RMEx Secure E-Mail® Series Getting Started Guide

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Secure Mailing – Early Preparations

While Quantrax is working on setting things up and preparing for you to start using RMEx Secure E-Mail® Service, you need to setup and design your cover pages and letter heads. This document discusses what you need to do.

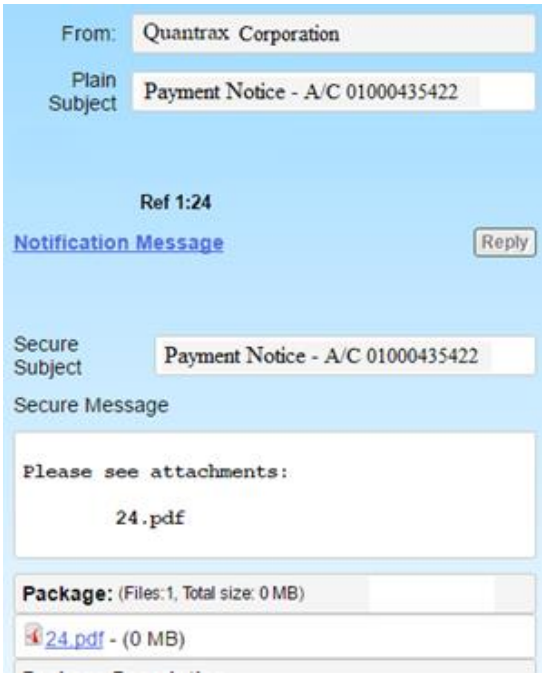
The two main things that will make your secure email unique are the email body and the outlook of your letter. This means you will be required to setup your Cover pages and the Letterhead designs.

Quantrax has provided two sample HTMLs as well as a sample letterhead together with this document.

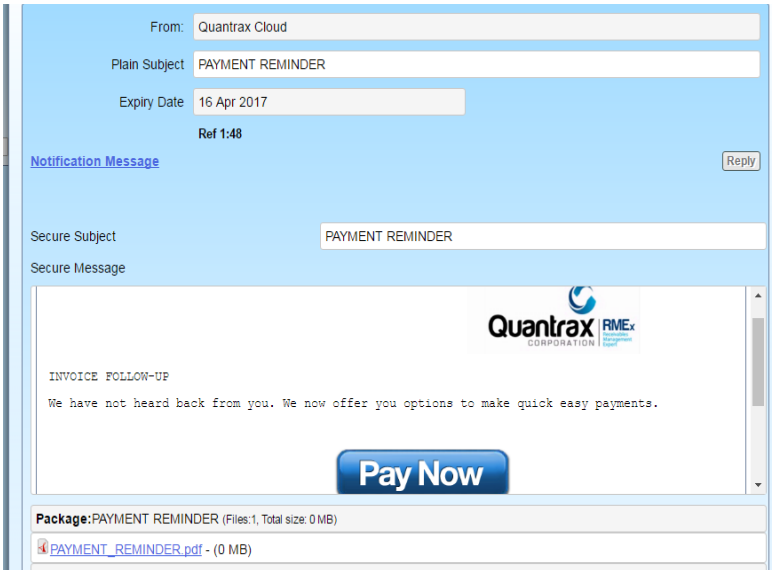
Cover Pages

A cover is what converts a day-to-day secure email into a highly attractive and user friendly secure email.

This...



Into this!



- The secure email body can contain an image (PNG), a text body or an HTML design.
- The best and recommended way to design an image body is to work through html, so we do not recommend using a plane image as a cover page. Instead we will get it loaded through html.
- Having a plain text body is easy, you will just need to come up with the text content you will desire to use and we will help you do it.
- Quantrax will provide you sample HTML pages that can easily be changed to contain your own images, buttons and other content.

