aLC
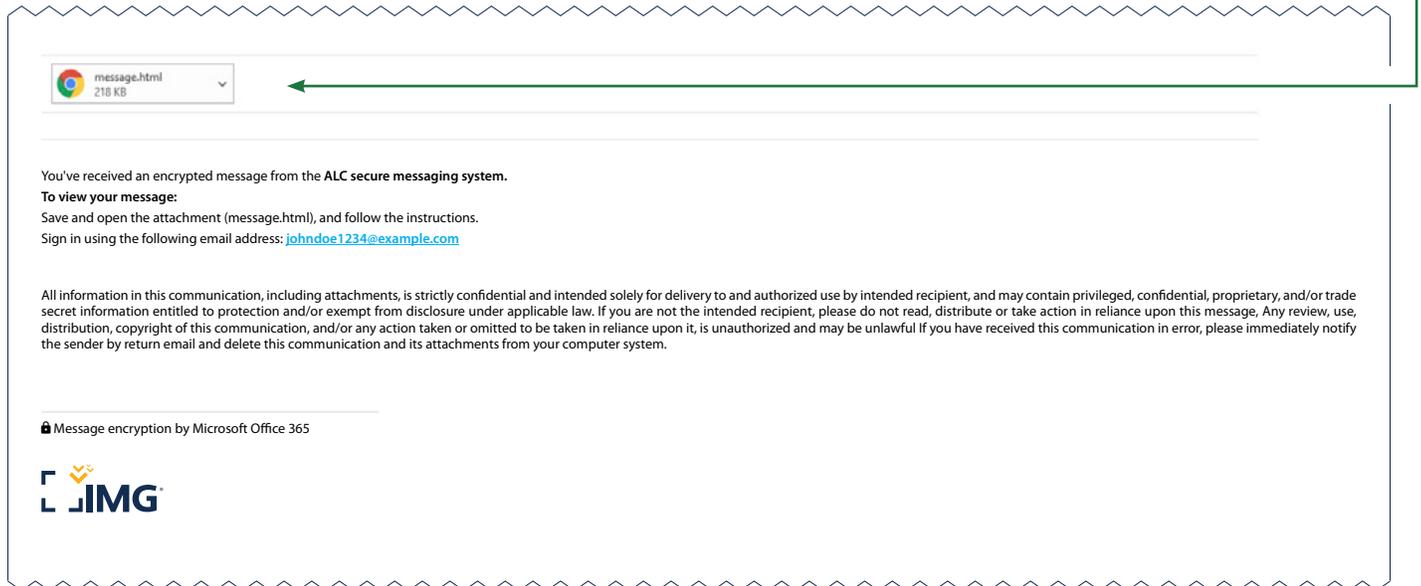GLOBAL HEALTH INSURANCE

STEP 1

Download and open the attachment **(message.html)**, which will connect you with IMG's secure email portal:

message.html
218 KB

You've received an encrypted message from the **ALC secure messaging system.**
To view your message:
Save and open the attachment (message.html), and follow the instructions.
Sign in using the following email address: johndoe1234@example.com

All information in this communication, including attachments, is strictly confidential and intended solely for delivery to and authorized use by intended recipient, and may contain privileged, confidential, proprietary, and/or trade secret information entitled to protection and/or exempt from disclosure under applicable law. If you are not the intended recipient, please do not read, distribute or take action in reliance upon this message, Any review, use, distribution, copyright of this communication, and/or any action taken or omitted to be taken in reliance upon it, is unauthorized and may be unlawful If you have received this communication in error, please immediately notify the sender by return email and delete this communication and its attachments from your computer system.

🔒 Message encryption by Microsoft Office 365

IMG

As you open the attachment, please follow the instructions.

① ② ③ ④

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STEP 2
Select "Use a one-time **passcode**."

IMG Secure Email Portal

Encrypted message

From
FirstName.LastName@alchealth.com

To
Johndoe1234@example.com

To view the message, sign in with a Microsoft account, your work or school account, or use a one-time passcode.

