WELCOME TO

NeoCertified

How To Start Using NeoCertified...

Here are some guidelines to follow to ensure your success when using our secure solution.

Remember Your Login Info!

Please keep your login information in a secure location! You can always use the **"Forgot Password"** link on the initial login page if you happen to forget your credentials.

Bookmark NeoCertified

To make logging in to your secure email account easy, **Bookmark or add http://fin2.neocertifiedmail.com** to your "Favorites" list in your browser.

Set Your Preferences

On the **Preferences** page, located within the main menu of your Secure Message Center, you can set your time-zone, retention period for secure emails, create a signature block, and much more! Feel free to contact support at (877) 613-5036 with any questions!

Brand Your Account

If you would like a company logo or graphic to be displayed inside of your Secure Message Center to your recipients, please email the graphic to **support@neocertified.com** with the subject line "Secure Message Center Company Logo" followed by your name and company.

Download The Outlook Add-In

If you use Microsoft Outlook, you can download the **NeoCertified Outlook Add-In** inside of your Secure Message Center. This add-in will allow you to send & receive secure emails directly from Outlook.

Recipient Information

All of your secure email recipients will be required to set up a password when first receiving a secure email. Once inside their Secure Message Center, they'll be able to read & reply to your secure emails.

Take Me To My Inbox