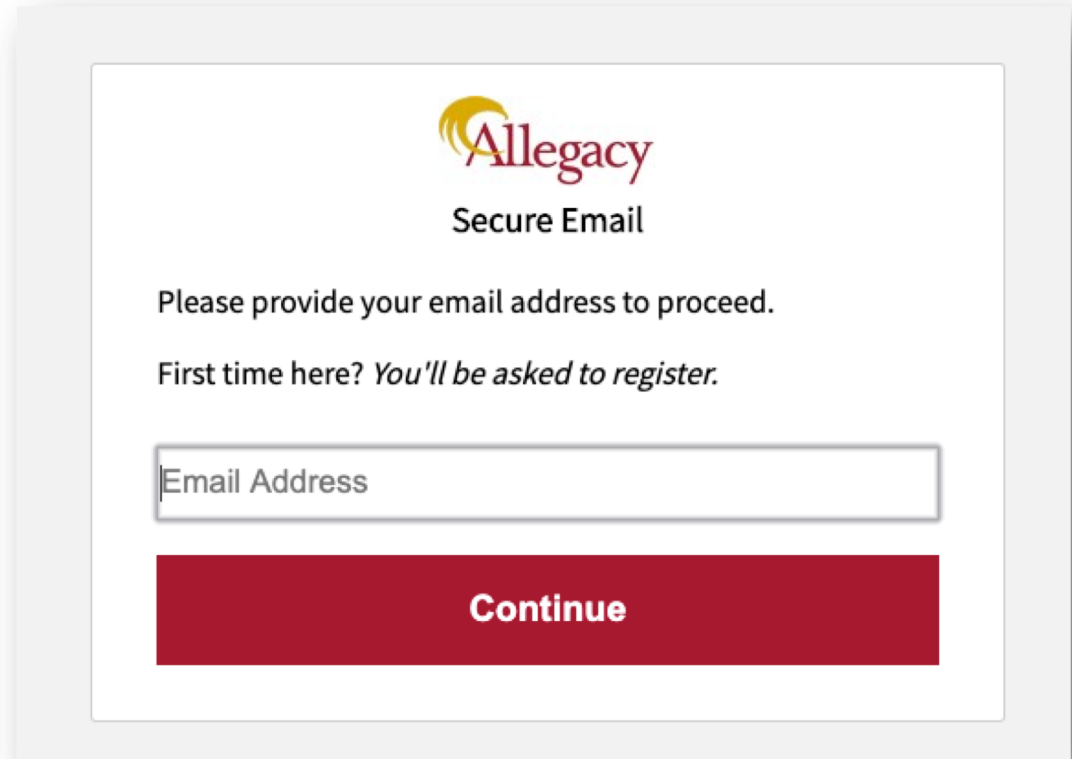


# Step 1

To begin your Payment Protection Program application, we ask that you first set up a Secure Email account with us so that we can ensure your information remains safe.

Click [here](#) to begin to set up your secure email account.




The screenshot shows a web form for setting up a Secure Email account. At the top is the Allegacy logo, which consists of a yellow stylized 'A' followed by the word 'Allegacy' in a red serif font. Below the logo is the text 'Secure Email'. The main instruction reads 'Please provide your email address to proceed.' followed by a note: 'First time here? *You'll be asked to register.*' There is a text input field with the placeholder text 'Email Address'. Below the input field is a large red button with the word 'Continue' in white text.

# Step 2

Complete the secure email account form with the information requested and select continue.

**NOTE:** *Your name may not be included as part of your password.*



Registration

Create your account to read secure email.

Email Address:

First Name:

Last Name:

Password:

Confirm Password:

Question :

Answer:

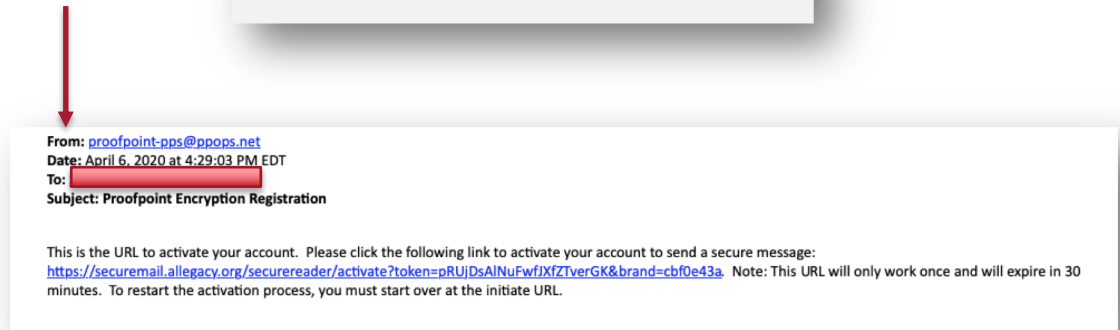
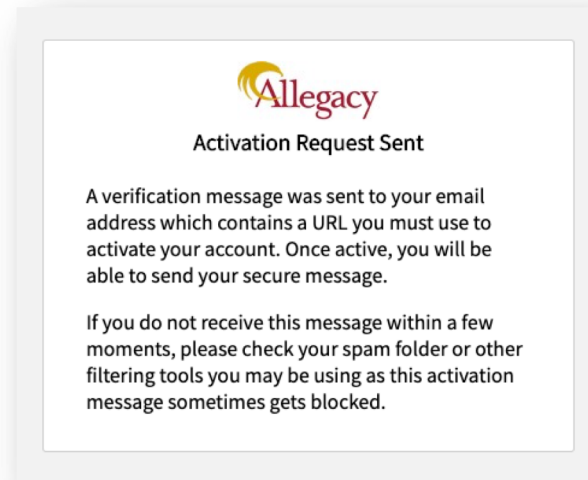
[Continue](#)

# Step 3

Once the form has been completed the following Activation Request alert will appear.

You will receive the following message in your email inbox to let you know that your secure email account has been successfully set up. ***This may take several minutes.***

**Your account is not active until you click the link provided.** This activation must occur within 30 minutes of receiving the link.



# Step 4

Once your secure email is complete, email [ppploans@Allegacy.org](mailto:ppploans@Allegacy.org) to begin your application submission.

This is an example of the automatic email that will be returned to your email to confirm your request has been received.

Last, all correspondences regarding your submission will come from **\_COVID PPP Loans**. This is not SPAM.

