

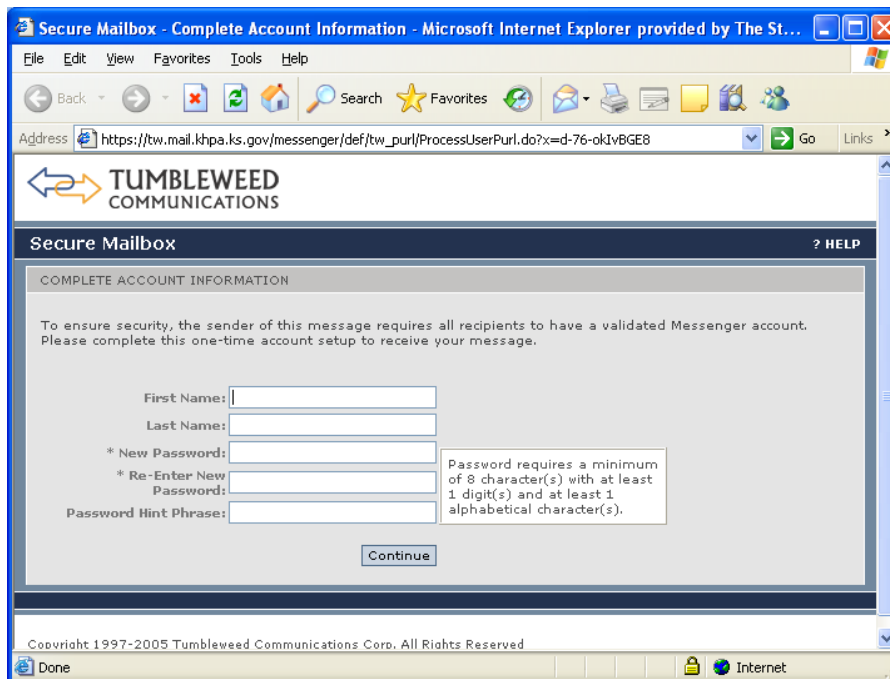
Tumbleweed Tips

Getting Started

If you have yet to set up a Tumbleweed account, this is the message box you will receive in your regular e-mail box after being sent an encrypted e-mail from KHPA staff through the Tumbleweed system. When you open the e-mail, you must first click the **“VIEW MESSAGE”** button.

