



Background Information

To protect your confidential data in our e-mail correspondence, it is sent via Z1 SecureMail. This is an encryption service used by the Dr. Dienst & Partner group to enable secure communication with external partners.

If you already use an encryption method such as S/MIME (e.g. used by the Datev SmartCard) or PGP, please reply to the message from your contact at Dr. Dienst & Partner with a digital signed e-mail (S/MIME) or an e-mail with the public key (PGP).

If you do not have either a S/MIME certificate or a PGP key, you can register at our free portal. Via this portal you can view encrypted mails. After registration, you can send encrypted mails to the Dr. Dienst & Partner group, also via the portal.

Proceed as follows:

1. Registration process

Click on the link that your contact person has sent you by e-mail. If you do not find the e-mail, check your SPAM folder. Please note that the activation link is only valid for 7 days. Consult your contact person if the link has expired.

In order to use this service, kindly register with a few clicks via the following activation link:

<https://securemail.hlb-ddp.de/activation.xhtml?token=rm22p9vc678rk5g669oi&code=%3Cwo32-9Si-WH&domain=9>

PLEASE NOTE: The activation link is valid for 7 day(s).

Step 1:

Set up your Z1 SecureMail user account and set your personal password.

The screenshot shows the 'Account Setup' page for Z1 SecureMail. At the top left is the logo for 'Gruppe Dr. Dienst & Partner'. The main heading is 'Account Setup' with the subtext 'You need a user account to exchange encrypted emails with us.' and 'Step 1 of 3' on the right. Below this is a progress bar. The form fields are: 'E-mail address:' with a red arrow pointing to the input field and the text 'Your e-mail address'; 'Locale:' with a dropdown menu set to 'English' and a red arrow pointing to it; 'Enter a password for your user account.' followed by 'Password:' and 'Confirm password:' fields, both with red arrows pointing to them. A yellow 'Next' button is at the bottom. The footer includes 'Gruppe Dr. Dienst & Partner' and 'powered by zertificon'.



Step 2:

Use the security question to enter an answer that will allow you to access your account if you forget your password.

Gruppe Dr. Dienst & Partner

Account Setup

You need a user account to exchange encrypted emails with us.

Step 2 of 3

The security question allows you to regain access to your account if you have lost your password.

Security question:

Answer:

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Step 3:

Complete the setup. You can then log in with your created user account to read your encrypted messages.

Gruppe Dr. Dienst & Partner

Account Setup

You need a user account to exchange encrypted emails with us.

Step 3 of 3

Setup Succeeded

You've set up your account successfully. Log in now to read your confidential messages.

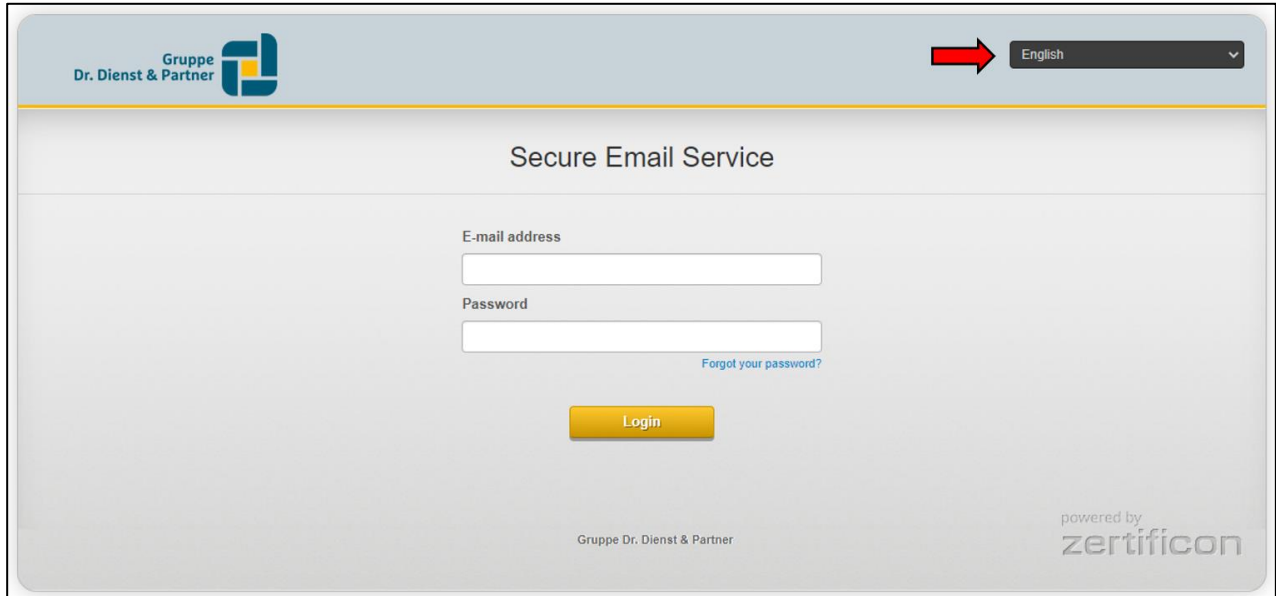
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2. View and reply to encrypted mails

