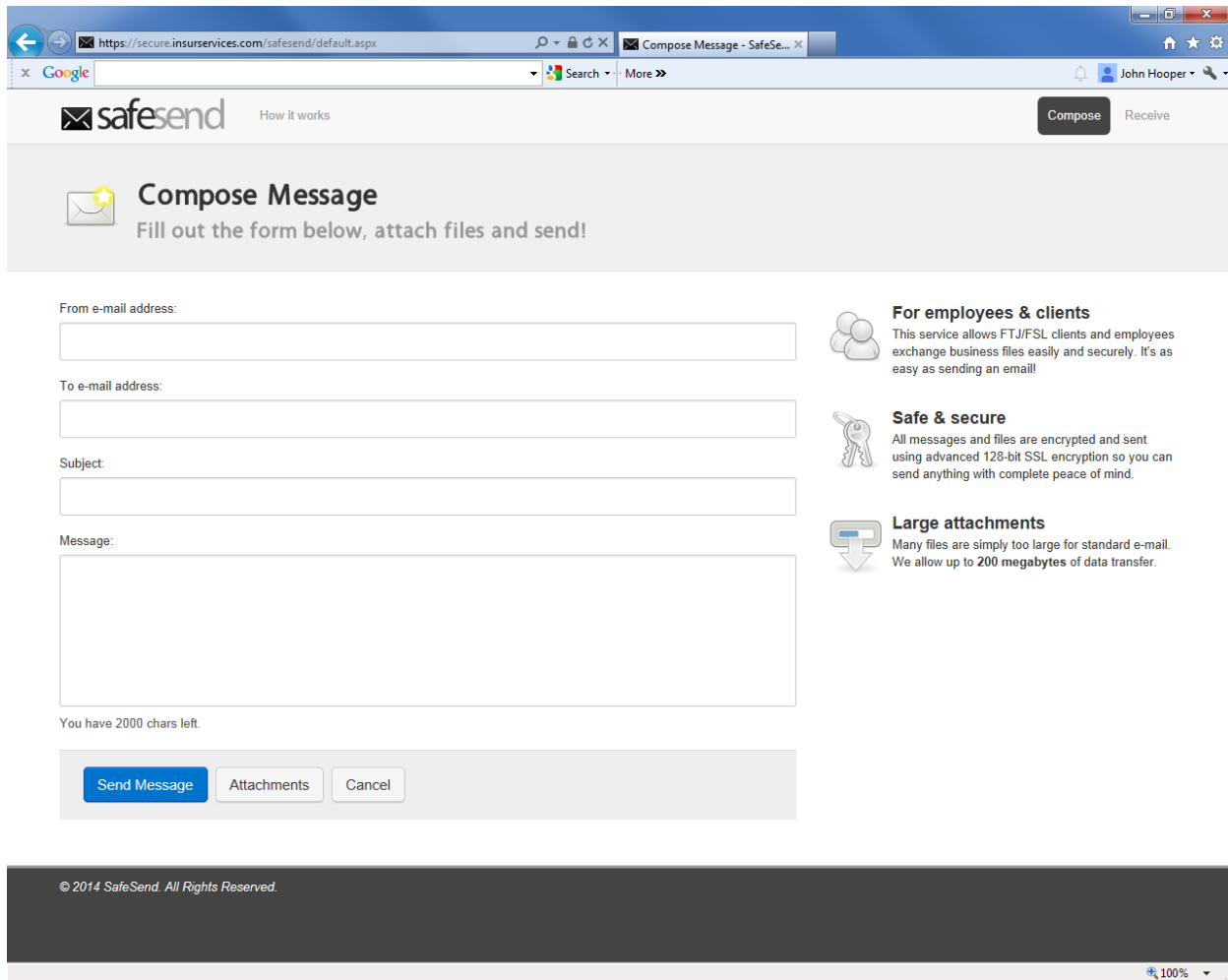


Sending Your Insurance Application Using Secure Email

Regular email is not secure. To send your application through secure email, open your internet browser and go to the following address:

[HTTPS://SECURE.INSURSERVICES.COM/SAFESEND/DEFAULT.ASPX](https://secure.insuranceservices.com/safesend/default.aspx)



The screenshot shows a web browser window with the URL <https://secure.insuranceservices.com/safesend/default.aspx>. The page title is "Compose Message - SafeSe...". The main heading is "Compose Message" with the instruction "Fill out the form below, attach files and send!". The form includes fields for "From e-mail address:", "To e-mail address:", "Subject:", and "Message:". Below the message field, it says "You have 2000 chars left." At the bottom of the form are buttons for "Send Message", "Attachments", and "Cancel". On the right side, there are three informational sections: "For employees & clients" (with a group of people icon), "Safe & secure" (with a key icon), and "Large attachments" (with a download icon). The footer contains the text "© 2014 SafeSend. All Rights Reserved." and a zoom level of "100%".

- Type your e-mail address in the **FROM E-MAIL ADDRESS** field
- Type **AdminFP@ftj.com** in the **TO E-MAIL ADDRESS** field
- Type **DC Bar Insurance Programs** in the **SUBJECT** field
- Type any message in the **MESSAGE** field
- Use **ATTACHMENTS** to attach a copy of your completed and signed application
- Click **SEND MESSAGE**