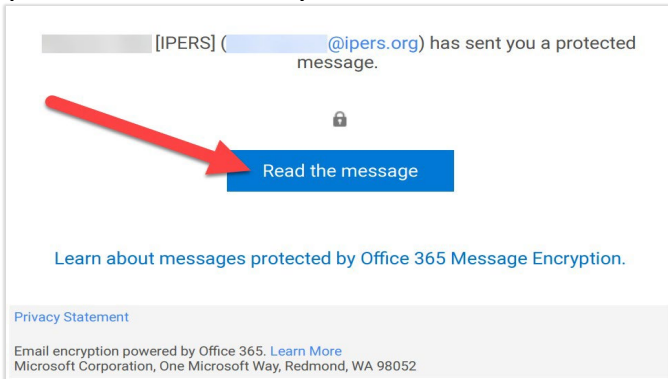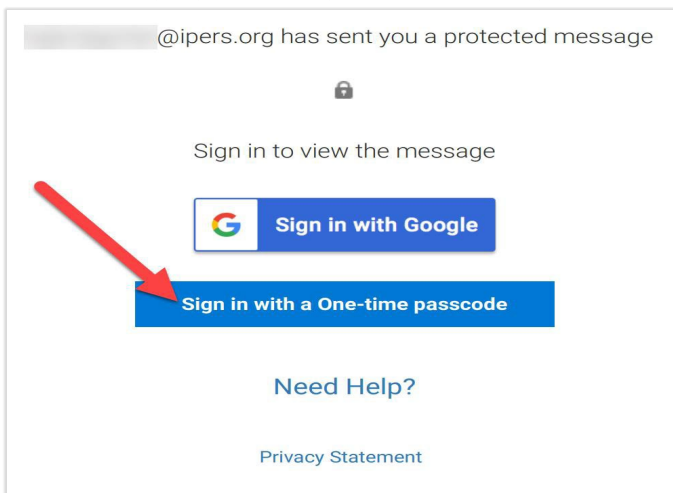# How to view an encrypted email from IPERS
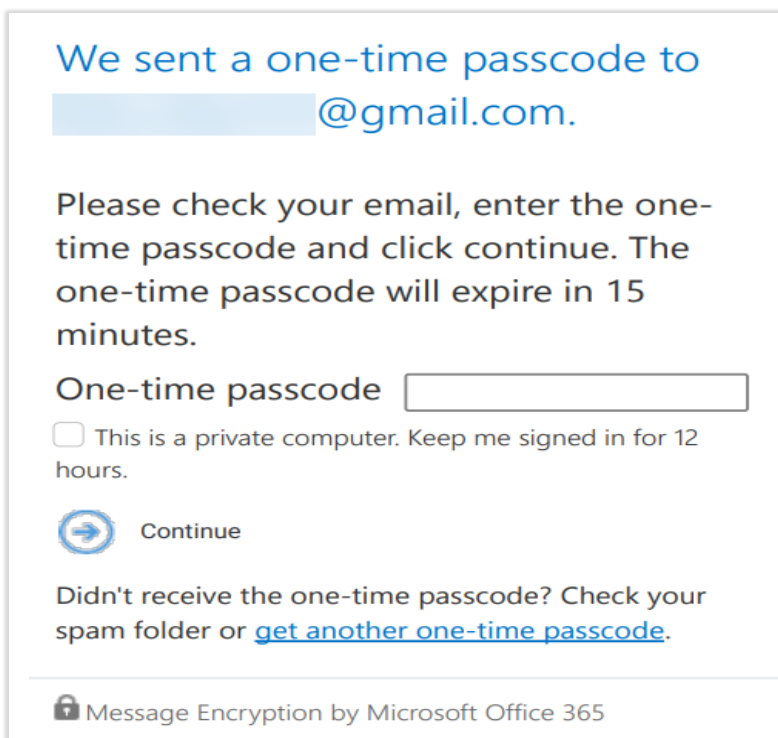
Open the email that you received from IPERS. Click "Read the message".
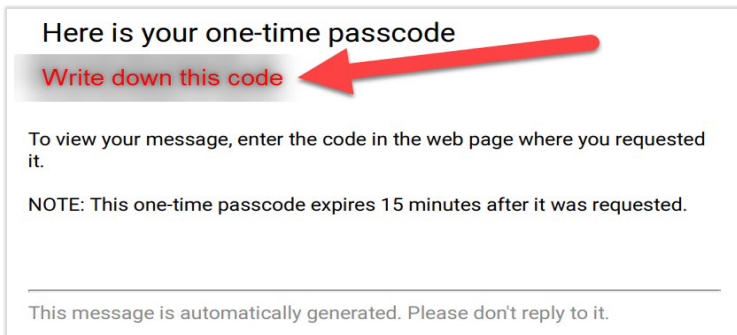

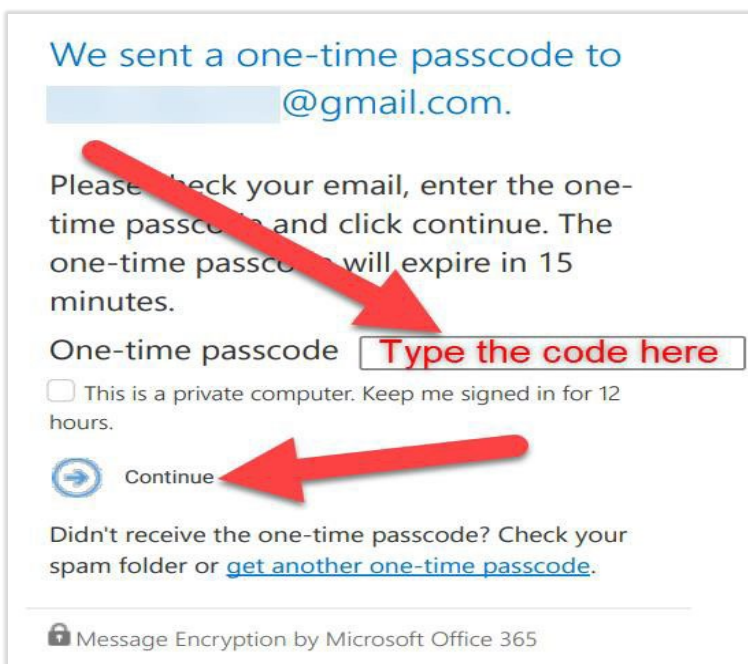On the web page that opens, click "Sign in with a One-time passcode".

This is the message you should receive.

Go back to your email Inbox. You will receive a second email. Open that second email and write down the passcode that's inside.

Here is your one-time passcode

Write down this code

To view your message, enter the code in the web page where you requested it.

NOTE: This one-time passcode expires 15 minutes after it was requested.

This message is automatically generated. Please don't reply to it.

Go back to the web page and type in the passcode. Click Continue.

We sent a one-time passcode to _____@gmail.com.

Please check your email, enter the one-time passcode and click continue. The one-time passcode will expire in 15 minutes.

One-time passcode   Type the code here

☐ This is a private computer. Keep me signed in for 12 hours.

⊙ Continue

Didn't receive the one-time passcode? Check your spam folder or get another one-time passcode.

🔒 Message Encryption by Microsoft Office 365

You can now read the encrypted email in the web browser.

_____ [IPERS] < _____@ipers.org>

To: _____

Encrypt: This message is encrypted. Recipients can't remove encryption.

You can read the email now.

(515) _____ direct
(800) 622-3849
_____@ipers.org

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