



Welcome to HomeTown Bank's Secure E-mail!

**Why use the HomeTown Bank secure email center?** Information sent through email has a risk of being intercepted by people that it was not intended. Any confidential information such as account numbers or social security numbers should ONLY be transmitted by a secure method. We want to help you protect your identity and your money from fraud by providing this service.

## User Guide

To access the secure email message center, click the "Secure Email" link on the [myHT.bank](http://myHT.bank) main web page. Select whether you are a first time user of the HomeTown Bank's secure email center or whether you are a returning user on the screen that loads for you.

### FOR NEW USERS:

This is the screen that you will see...

HomeTown Bank Secure Email Message Center

HomeTown BANK

Member FDIC Equal Housing Lender

Welcome to the HomeTown Bank Secure Email Message Center

[Online Tutorial](#)

Email Address:

Password:

Sign In

Forgot your password?

New to secure email?

Need more assistance?

For Customer Support, email us at [info@htbmn.com](mailto:info@htbmn.com)

Member FDIC Equal Housing Lender

This service is hosted by Zix on behalf of HomeTown Bank Secure Email [More Information](#)

Secured by Zix

Enter your email address and create a password. You will need to confirm your password by entering it a second time. Once you have completed the information, click the "Register" button.

HomeTown Bank Secure Email R: x

web1.zixmail.net/s/preregister?b=htbmn

**HOME TOWN BANK**

FDIC

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

Email Address:

Password:

Re-enter Password:

**Password Rules**  
Passwords must be at least 8 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.

Cancel Register

For Customer Support, email us at [info@htbmn.com](mailto:info@htbmn.com)

