How to Register for Secure Message & Upload Documentation

Step 1: Click on the link found in the Wire Transfer Instructions

Wire Transfer - Domestic Wires Only. There is a $15.00 fee for all domestic wires, which is non-refundable if the wire returns. Requests submitted after 3:30pm will be processed the following business day. Members who submit a wire through Online Banking will receive a call from an Island Representative. If we are unable to reach the Member within 24 hours of the request, the wire will be canceled and a new request must be submitted. Please send a copy of your identification via Island' secure email portal to complete the verification. Instructions on how to register for Island's secure email can be found here.

Wire Money

Enter wire information and then add a recipient to send a wire request.

From

Please select...   ▼

Amount

Step 2: Choose the "New to secure email?" option and click on "Register"

ISLANDFEDERAL
CREDIT UNION

Welcome to the Island Federal Secure Message Center

Island Federal's secure message center is your secure mailbox to receive, view and reply to Zix encrypted messages. Please enter your email address and password below to access your mailbox.

Email Address:

Password:

Sign In

☐ Remember Me

Forgot your password?	New to secure email?	Need more assistance?
Reset	Register	Help

For Member Support, send an email message to **IslandITDept@islandfcu.com**.

Step 3: Enter in your email information, create a password, and click on "Register"

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

Email Address:

Password:

Re-enter Password:

Password Rules
Passwords must contain 8 to 16 characters, and meet 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**

- An email will be sent to you, click on the link to activate your account.

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Account Change Confirmation

A confirmation email has been sent to your email address for this account. After you receive the confirmation email, please follow the instructions to activate the changes to your account.

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Island Federal Notification Inbox ☆

N   **notification** 5:35 PM
to me ⌄

A request was made to register yourEmail@email.com at Island Federal.

You are already a registered user of this portal.

To sign in or reset your existing password, click the link below:

https://islandfcu.secureemailportal.com/s/e

If the link above is disabled, copy and paste it into your Internet browser address bar.

- **Congratulations you have been successfully registered!** Sign into your account.

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Email Address:

Password:

Sign In

☐ Remember Me

Forgot your password?
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New to secure email?
Register

Need more assistance?
Help

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Step 4: To upload documentation to your message, select "Compose" then "Attach File."

Compose

| Inbox | Contacts | Compose | Sent Mail | Drafts |

Send   Save Draft   **Attach File**   Sign Out

Last Sign In: Mar 22, 2022 2:45 PM

To: Wires

Cc:

Subject:

Attachments: No attachments, to attach files drag the file to this window or select Attach File.

B I U | Font ▾ | Size ▾ | A▾ A▾

Step 5: Once the documentation has been attached, enter your name in the subject line and click "Send."

- Your message has been successfully sent. An Island Representative will be in touch by close of business.

Contact Wires@islandfcu.com with any questions or concerns.