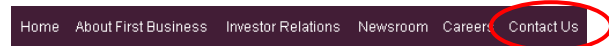


Initiating Secure Email

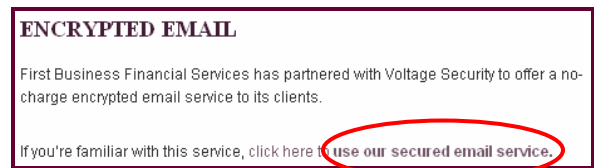
1. Go to the First Business Home Page
Click on: Contact Us



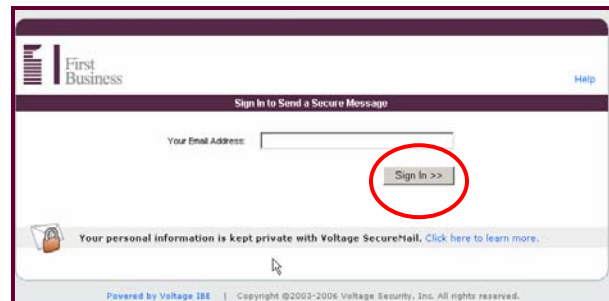
2. Click on: Encrypted Email



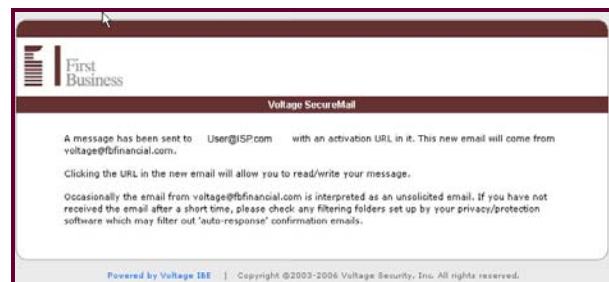
3. Click on: use our secured email service



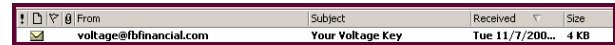
4. Enter your email address and Click on: Sign In



5. You will receive this screen next.



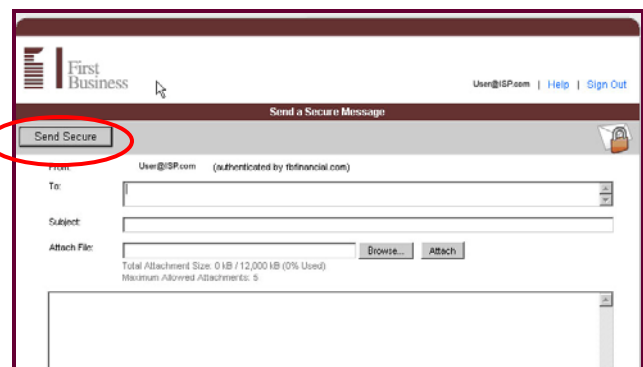
6. Go to your email program, and open the email received from voltage@firstbusiness.com with the Subject: Your Voltage Key



7. Single Click on the link contained within the message.



8. Compose your message and Click on: Send Secure



9. You will receive this message when your email is successfully sent.