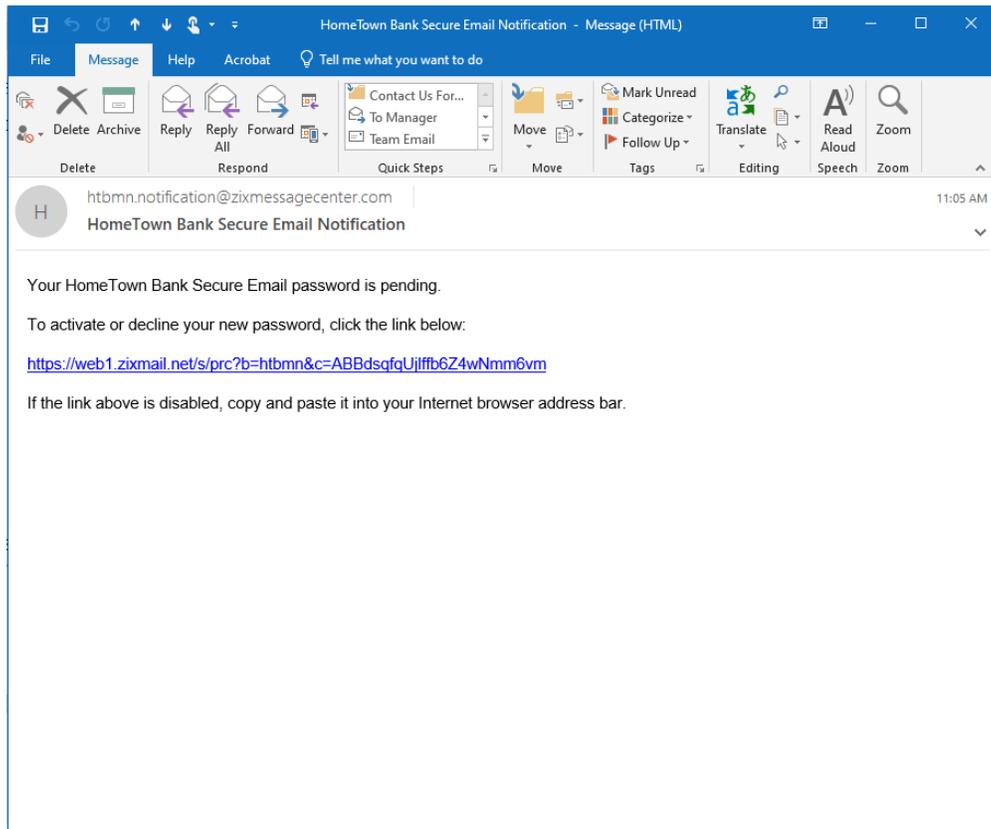
Member FDIC  
Equal Housing Lender

You will be asked for this password every time you need to send a secure email using the HomeTown Bank secure email center – make sure you remember it or write it down in a secure place.

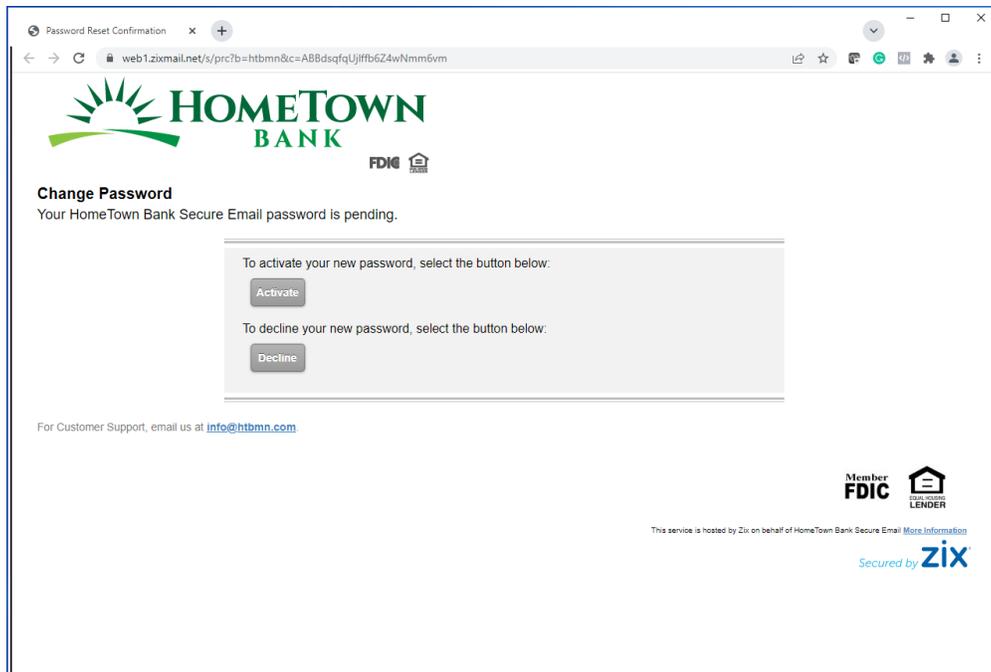
After you click “Submit Password”, the screen will show an “Account Change Confirmation” screen lets you know that a confirmation message has been sent to your email Inbox.

At this time, go to your email inbox and retrieve the message – the Sender will be shown as [htbmn.notification@zixmessagecenter.com](mailto:htbmn.notification@zixmessagecenter.com) with the subject line of “Secure Email Notification”. *Please add this domain (zixmessagecenter.com) to your spam filter to ensure that you receive all replies!*

The message in your email inbox will contain one link to either activate or decline your new password.



