSB.IT@cs.bank. Please remember to never send your personal information through a non-secure email.