→ **Sign in**

→ **Use a one-time passcode**

🔒 Message encryption by Microsoft Office 365

IMG

1 —— 2 —— 3 —— 4

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Chanctonfold Barn, Chanctonfold, Horsham Road, Steying BN44 3AA | Phone: **+44 (0) 330 333 6686** | Email: **claims@alchealth.com**
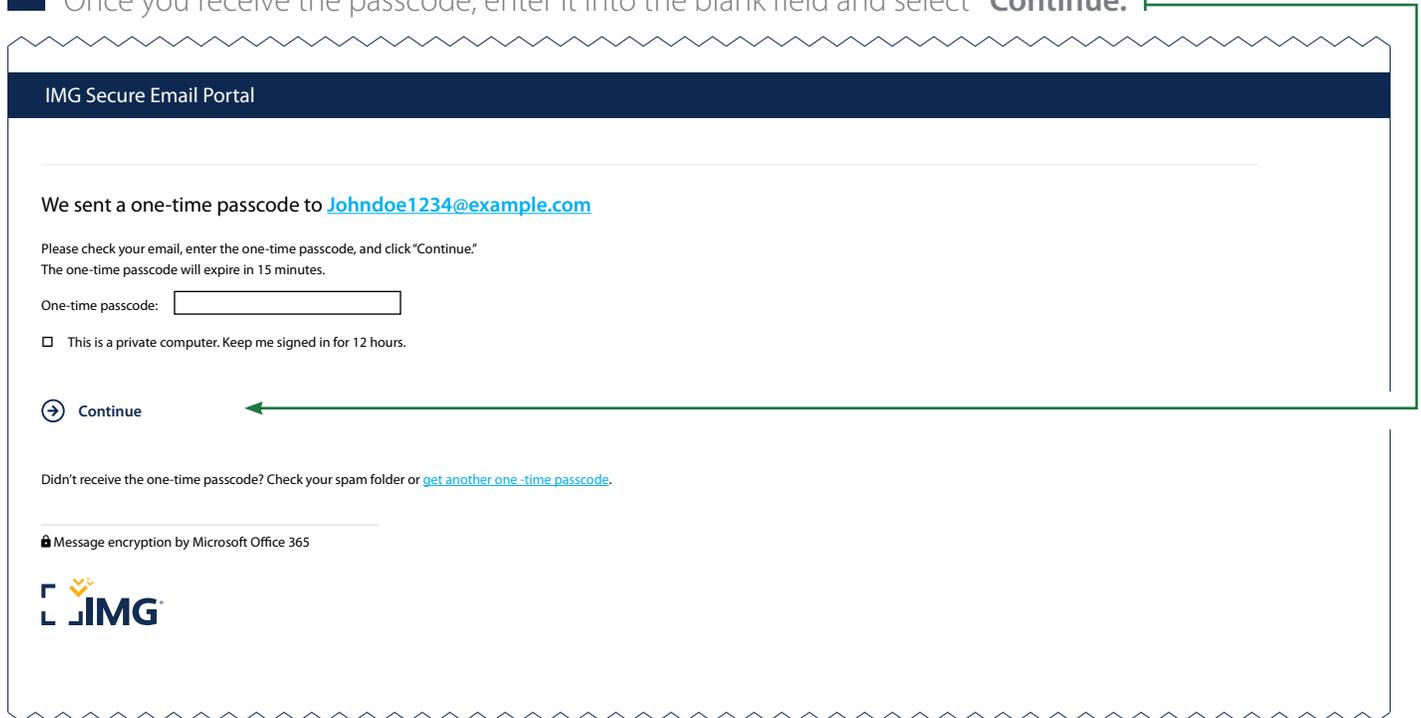
W W W . A L C H E A L T H . C O M

How to Access ALC Secure Mail
G U I D E

STEP 3a
The one-time passcode will be sent to the email address where you received the secure email.
Once you receive the passcode, enter it into the blank field and select **"Continue."**

IMG Secure Email Portal

We sent a one-time passcode to **Johndoe1234@example.com**

Please check your email, enter the one-time passcode, and click "Continue."
The one-time passcode will expire in 15 minutes.

