



## Secure Email Instructions

Protecting your personal information is a top priority for us each and every day. Regular email is not 100% secure. That is why we provide a secure way to send and receive emails containing your personal data. To transmit your confidential attachments, applications or other bank-related correspondence securely, please do the following:

1. Go to the [Secure Email](#) set up page.
2. Click on REGISTER.

New to secure email?

Register

3. Follow the steps to set up an account. Enter your email address and select a password.

### Register Account

Enter your email address and a password to register and begin sending and receiving secure messages.

Email Address:

Password:

Re-enter Password:

Cancel Register

### Password Rules

Passwords must be at least 6 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: ~!@#\$\$%^&

4. A confirmation will be sent to your email address. Follow the instructions to activate the changes.
5. Once your Secure Email account has been established, you can email information securely to any email address at the State Bank.
6. If you unsure of who should receive your correspondence, send it to [ibanking@sbw.bank](mailto:ibanking@sbw.bank). Our Operations Department will ensure that your information gets to the right person or department.
7. Once logged in to Secure Email select COMPOSE. Enter the email address, subject and click ATTACH FILE. Choose the file that you have saved to your personal computer, and attach it by clicking on ADD FILE. Next click FINISH. Add a personal message if desired and complete by clicking SEND.

Inbox

Address

Compose

Sent Mail

Drafts

?

Send

Save Draft

Update Attachments

lpigg@sbw.bank

Sign Out

Last Sign In: Mar 10, 2017 12:41 PM

To:

ibanking@sbw.bank

Cc:

Subject:

New Account Application

Attachments:

Personal Account Application - fillable.pdf

Remove File

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Font

Size

A

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Attached is my new account application.

Please contact us if you need assistance during normal business hours at:

Phone: 618-939-7194

Fax: 618-939-4140