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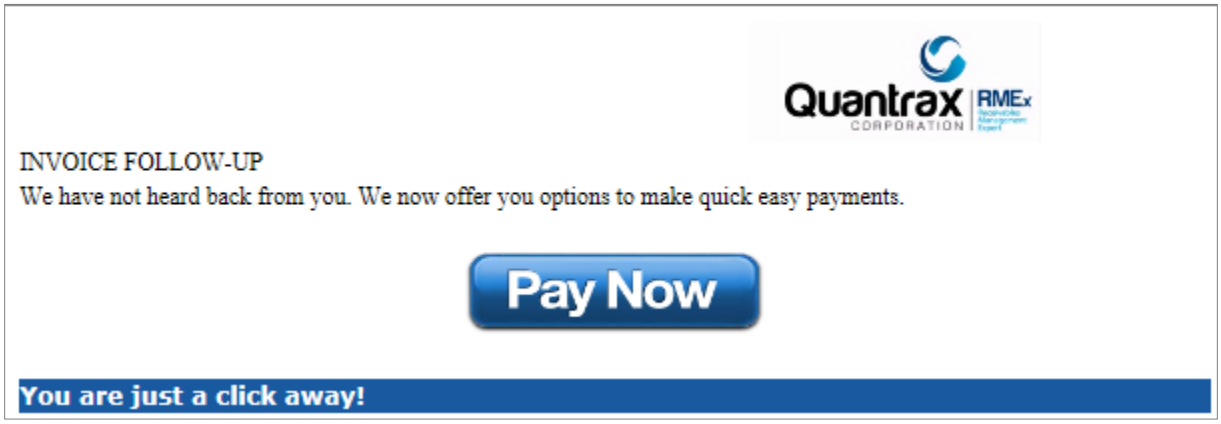
HTML Cover Pages

The following demonstrates how our sample HTML can be changed into your own very easily.

Please do not worry about doing it yourself unless you have someone that is familiar with HTML. We will replace buttons, images for you if you can just provide us with your logos and any other images (for buttons, etc.) you wish for it to contain, including any text.

Sample 01

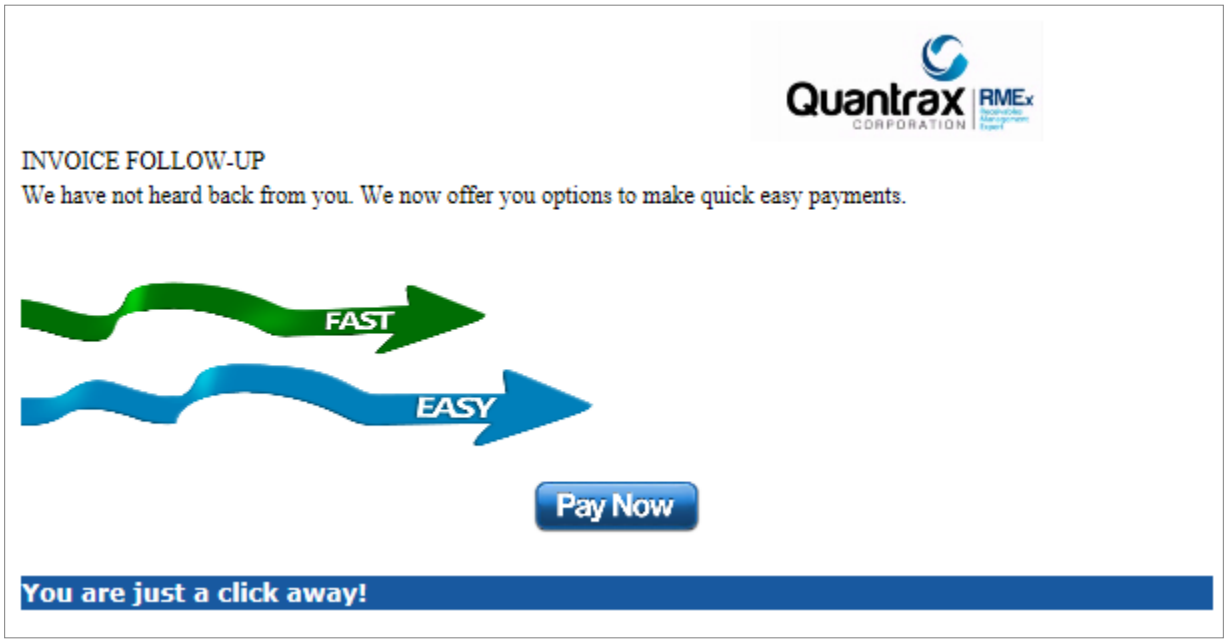


The HTML for the above design is as below.

```
<table width="800">
<tr><td align="right">
    <a href="http://www.quantrax.com/"><img src="http://www.international-presence.com/software/smimg/quantrax.png" width="600" height="80"/>
</td></tr>
<tr>
<td>
INVOICE FOLLOW-UP</td>
</tr>
<tr>
<td>
We have not heard back from you. We now offer you options to make quick easy payments.</td>
</tr>
<tr>
<td>  </td>
</tr>
<tr><td align="center">
        <a href="https://payport.quantraxhost.com/quantrax/"><img src="http://www.antonenterprise.com/wp-content/uploads/2016/09/paynow.png" width="200" height="60"/>
    </td>
</tr>
<tr>
<td>  </td>
</tr>
<tr><td>
    <h4 style="padding-middle: 2px; padding-bottom: 2px; font-family: verdana, helvetica, arial; background: #1859A0; color: white;">You are just a click away!</h4>
</td></tr>
</table>
```

You do not need to change much to achieve a version of this of your own. By changing the images and the wording you can easily achieve your own cover page for your secure email.