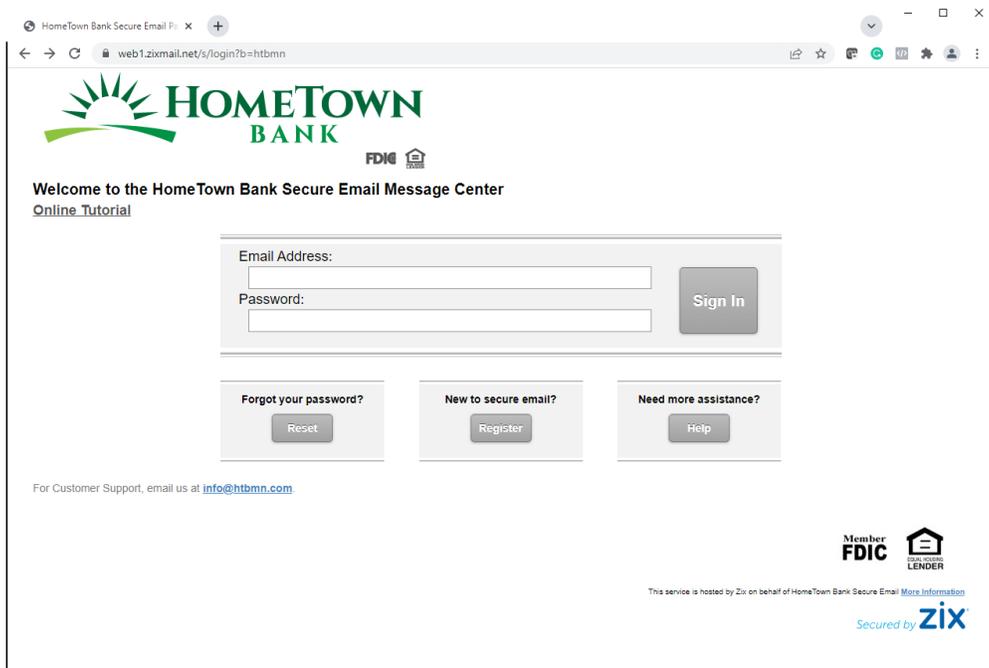
Once you click on the link, a screen will appear with two options to either **ACTIVATE** or **DECLINE** your new password.



Once you **ACTIVATE** your new password, a screen will appear where you can **CONTINUE**.

## FOR RETURNING USERS:

Sign on using the email address and password you have previously registered.

