

## MainePERS Secure Email Account Setup

**Purpose:** This guide provides step-by-step instructions for setting up a MainePERS Secure Email account for sending secure emails to MainePERS representatives.

### Steps

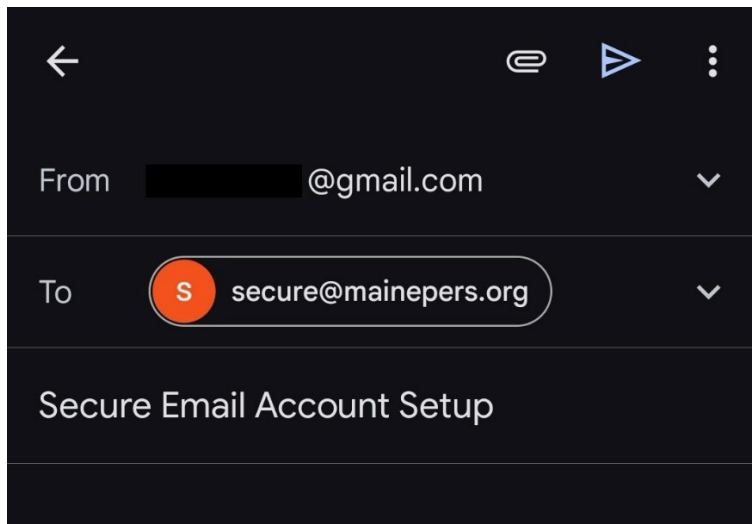
#### 1. Email [Secure@mainepers.org](mailto:secure@mainepers.org)

To create a new Secure Email account, you must first email [secure@mainepers.org](mailto:secure@mainepers.org).

**MainePERS member and retirees** should use their personal email address.

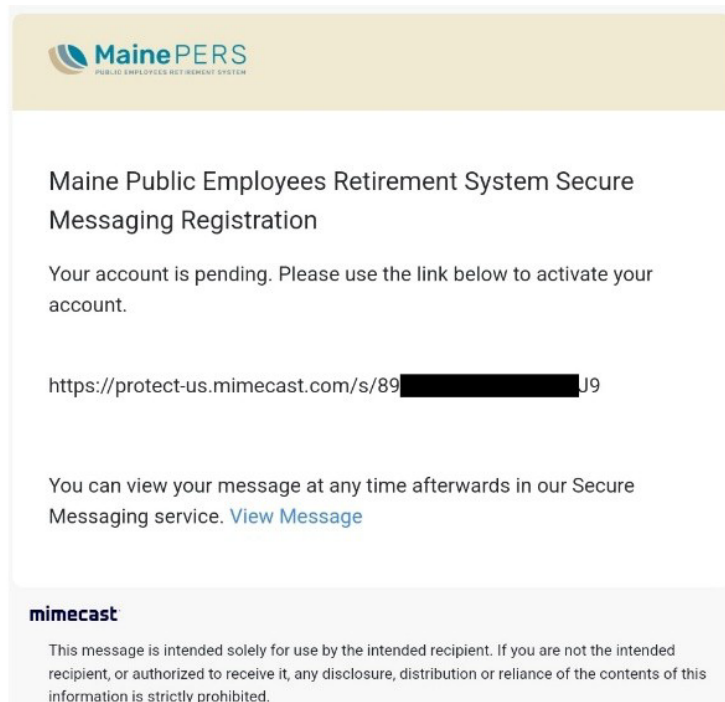
**MainePERS Employers** may use their work email address.

No personal or confidential information, such as social security numbers should be included in this initial email, as it is insecure.




## 2. Secure Message Registration

You will receive an automated response back from the Secure Email Messaging service. Please use the link in the email to setup and activate your account.



The screenshot shows an email from MainePERS with a yellow header. The main content is white with black text. It includes the MainePERS logo, a title, a message about account pending status, a link to activate the account, and a 'View Message' link. The footer is grey and contains the Mimecast logo and a disclaimer.

 **MainePERS**  
PUBLIC EMPLOYEES RETIREMENT SYSTEM

Maine Public Employees Retirement System Secure Messaging Registration

Your account is pending. Please use the link below to activate your account.