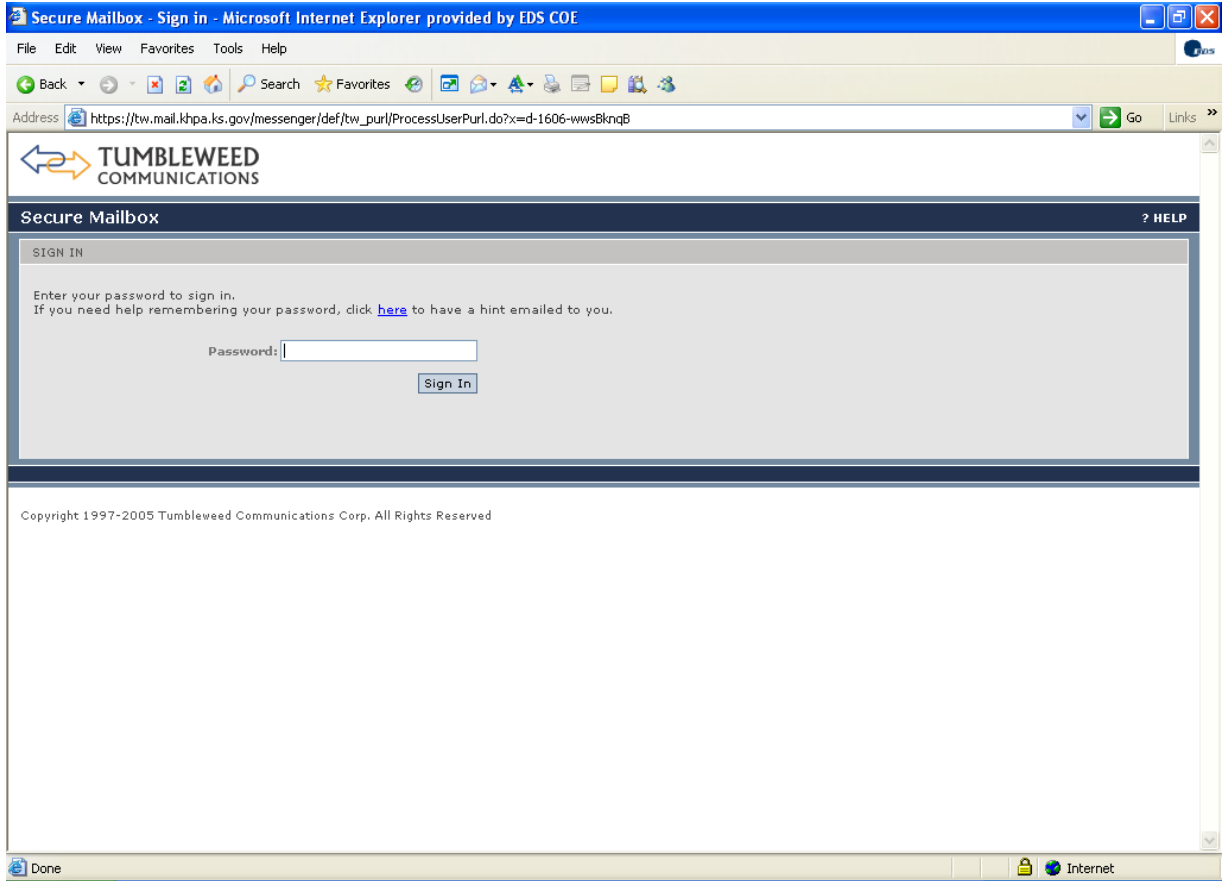


The following setup window will appear. Fill in the information and click on **“Continue.”** Be sure to follow the minimum requirements for the password you create.



Once the system accepts your information, your Tumbleweed Account will be created, and the e-mail message will display. You may reply to the message, and it will be delivered to the sender securely.

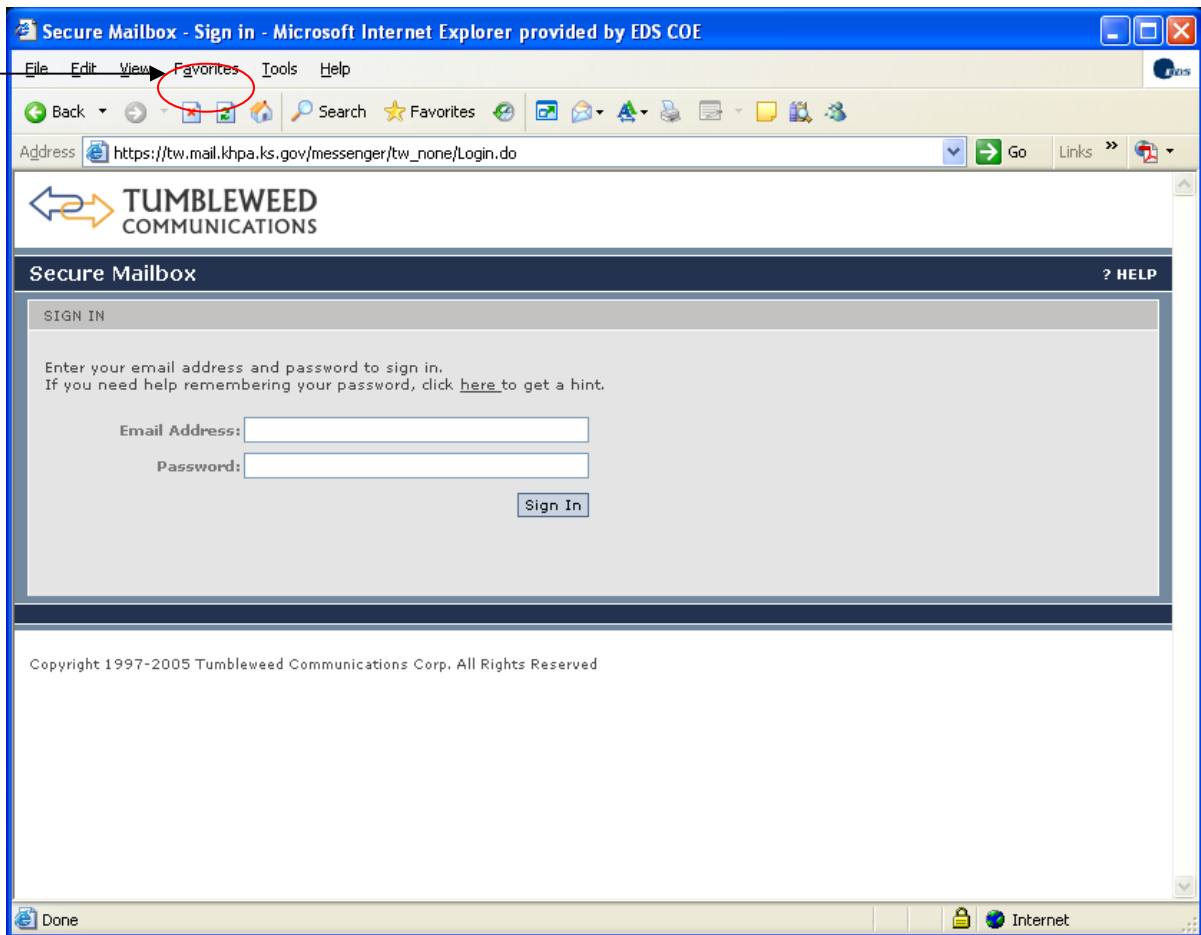
If you have already received and opened an encrypted e-mail message from a KHPA employee, you have probably already set up your personal Tumbleweed account. If this is the case, when you open the next encrypted message from KHPA, you will only be requested to key in your password (see below).



