



Protocol for Sign Up and Use of Send Inc

1. Sign Up for the site.
 - a. Go to www.sendinc.com. Select 'Sign Up'

sendinc

Sign Up

Create your free account and start sending secure emails today.

Email

Password

Keep me logged in

Create Your Free Account

OR

Log In

By signing up you agree to our [terms and conditions](#)

- b. Enter your Email address and a Password. Select 'Create Your Free Account'



- c. The site will send a confirmation message to the Email address you entered.

The screenshot shows the Sendinc sign-up interface. At the top is the Sendinc logo. Below it is the heading "Sign Up" and the text "Create your free account and start sending secure emails today." There are two input fields: "Email" and "Password". Below the password field is a checkbox labeled "Keep me logged in". A large blue button labeled "Create Your Free Account" is centered. Below the button is a horizontal line with "OR" in the center. Underneath is a "Log In" link. At the bottom, there is a small line of text: "By signing up you agree to our [terms and conditions](#)".

- d. Open your email and select the message. Select 'Activate' to enable your account.

The screenshot shows an email message from Sendinc. At the top is the Sendinc logo. Below it is the heading "Activate Your Account". The text reads: "Thank you for signing up for Sendinc! Please confirm your email address (bsmith52@twc.com) by clicking the button below." A large blue button labeled "Activate" is centered at the bottom of the message.



- e. The system will take you back to the SendInc site and notify you that your account has been activated. Enter your password to access the site.

sendinc

Welcome back

Please sign in to your Sendinc account

bsmith52@twc.com

Your account has been activated!

Password

Keep me logged in

Log In

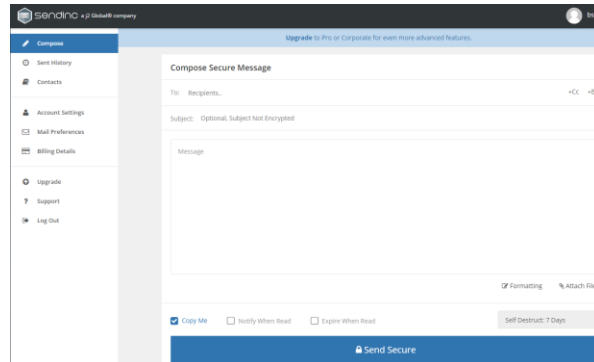
OR

Sign Up

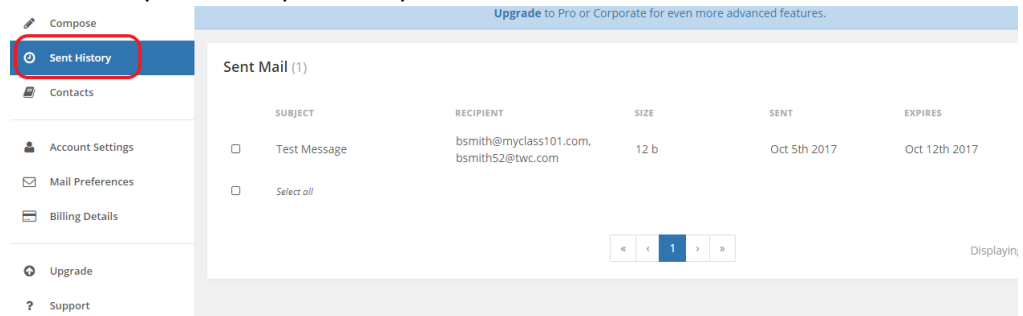
[Forgot password?](#)