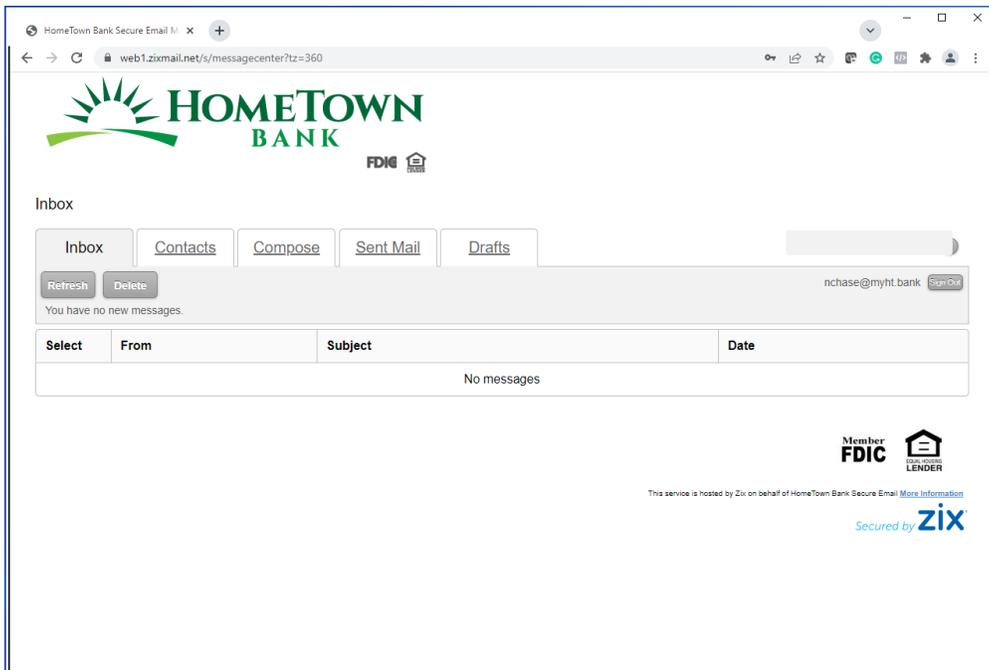


The screenshot shows the login page for HomeTown Bank's Secure Email Message Center. The page features the HomeTown Bank logo at the top left, followed by the text "Welcome to the HomeTown Bank Secure Email Message Center" and a link to an "Online Tutorial". Below this is a login form with two input fields: "Email Address:" and "Password:". To the right of these fields is a "Sign In" button. Underneath the login form are three buttons: "Reset" (labeled "Forgot your password?"), "Register" (labeled "New to secure email?"), and "Help" (labeled "Need more assistance?"). At the bottom left, there is a link for customer support: "For Customer Support, email us at [info@htbmn.com](mailto:info@htbmn.com)". At the bottom right, there are logos for "Member FDIC" and "Equal Housing LENDER", along with the text "This service is hosted by Zix on behalf of HomeTown Bank Secure Email [More Information](#)" and "Secured by zix".

After you have logged in, you will see your “Inbox” tab. Any emails that you have received will be displayed on this tab. You can read and delete any of your received messages.

**All messages sent to your inbox will expire and be deleted if they have not been read within 14 days of being sent.**

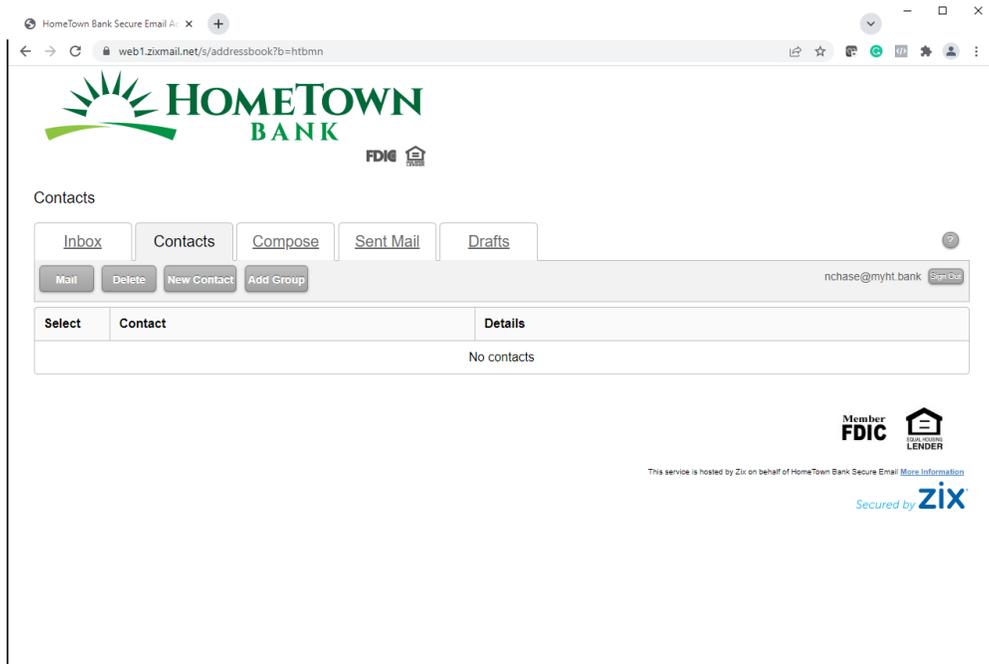
If a sent message has not been read 5 days after you have received it, a reminder notification will be sent letting you know that the message is still waiting. This is a **one-time only reminder** and after the message expires it cannot be retrieved by either you or the sender.



