Secure Email Instructions

The Oregon Health Authority (OHA) and Department of Human Services (DHS) are strongly committed to protecting the privacy and security of all of the people we serve. That is why we require that all email be sent securely if it contains protected client information.

- You can only send secure email to addresses that end with **@dhsoha.state.or.us**.
- You must complete all steps – logging in, composing and sending your secure email – in the same browser, on the same device, within one 60-minute period.

Starting a secure email to DHS or OHA

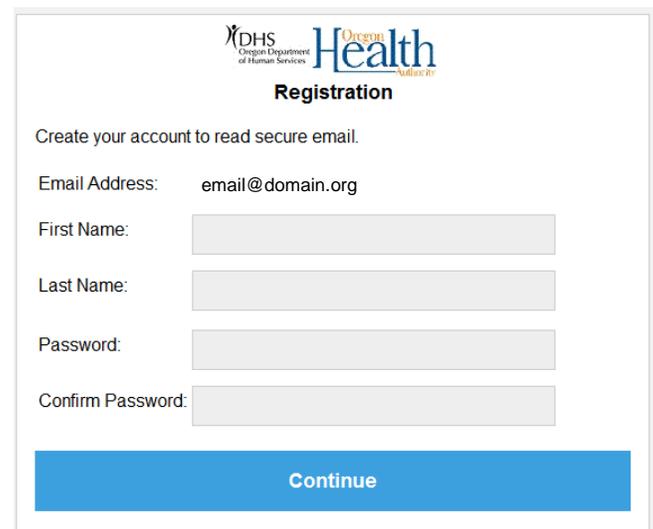Go to https://secureemail.dhsoha.state.or.us/encrypt. Enter your email address, then click "Continue."

- First-time users will go to the "Registration" page.
- Returning users will go to the "Login" page.

Registration (for first-time users)

Enter all fields, then click "Continue." Passwords must:

- Be 8-20 characters long.
- Contain at least one digit (0-9).
- Contain both upper- and lower-case letters.
- Not contain your username.

You will get an activation request email. When you click the link in the email, you will get to compose your secure email.
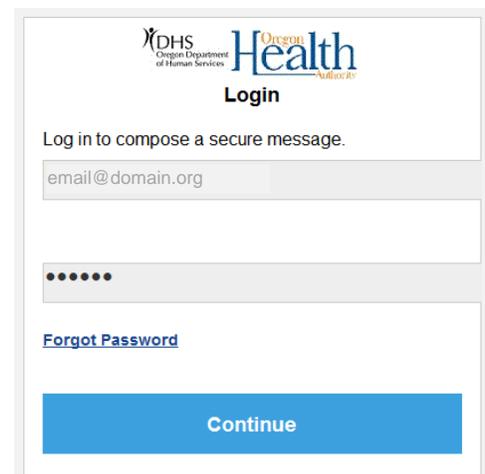
Registration

Create your account to read secure email.

Email Address: email@domain.org

First Name:

Last Name:

Password:

Confirm Password:

Continue

Login (for returning users)

Enter your password, then click "Continue" to compose your secure email.   If you forget your password:

- Click "Forgot Password."
- You will get to enter a new password, then get a password authentication email.
- When you click the link in the email, you will get to compose your secure email.

Login

Log in to compose a secure message.

email@domain.org

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Forgot Password

Continue

Composing secure email

Once logged in, you can securely send attachments and any information you need to share.

Questions? Email dhs.servicedesk@dhsoha.state.or.us or 503-945-5623.