

Proofpoint User Guide

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Registering for a Proofpoint Account

Enter your email address.

Select "Continue."

Initiate Secure Email

Please provide your email address to proceed.

First time here? *You'll be asked to register.*

1

2

Email Address

Continue

Detailed description: This is a screenshot of a web form titled 'Initiate Secure Email'. It contains a text input field labeled 'Email Address' and a blue button labeled 'Continue'. Red arrows with numbers '1' and '2' point to the input field and the 'Continue' button, respectively. The text above the input field says 'Please provide your email address to proceed.' and 'First time here? You'll be asked to register.'

Complete the required account information (highlighted below) and select "Continue."

Your Proofpoint password must:

- ❖ Be 7-20 characters long
- ❖ Include at least one digit (0-9)
- ❖ Include at least one symbol character
- ❖ Must not include your username

Registration

Create your account to read secure email.

Email Address: emailaddress @gmail.com

First Name:

Last Name:

Password:

Confirm Password:

Question :

Answer:

Your childhood best friend
First pet's name
Your favorite food
Favorite sports team
High school you attended
Your first car
Favorite book or author
Movie you've always liked
Your first real job
Favorite cartoon character

Detailed description: This is a screenshot of a web form titled 'Registration'. It contains several input fields: 'Email Address' (pre-filled with 'emailaddress @gmail.com'), 'First Name', 'Last Name', 'Password', and 'Confirm Password'. Below these are 'Question' and 'Answer' fields. A dropdown menu is open for the 'Question' field, showing a list of options: 'Your childhood best friend', 'First pet's name', 'Your favorite food', 'Favorite sports team', 'High school you attended', 'Your first car', 'Favorite book or author', 'Movie you've always liked', 'Your first real job', and 'Favorite cartoon character'. The 'Question' field and the dropdown menu are highlighted with a blue background.

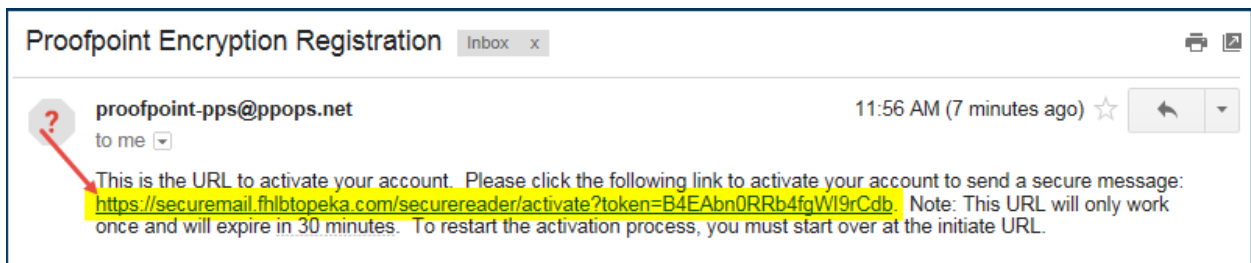
A message will display instructing you to activate your account.

Activation Request Sent

A verification message was sent to your email address which contains a URL you must use to activate your account. Once active, you will be able to send your secure message.

If you do not receive this message within a few moments, please check your spam folder or other filtering tools you may be using as this activation message sometimes gets blocked.

Within 30 minutes of registering for Proofpoint, log in to the email account you entered on the registration page, and select on the link. The URL will only work once and will expire 30 minutes from the time you register the account.



Once you have selected the link, you will be notified your registration is complete. Select "Continue" to log in to your Proofpoint account to begin sending documentation securely!

Account Activated

Your account has been created and activated.

[Continue](#)

A message will display to verify the email was sent.

- ❖ If you want to send another email, select “New Message.” Follow the [instructions](#) to send a secure message.
- ❖ If you do not wish to send another email, select “Logout.”

Message Sent

Your secure message was sent successfully.

To exit click Logout or close this browser window.

New Message

Logout

Housing and Community Development Email Addresses

Affordable Housing Program (contact your HCD Analyst)	
If you don't know the email of the HCD Analyst for a project, address emails to:	HCD AHP@fhlbtopeka.com

Homeownership Set-aside Program	HSP@fhlbtopeka.com
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AHP and HSP Payoffs, Releases, Subordinations	HousingPayoffRelease@fhlbtopeka.com
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Community Development and Community Housing Programs/Community Support Program	HCDCSP@fhlbtopeka.com
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