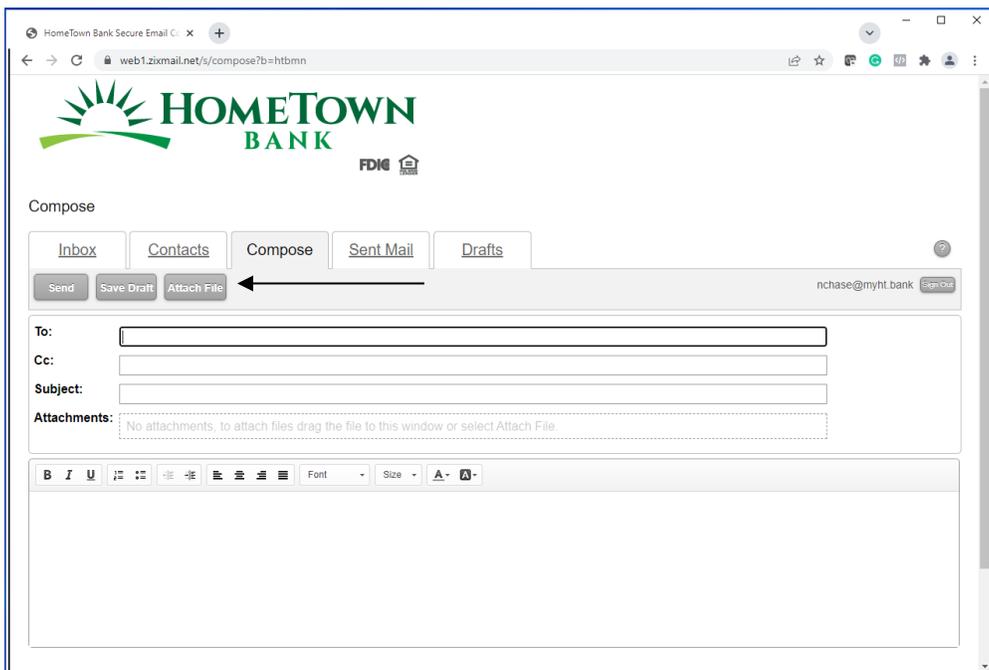
The screenshot shows the inbox page of the HomeTown Bank Secure Email Message Center. The page features the HomeTown Bank logo at the top left. Below the logo is the word "Inbox" and a navigation bar with buttons for "Inbox", "Contacts", "Compose", "Sent Mail", and "Drafts". To the right of the navigation bar is a search bar. Below the navigation bar are two buttons: "Refresh" and "Delete". To the right of these buttons is the email address "nchase@myht.bank" and a "Sign Out" button. Below this is the text "You have no new messages." Below the text is a table with the following columns: "Select", "From", "Subject", and "Date". The table is currently empty and contains the text "No messages". At the bottom right, there are logos for "Member FDIC" and "Equal Housing LENDER", along with the text "This service is hosted by Zix on behalf of HomeTown Bank Secure Email [More Information](#)" and "Secured by zix".

## ADDITIONAL INFORMATION ABOUT HOMETOWN BANK'S SECURE EMAIL CENTER

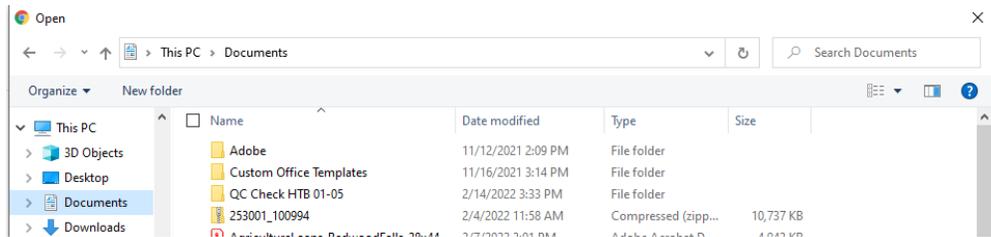
Within the “Contacts” tab, a contact list can be maintained to those email addresses that you use frequently with the secure email center.



You can click on the “Compose” tab to create new messages. Once you have entered the message, you can send it or save it as a draft for a later time. You can upload attachments to your message so that they are also sent securely. You can attach up to 10 files, but the maximum total attachment size cannot exceed 15 MB. To include attachments, click the “Attach File” button.



