

Instructions for Using Secure Email from AB&T



Welcome to the AB&T Secure Email Center

Email Address:

Password:

Sign In

Forgot your password?

Reset

New to secure email?

Register

Need more assistance?

Help

Want to receive your secure messages directly in your inbox? [Learn more.](#)

For Customer Support, send an email message to support@abtgold.com.

Click on the “Register” button if you have not used AB&T’s secure email system in the past. Once you click on the “Register” button the following screen will appear:



Register Account

Register below for your mailbox to send and receive secure messages.

Email Address:

Password:

Re-enter Password:

Cancel **Register**

Password Rules

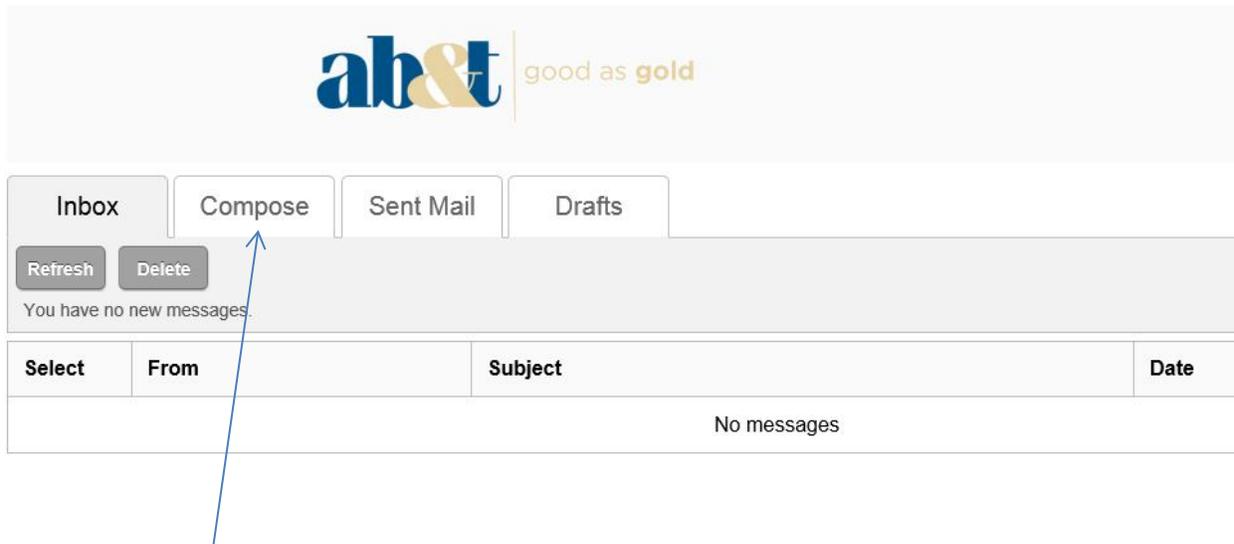
Passwords must be at least 6 characters in length, and meet 2 of the following conditions:

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

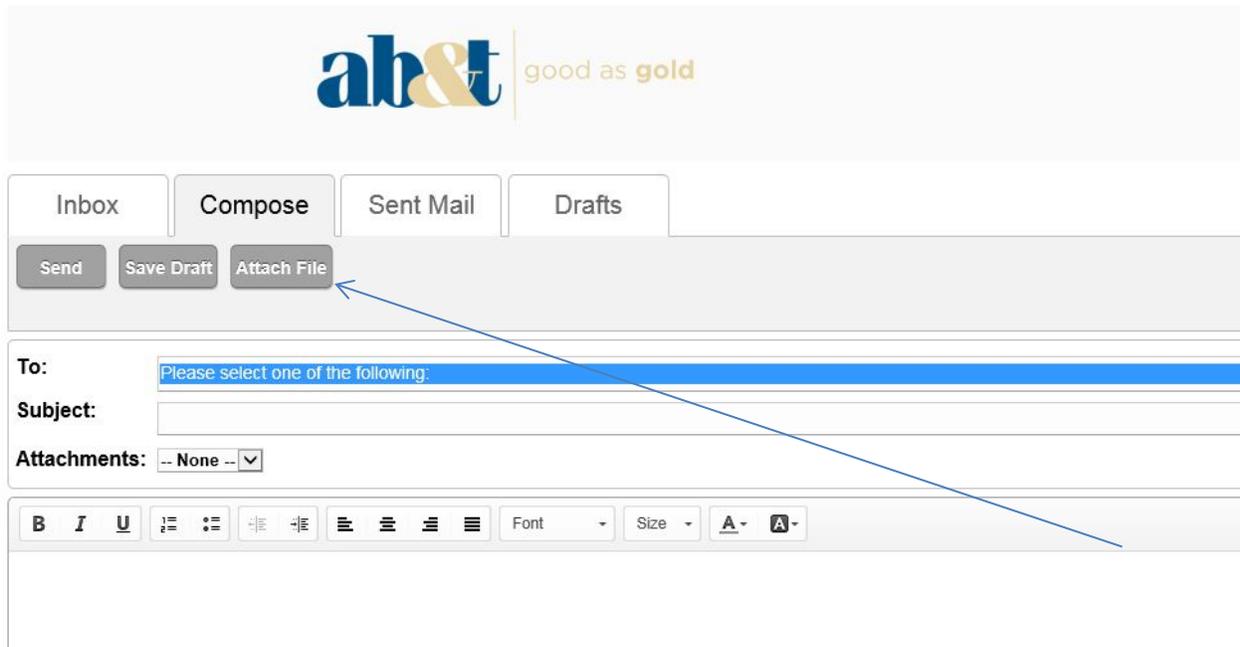
Passwords cannot match email address.

Enter the required information and click “Register.” You will receive an email from our secure email system with a link to activate your new registration. Just click on the link and follow the prompts. If you have used our secure email system before and have forgotten your password, click on the “Forgot your password?” reset button and follow the screen prompts.

When you have successfully logged into the system, a screen similar to the one below will appear:



To send a secure email message, click on the “Compose” tab and choose “General Inquires,” “Mortgages,” or “Other” in the “To” section. General Inquires will be forwarded to our Customer Care Center, if your inquiry is related to purchasing or refinancing your personal residence choose “Mortgages”, or choose “Other” if you know the email address of the person with whom you want to communicate securely.



Then complete the screens just like you would a regular email message. If you wish to attach a file or documents to the secure message, click on the “Attach File” button and the following screen should appear:

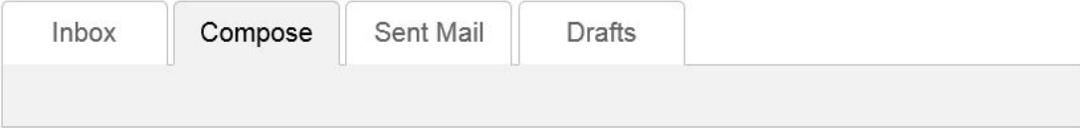


Attach File

To attach a file, select a file and choose Add File. Choose Finish when you have selected all the files to include. You may attach as many as 10 files up to a total of 15 MB.

Attach Files:

Click on the “Browse...” button and a window in which you can attach your file or document will open. Choose the file, and then click on the “Open” button. The file location will appear to the left of the browse button. To add the file to your secure email, click “Add File” and the file name will appear in the “Attachments” box as shown below:



Attach File

To attach a file, select a file and choose Add File. Choose Finish when you have selected all the files to include. You may attach as many as 10 files up to a total of 15 MB.

Attach Files:

Repeat the steps above to add more than one file. **Note:** the size of all attachments together cannot exceed 15 MB.

When finished, click on the “Finish” button. If the size of all attachments exceeds 15 MB, an error message will appear and you will need to remove files in order to submit the application. Create a separate secure email with the additional documentation, if applicable.

Once the “Finish” button is clicked, the email screen will reappear. Type any message to be added with your attachments, click on the “Send” button; then you’re done. We will respond to your email within one business day.