



Children's Intensive In-home Services

Instructions for using the ODHS Secure Email Portal

ProofPoint, the ODHS secure email portal

<https://secureemail.dhsoha.state.or.us/encrypt>

Sending Sensitive Information to CIIS via ProofPoint

If you have previously received secure email from ODHS, you may log into ProofPoint using the same email and password you use to access those emails.

If you have never exchanged secure email with ODHS staff, please create a ProofPoint account online by following the prompts at the portal address above. (Use the email address that you currently use when corresponding with CIIS staff.)

Once registered, log into the ProofPoint system and create correspondence as you would with any online email system. All emails sent through the portal will be encrypted and secure.

Important Note: ProofPoint will not store a record of sent emails. If you want a record of the correspondence, have the system send you a copy of your email.