![FIN-FSA FINANSSIVALVONTA logo]

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Use of Secure Email in Reporting

Contents

1 Introduction

The Bank of Finland's and Financial Supervisory Authority's (FIN-FSA) secure email is to be used for communicating confidential information in the form of individual emails between the Bank of Finland and/or FIN-FSA and an external party. The service utilises the Deltagon Sec@GW solution, in which messages are secured automatically via SSL encryption and locked using Deltagon MessageLock technology.

The secure email system can be accessed through an email received from the FIN-FSA or the Bank of Finland. You can send secure messages to FIN-FSA or the Bank of Finland via the https://securemail.bof.fi link.

The FIN-FSA will use secure email in communications pertaining to machine-readable reporting between the authority and other parties as of xx October 2020. Secure email is a temporary solution until the reform of the FIN-FSA's reporting system.

This guideline describes how an external user can use the encrypted email.

When dealing with secure email, particular attention should be paid to the following considerations:
- If the recipient of an email sent by the Bank of Finland and/or FIN-FSA is a shared inbox, the encrypted email can only be read by the person who first opened the link contained in the message using the same terminal device that was used to open the message for the first time. The recipient is responsible for ensuring that the message is forwarded to any other relevant parties.

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- However, if there are several persons as recipients, all of whose email addresses are entered in the "to" field, they all are able to open the encrypted email in the system.
- The encrypted email system Securemail.bof retains received messages and attachments for a period of 60 days. The recipient is responsible for ensuring that the message and attachments are saved outside the secure email system.

2 Receiving a secure message

The recipient will receive an email message containing a secure link for opening the message:

Luottamuksellinen / Konfidentiellt / Confidential

Aihe / Ämne / Subject
Testaus

Avaa viesti / Öppna meddelandet / Open message

Olet saanut luottamuksellisen viestin. Viesti avataan ja siihen voidaan vastata yläpuolella olevasta linkistä. Yhteys on suojattu SSL-salauksella. Turvallisuussyistä viestin lukemista on rajoitettu ja se voidaan lukea korkeintaan 30 päivän ajan.

Du har fått ett konfidentiellt meddelande. Meddelandet kan öppnas och svaras på från länken ovanför. Förbindelsen är skyddad med SSL-kryptering. Av säkerhetsskäl är läsningen begränsad och meddelandet kan läsas i högst 30 dagar.

You have received a confidential message. Message can be opened and replied to from the link above. Connection is protected with SSL encryption. Due to security reasons reading of the message is limited and can be read for 30 days at most.

"Open message" link opens the email into a browser after you approve the register description ("continue"). Opening the message does not require registration for the service.

3 Reading a secure message

A secure message can be opened using the attached link. The message shows that it has been sent in encrypted form.
- Recipient's options:
    - Reply to the message using encryption (Reply/Reply All)
    - Open any attachments and download them onto your computer
    - Delete message
    - Save message
    - Print message
- The languages of the interface are Finnish, Swedish and English; the language is determined automatically based on the settings of the user's browser.
- A received message is retained in the system for 30 days, after which it will be deleted. The message can be read in the system by using the link received by email after authenticating oneself in the system.

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4 Received message functions

The picture below shows a message that has been read and received on a browser.
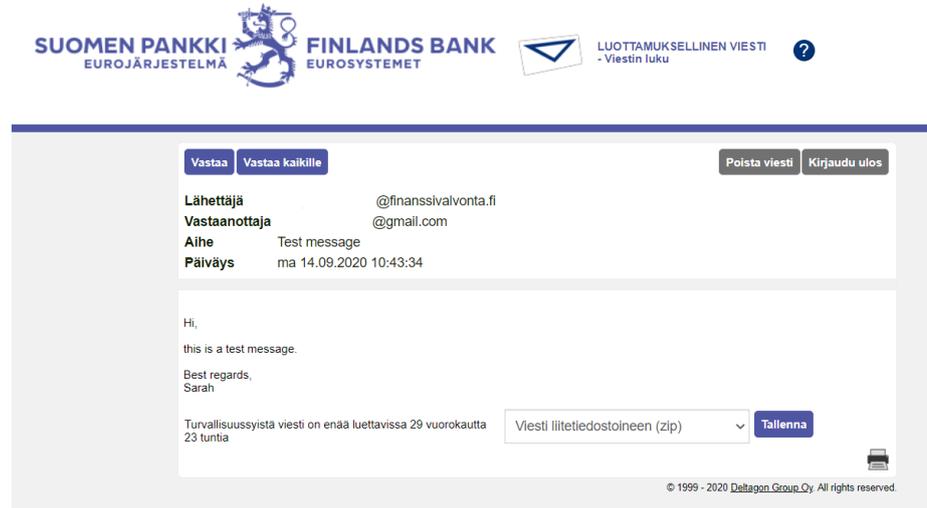
After the message has been opened, the following options are available:

- Reply
  - Reply to a message in secure mode
- Reply All
  - Reply to all the recipients in secure mode
- Question mark
  - Show instruction
- Print
  - Print message
- Save
  - Save message on computer (txt, html, zip, encrypted zip or S/MIME encrypted eml). To save the message as an encrypted zip-file, enter the password of your choice in the field "Password". You can save a message as S/MIME encrypted only if you have an S/MIME certificate.
- Delete
  - Delete message from the server
- Logout
  - Keeps the message on the server for a restricted period of time (30 days). The message can be reopened using the same link.