Accessing Your New Tumbleweed Account

Now that you have created your own, personal Tumbleweed account, you will be able to send encrypted messages to State staff and know that the information in that e-mail is safe. The next time you need to send an e-mail message containing PHI to State staff, go to the following internet address and log in to Tumbleweed: <https://tw.mail.khpa.ks.gov/messenger> . Notice that it starts with https: and not http: - (the "s" means it is a secured site). It would be a good idea to save this link in your **Favorites**. Just click on the Favorites drop-down menu item the next time you open Tumbleweed and select "Add to Favorites."

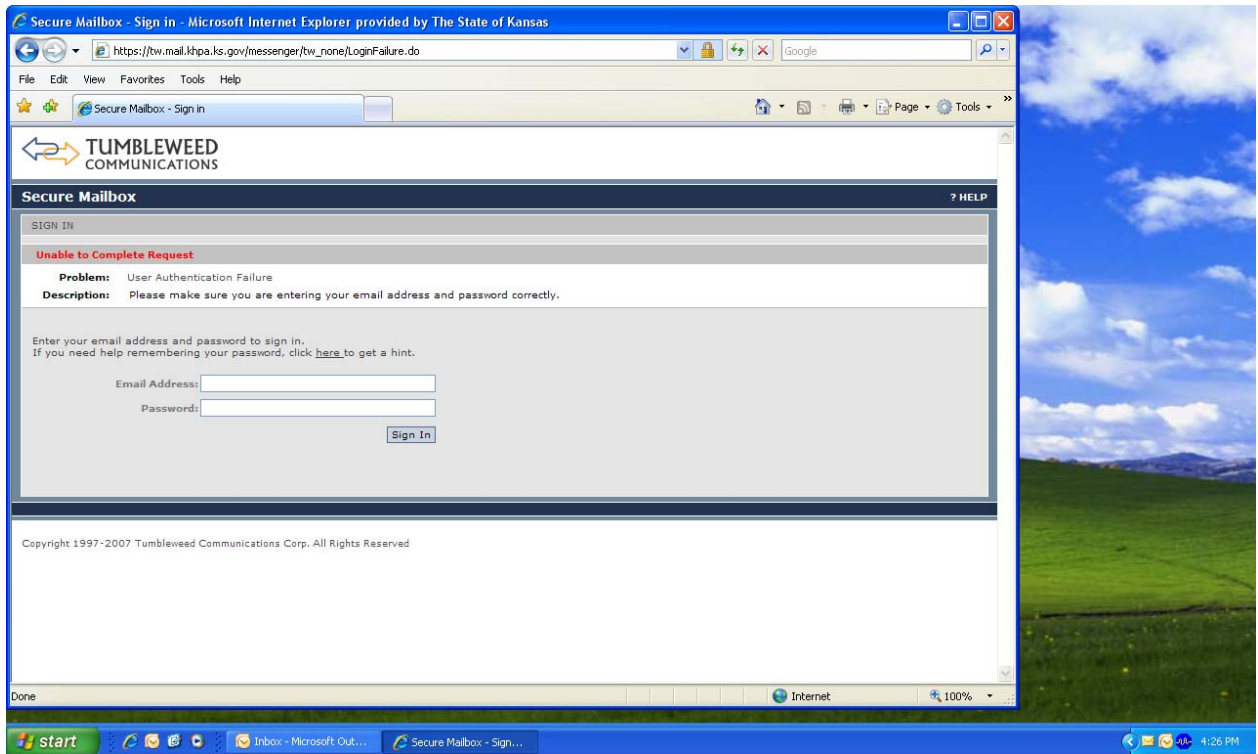
The next time you need Tumbleweed, just click on "**Favorites**" and your Tumbleweed account will be listed as a selection. The SIGN IN window will display.