One-time passcode: [ ]

☐ This is a private computer. Keep me signed in for 12 hours.

→ Continue

Didn't receive the one-time passcode? Check your spam folder or get another one -time passcode.

🔒 Message encryption by Microsoft Office 365

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STEP 3b
The one-time passcode will be sent to the email address where you received the secure email.
Once you receive the passcode, enter it into the blank field and select **"Continue."**
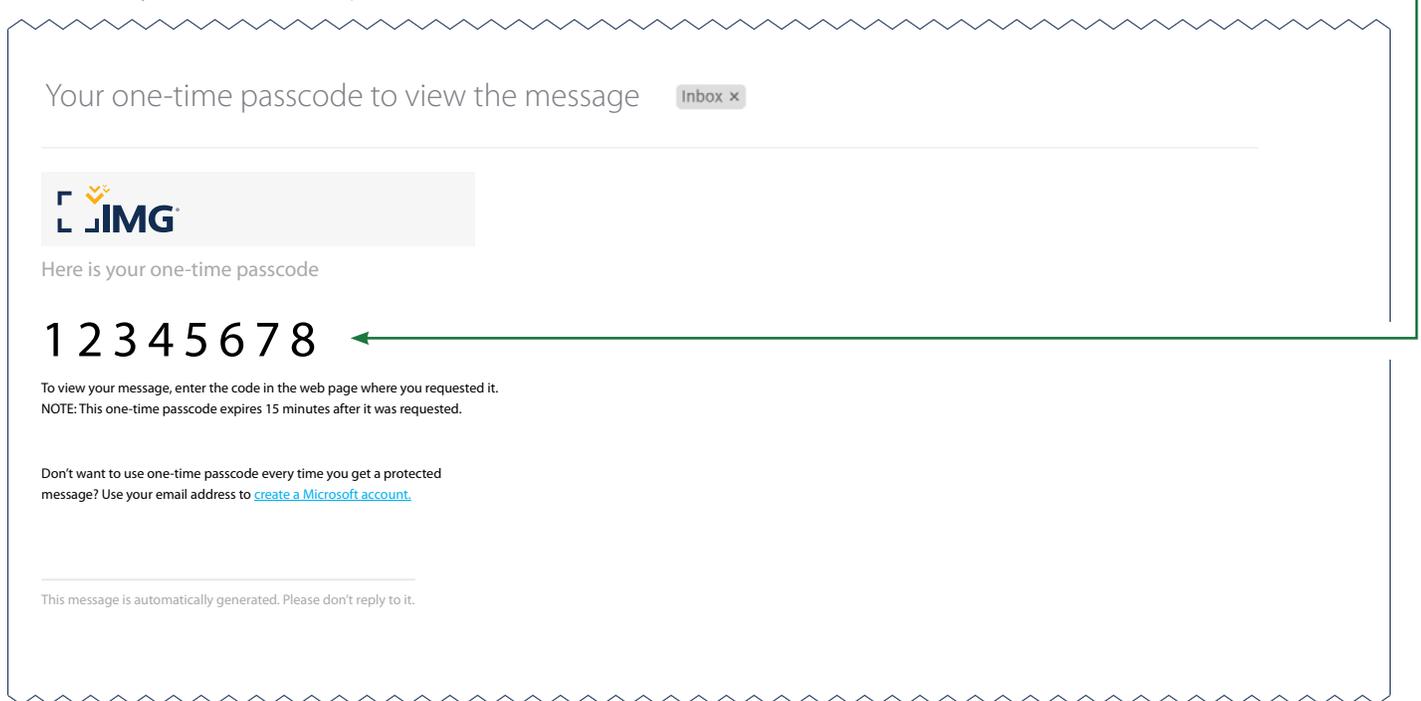
Your one-time passcode to view the message   Inbox ✕

IMG®

Here is your one-time passcode

1 2 3 4 5 6 7 8

To view your message, enter the code in the web page where you requested it.
NOTE: This one-time passcode expires 15 minutes after it was requested.

Don't want to use one-time passcode every time you get a protected
message? Use your email address to create a Microsoft account.