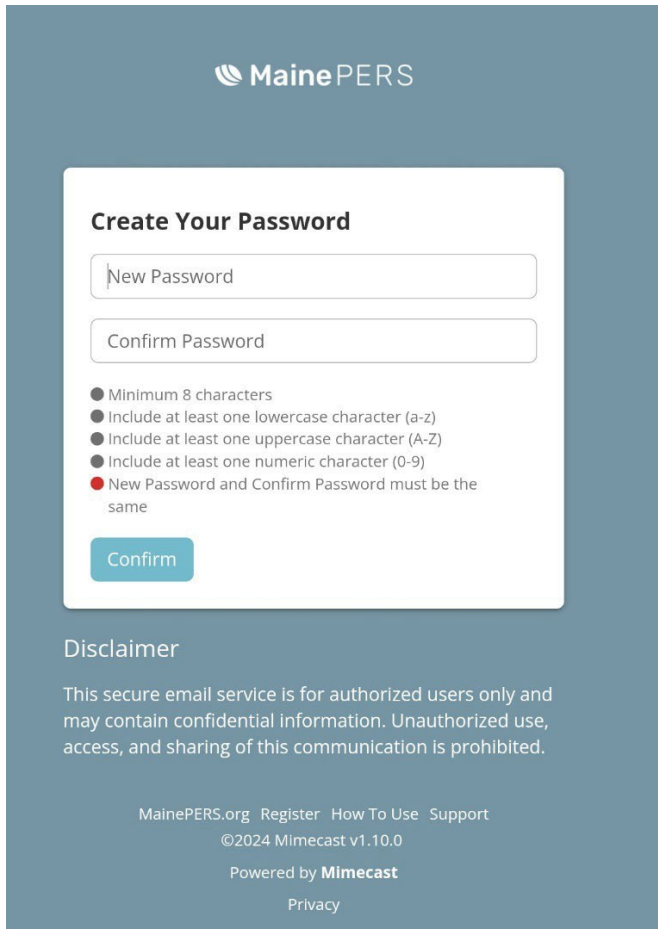
[https://protect-us.mimecast.com/s/89\[REDACTED\]J9](https://protect-us.mimecast.com/s/89[REDACTED]J9)

You can view your message at any time afterwards in our Secure Messaging service. [View Message](#)

**mimecast**

This message is intended solely for use by the intended recipient. If you are not the intended recipient, or authorized to receive it, any disclosure, distribution or reliance of the contents of this information is strictly prohibited.

Follow the on-screen instructions to create your password.



**Create Your Password**

New Password

Confirm Password

- Minimum 8 characters
- Include at least one lowercase character (a-z)
- Include at least one uppercase character (A-Z)
- Include at least one numeric character (0-9)
- New Password and Confirm Password must be the same

Confirm

**Disclaimer**

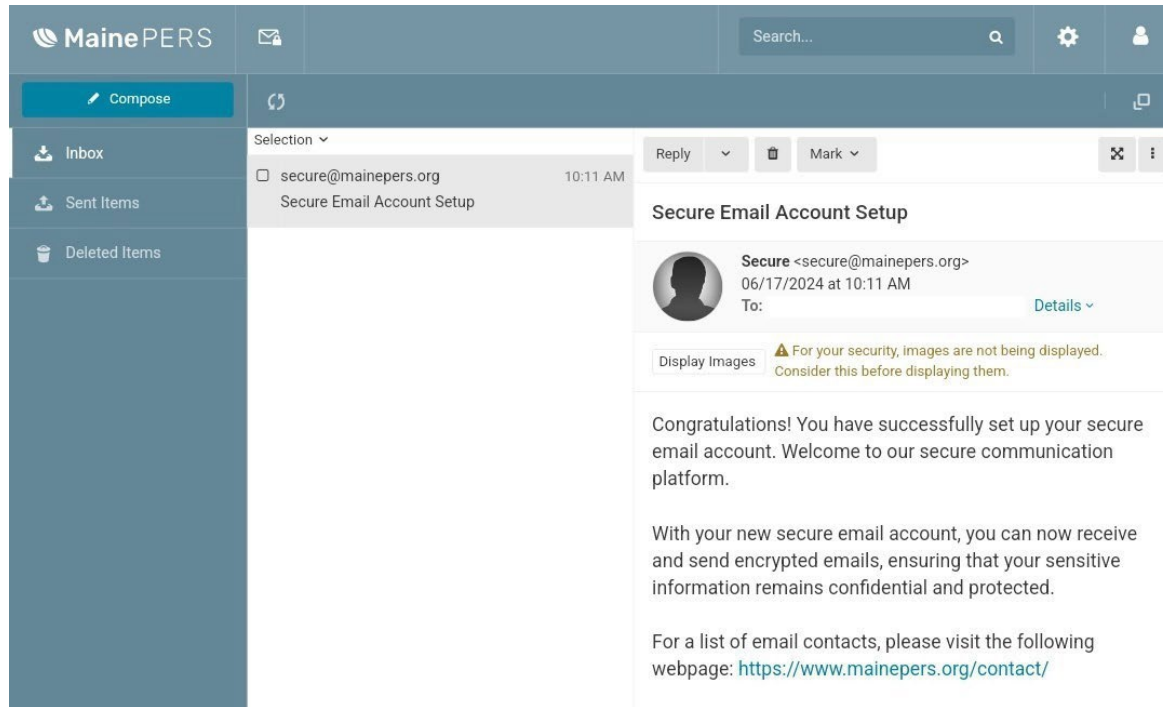
This secure email service is for authorized users only and may contain confidential information. Unauthorized use, access, and sharing of this communication is prohibited.

MainePERS.org Register How To Use Support  
©2024 Mimecast v1.10.0  
Powered by **Mimecast**  
Privacy

Once your password is created, you may then log into the Secure Messaging service using your email address, and your newly set password.

### 3. Send Secure Email

Once logged in, you will see a welcome message. You now have access to the Secure Messaging service! You may email MainePERS secure and confidential information as needed.



#### For Customer Support:

Call Local: (207) 512-3100

Call Toll-free: 1-800-451-9800

Visit: <https://www.mainepers.org/contact/>

Email: [Reception@mainepers.org](mailto:Reception@mainepers.org)