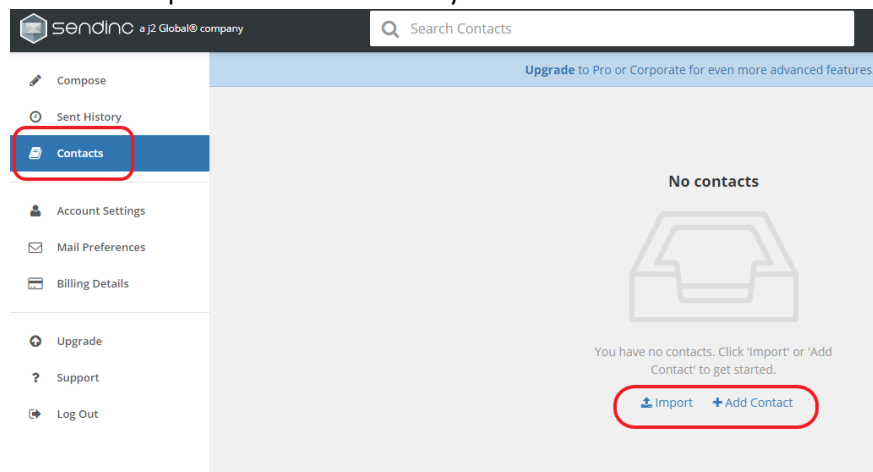
2. Using the SendInc site – Once you sign in, you can perform the following functions:
 - a. Compose – Enter the Recipient, Subject and Body of the email. Select if you want to be copied on the message. Notify when Read, Expire When Read and changing the ‘Self Destruct’ options require a paid membership. Choose ‘Send Secure’ to send your message.



- b. Sent History will show you what you have sent.

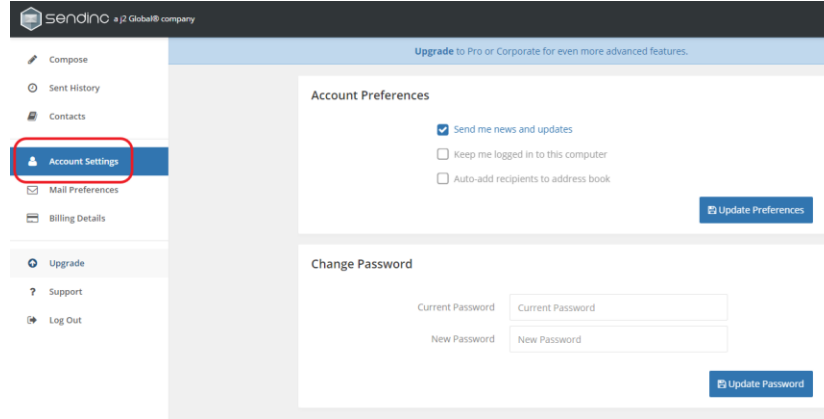


- c. Choose to Import or ‘Add Contact’ if you like.

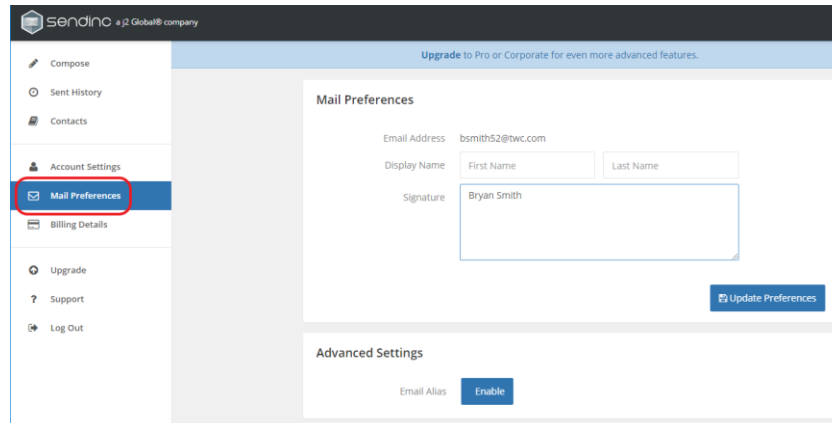




- d. Account Settings allows you to set Account Preferences or Change Password.



- e. Mail Preferences allows you to set preferred Display Name and Signature Options.



- f. Billing Details allows you to upgrade and/or manage your account. You are allowed 20 free messages per month.