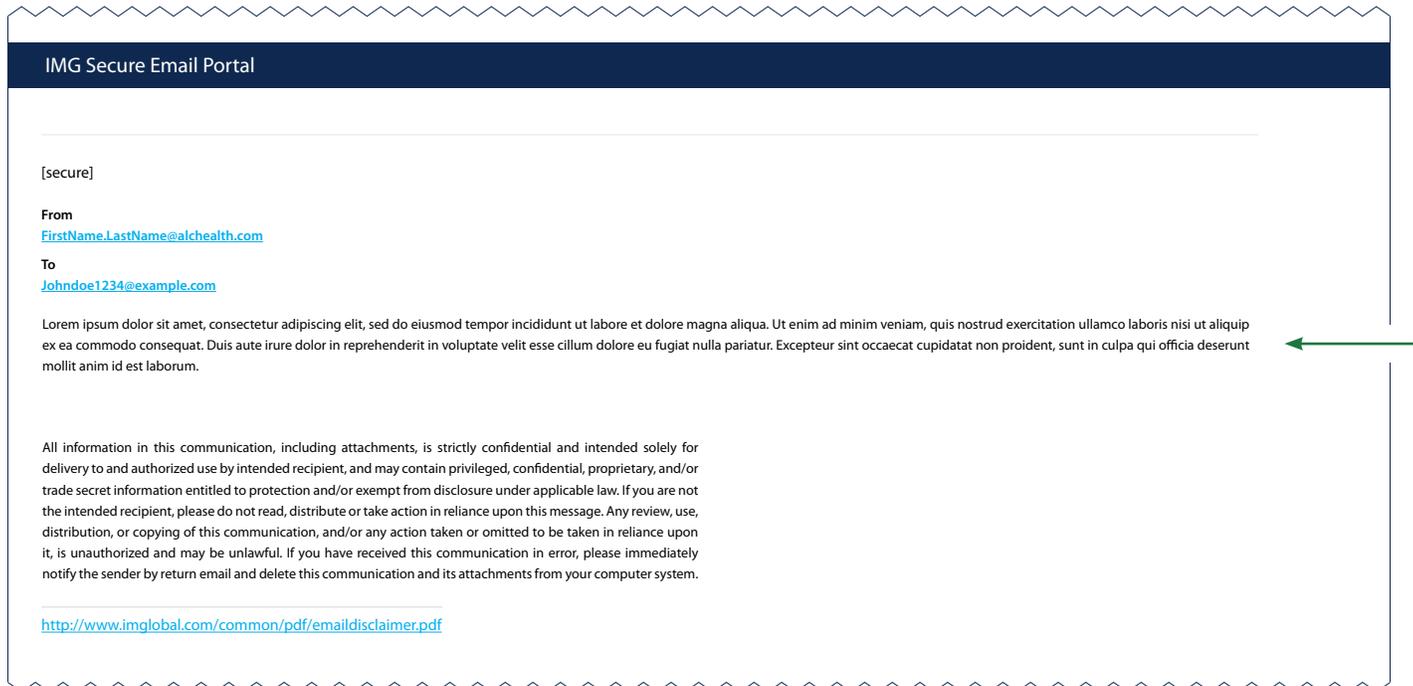This message is automatically generated. Please don't reply to it.

①————————②————————③————————④

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STEP 4
Access the secured message.

IMG Secure Email Portal

[secure]

From
FirstName.LastName@alchealth.com

To
Johndoe1234@example.com

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

All information in this communication, including attachments, is strictly confidential and intended solely for delivery to and authorized use by intended recipient, and may contain privileged, confidential, proprietary, and/or trade secret information entitled to protection and/or exempt from disclosure under applicable law. If you are not the intended recipient, please do not read, distribute or take action in reliance upon this message. Any review, use, distribution, or copying of this communication, and/or any action taken or omitted to be taken in reliance upon it, is unauthorized and may be unlawful. If you have received this communication in error, please immediately notify the sender by return email and delete this communication and its attachments from your computer system.

http://www.imgglobal.com/common/pdf/emaildisclaimer.pdf

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