5 Message reply functions

The picture below shows how to reply to a message on a browser.

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- The send email window includes the following options: Subject
  - Title of the message
- Message
  - Contents of the message
- Abort
  - Abort reply without sending a message
- Attach
  - Add files to the message; browse for the intended file and click "Attach"
- Submit
  - Send message
- Question mark
  - Show instruction

The forwarding of a sent message is confirmed and you can save on your computer the message that you have sent and the attachments.

6 Log off

You can save the message on the server for a restricted period of time (60 days). Reopening a message requires identification by means of a cookie or password. We recommend that you save the message using a password; enter your password of choice into the required fields. Click "OK" to confirm (by clicking "Back", you return to the message without saving it).

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7 External parties can send a secure message to the FIN-FSA and/or Bank of Finland

You can send SSL-secured email to the FIN-FSA and the Bank of Finland via a browser at https://securemail.bof.fi.

The link is also available on the websites of the Bank of Finland and Financial Supervisory Authority.

A link to a secure email can also be sent by email to the other party.

The permitted recipient addresses are: @bof.fi, @suomenpankki.fi, @fiva.fi, @finanssivalvonta.fi

- Click the link https://securemail.bof.fi
- Type your email address in the field "From"
- Retype the characters shown in the
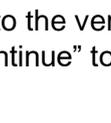
  picture into the verification field
- Click "Continue" to open a window for writing an encrypted email message
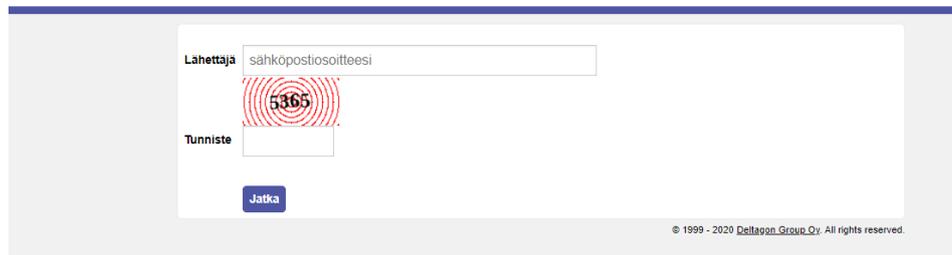
- From
    o Type your email address
- Verification
    o Type the figure shown in the picture
- Continue
    o Move to writing the email message
- Question mark
    o Show instruction

The sender's email address must have been registered with a secured email service. Registration takes place by a wizard within the service. The registration is valid for 90 days.

If you have registered your email address and your registration is still valid, you can write email messages using the link sent to you during the registration process. If you have not registered your email address or your registration is no longer valid, you must first register your email

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address.

Once you click "Register", the system will register you with the email address given by you in the previous phase and the following screen will appear:
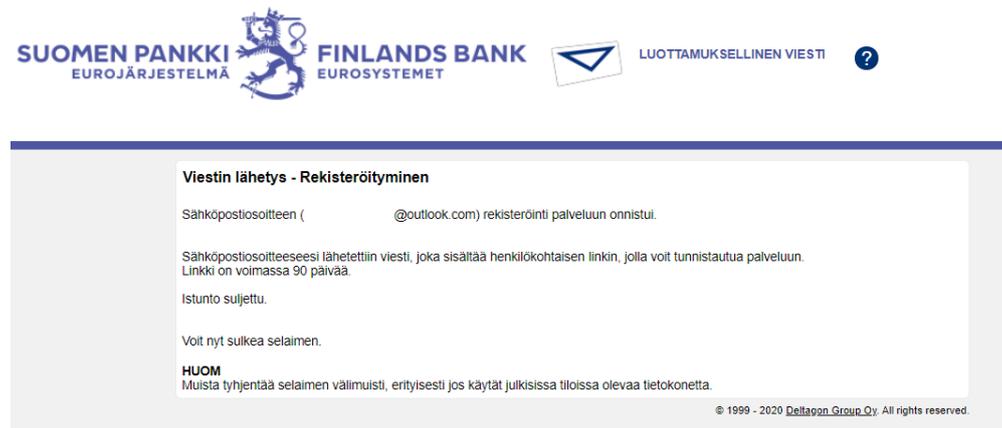
After this, a message will be sent to your email address confirming that your registration was successful.

By using the link provided in the message, you can send secured email messages for 90 days (see Section 8, Functions related to messages written by external parties). After 90 days, you must register again.

If you lose the email confirming registration (i.e. you cannot use the link to send secured messages), you must register again.

8 Functions related to messages written by external parties

The picture below shows a message sent by an external party on a browser:

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The send email window includes the following options:

- Subject
  - Title of the message

- Request a read receipt
  - Request a read receipt from the recipient
- Message
  - Contents of the message
- Abort
  - Abort reply without sending a message
- Attach
  - Add files to the message; browse for the intended file and click "Attach"
- Send
  - Send message
- Question mark
  - Show instruction

When the message has been sent, it can be saved on your computer or printed.