Sample 02



- To achieve *Sample 02* from *Sample 01*, you just need a simple change in the HTML.

```
<table width="800">
<tr><td align="right">
    <a href="http://www.quantrax.com/"><img src="http://www.international-presence.com/software/smimq/quantrax.png" width="600" height="80"/>
</td></tr>
<tr>
<td>
INVOICE FOLLOW-UP</td>
</tr>
<tr>
<td>
We have not heard back from you. We now offer you options to make quick easy payments.</td>
</tr>
<tr>
<td>  </td>
</tr>
<tr><td align="left-side">
    <a href="https://payport.quantraxhost.com/quantrax/"><img src="http://www.bedifferentorbedead.com/images/uploads/Fast_and_easy.png" width="400" height="150"/>
</td></tr>
<!We have not heard back from you. We now offer you options to make quick easy payments.>
<tr><td align="center">
    <a href="https://payport.quantraxhost.com/quantrax/"><img src="http://www.antonenterprise.com/wp-content/uploads/2016/09/paynow.png" width="111" height="38"/>
</td></tr>
<tr>
<td>  </td>
</tr>
<tr><td>
    <h4 style="padding-middle: 2px; padding-bottom: 2px; font-family: verdana, helvetica, arial; background: #1859A0; color: white;">You are just a click away!</h4>
</td></tr>
</table>
```

- It simply adds up a few more lines which contains an image path to load.

Letterheads

A letterhead is what converts a standard letter PDF into a professional looking letter.

This…

ATTN: Natalie Portman
Date of Invoice: October 10, 2016
100 #
Main St
Seattle WA 46747

RE: Original Creditor: VARIOUS CREDITORS
Account Number: 121638
Previous Balance: $14.09
Payment Amount: $5.00
Balance Due: $.00

THIS ACCOUNT HAS BEEN PAID IN FULL

Please be advised that this letter serves as written verification that the above referenced debt has been paid and this matter is considered satisfied (Any payment returned due to insufficient funds will nullify this document).

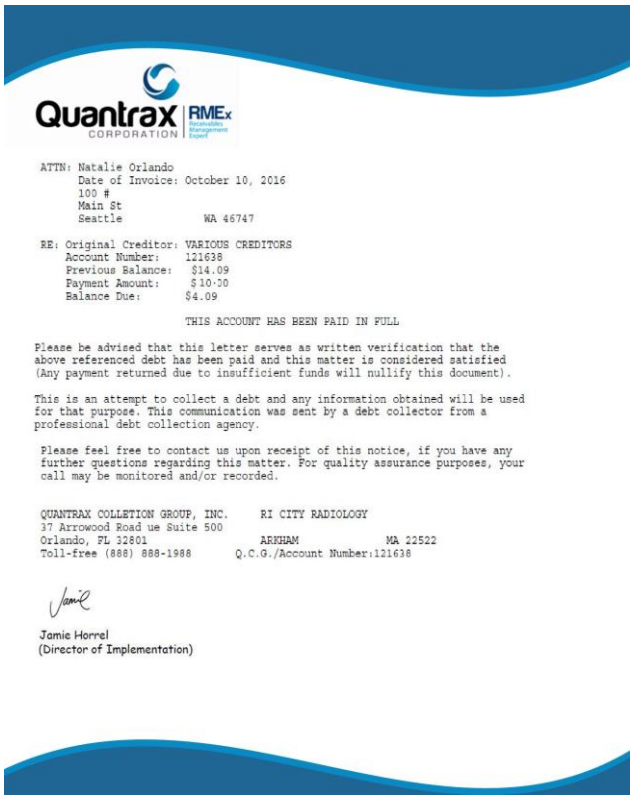
This is an attempt to collect a debt and any information obtained will be used for that purpose. This communication was sent by a debt collector from a professional debt collection agency.

Please feel free to contact us upon receipt of this notice, if you have any further questions regarding this matter. For quality assurance purposes, your call may be monitored and/or recorded.

QUANTRAX COLLETION GROUP, INC. RI CITY RADIOLOGY
37 Arrowood Road ue Suite 500
Orlando, FL 32801 ARKHAM MA 22522
Toll-free (888) 888-1988 Q.C.G./Account Number:121638

Ranjan Dharmaraja
CEO

Into this!



- You need to design your letterheads as PNG images at 200DPI.
- The dimensions should be of a standard letter for a full page letterhead.