On the Sign In window above, key in your regular e-mail address and press TAB. Key in the password you created when you first opened your account.

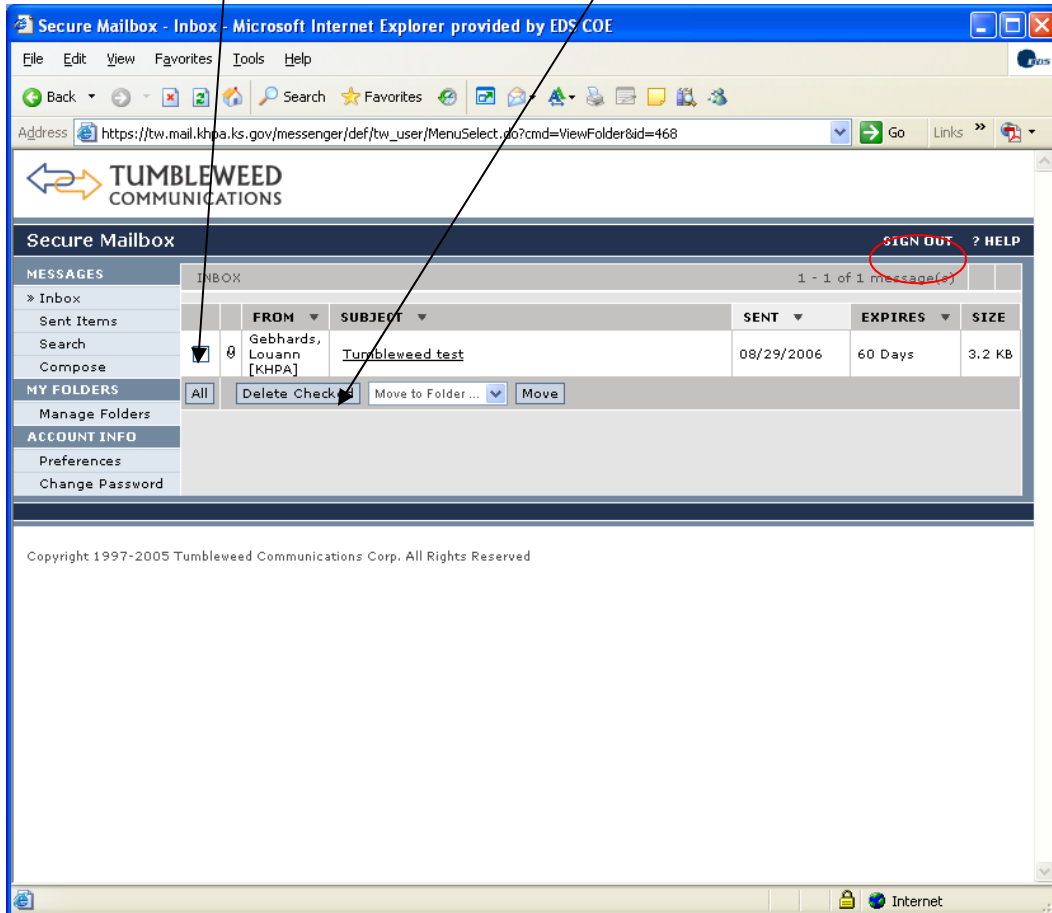
NOTE: Inactivity for 60 calendar days and your Tumbleweed account will be automatically deleted. Following is a screen shot of the message that will be displayed

when you attempt to log in. If this occurs, contact the KHPA employee you are working with, and ask them to send you a message thru Tumbleweed so you can create a new account.



Check for New Messages

Click on **"Inbox"** under the Messages block at the left of the window to view any incoming messages. You can delete the message from this window by clicking on the box to make it a checkmark and then clicking on **"Delete Checked"**. All unopened or unchecked e-mails stored in the account are deleted automatically after 60 calendar days.



Create a new message by selecting **"Compose"** under the Messages box. Sign Out using the **"SIGN OUT"** selection at the top right corner next to **"HELP."**

HELP

If you have any questions regarding your Tumbleweed account, please call the **Customer Support Helpdesk - 785-296-4040.**

Tell them you use Tumbleweed Communications to send encrypted messages to KHPA staff and have a question regarding your account.