Select the file to attach and click “Open”.

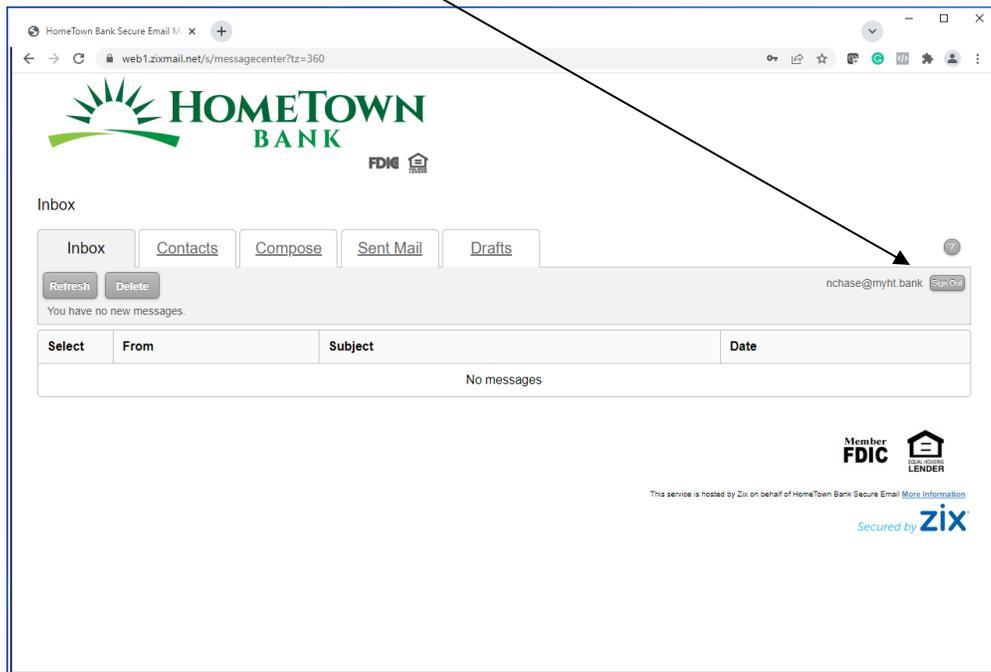


Copies of messages will be retained in your “Sent Mail” tab. Messages in this tab will be deleted in **14 days!** You can always delete them earlier by simply selecting them and clicking the “Delete” button.

If you have saved a draft of a message as described earlier, they will be located in your “Draft” tab. Click on the link in the Subject area to go to a location where you can select Send. **Please Note:** All messages in your draft box will also **expire and be deleted** if they have not been sent within **14 days** of saving the draft.

If you need assistance using the HomeTown Bank secure email center, please click the Help link at any time or contact your local HomeTown Bank branch.

**Please remember to ALWAYS “Sign Out” when you are finished! This is the last tab on the screen!**



**Forgotten email passwords are best resolved by clicking on the “Forgot your password?” link...**

The screenshot shows the HomeTown Bank Secure Email Message Center login page. At the top left is the HomeTown Bank logo with the text "HOMETOWN BANK" and "FDIC" below it. Below the logo is the text "Welcome to the HomeTown Bank Secure Email Message Center" and a link for "Online Tutorial". The main content area features a login form with "Email Address:" and "Password:" labels, each followed by an input field. To the right of the password field is a "Sign In" button. Below the login form are three buttons: "Forgot your password?" with a "Reset" button below it, "New to secure email?" with a "Register" button below it, and "Need more assistance?" with a "Help" button below it. The "Forgot your password?" link and its corresponding "Reset" button are circled in black. At the bottom left, there is a link for customer support: "For Customer Support, email us at [info@htbmn.com](mailto:info@htbmn.com)". At the bottom right, there is a "Member FDIC" logo and the text "Secured by ZIX".