

ZixMail® Secure Email

Remembering Your Password



Welcome to the Pediatric Home Service Secure Email Message Center
For first time users, [click here](#) to create your account.

Email Address:

Password:

[Forgot your password?](#)

[Change your password](#)
[Use online help](#)

1 Select **Forgot your password?**

Password Reminder
Enter your email address and a password reminder phrase.

Remember: Your email address must be the same as the one you used to create your account. If you do not receive a password reminder within a few minutes please return to the login page and follow the instructions.

Email Address:

2 Enter your email address in the **Email Address** field and click **Submit**.

3 This window displays. Keep this window open. Do **NOT** click on link.

Your password reminder has been sent to your email address.

[Return to Pediatric Home Service Secure Email Log In](#)

from: pediatrichomeservice.notification@zixmessagecenter.com
to: johndoe@hotmail.com
date: Wed, Dec 10, 2008 9:56 AM (1 minute ago)
subject: Requested
mailed-by: zixmessagecenter.com

Your Pediatric Home Service Secure Email password reminder phrase is:
first job

4 Go back to your email application and open up the PHS reminder message containing your password hint.

5 Return to this window and click on link to log back into Zix. If this doesn't work, change your password using the steps provided on the back.

Your password reminder has been sent to your email address.

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Changing Your Password



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[Change your password](#)
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1 Select **Change your password**

Change Password
Please complete the information below to change your password.

Email Address:

New Password:

Re-enter New Password:

New Password Reminder Phrase:

Conditions:

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

* Indicates required field

2 Enter your information in the fields and click **Submit Password**. After a few minutes, you will receive an email message from PHS. Open this message.

3 Click on this hyperlink to activate your new password.

Your Pediatric Home Service Secure Email password has been successfully activated.

To **ACTIVATE** your new password, click on the following link:
<https://web1.zixmail.net/s/a?b=pediatrichomeservice&cmd=ABCmm1VgX0wxJcMdnf2I7BP>

This is the last step in this one-time process.

To **DECLINE** your new password, click the link below:
<https://web1.zixmail.net/s/a?b=pediatrichomeservice&cmd=ABCmm1VgX0wxJcMdnf2I7BP>

If your email program does not support active links, please copy and paste the link displayed above into the "Address" or "Location" field of your browser and press "Enter" or "Go".

4 You will get this message stating you have successfully activated your new password. Click **Continue** to log into Zix with this new password.

Activation Successful
You have successfully activated your new password.

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

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1 Select Forgot your password?

Password Reminder
Enter your email address and a password reminder phrase.
Remember: Your email address must be the same as the one you used to create your account. If you do not receive a password reminder within a few minutes please return to the login page and click "Forgot your password" and follow the instructions.

Email Address:

2 Enter your email address in the **Email Address** field and click **Submit**.

Your password reminder has been sent to your email address.

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to: johndoe@hotmail.com
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Password hint example.

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Email Address:

Password:

[Change your password](#)
[Use online help](#)

1 Select Change your password

Change Password
Please complete the information below to change your password.

Email Address:

New Password:

Re-enter New Password:

New Password Reminder Phrase:

2 Enter your information in the fields and click **Submit Password**. After a few minutes, you will receive an email message from PHS. Open this message.

Conditions:

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

* Indicates required field

Your Pediatric Home Service Secure Email password has been successfully changed.

To **ACTIVATE** your new password, click on the following hyperlink:

<https://web1.zixmail.net/s/a?b=pediatrichomeservice&cmd=ABCmm1Vgi0wxcJcMdnf2T7BP>

This is the last step in this one-time process.

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