Step 1:

Log in to Z1 with the user account you created.



Gruppe Dr. Dienst & Partner

English

Secure Email Service

E-mail address

Password

[Forgot your password?](#)

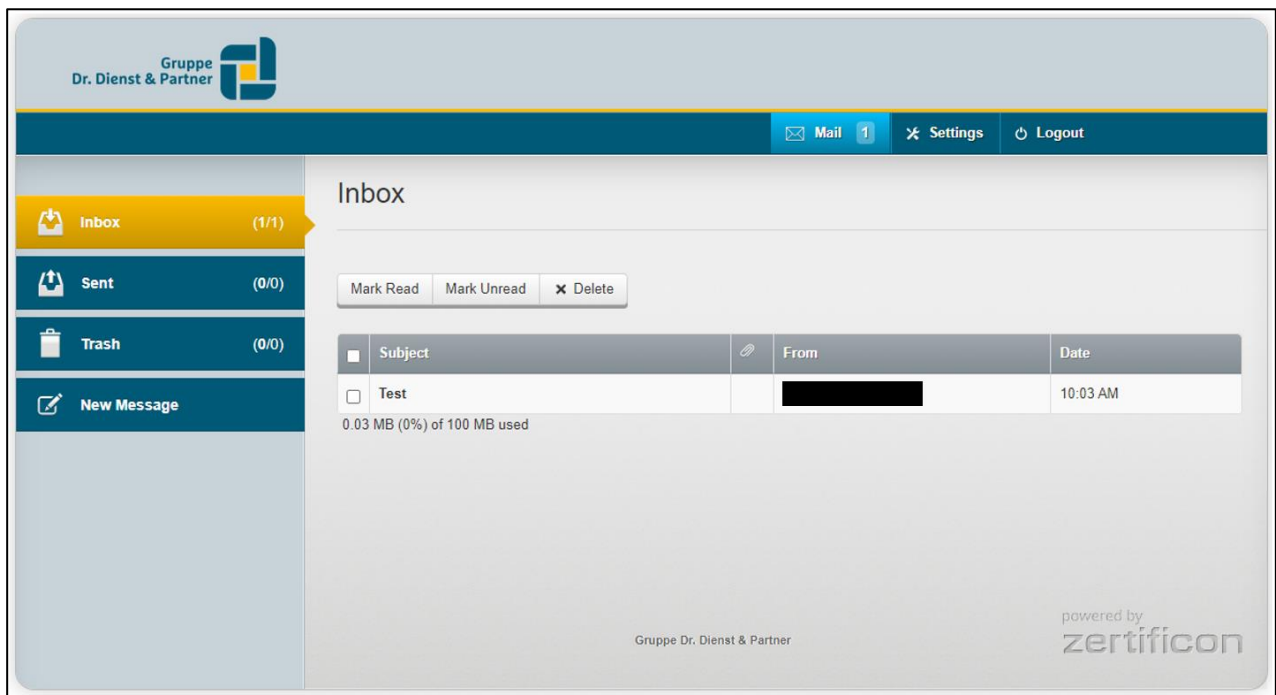
Login

Gruppe Dr. Dienst & Partner

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Step 2:

View your new e-mails via inbox



Gruppe Dr. Dienst & Partner

Mail 1 Settings Logout

Inbox

Mark Read Mark Unread Delete

<input type="checkbox"/>	Subject	From	Date
<input type="checkbox"/>	Test	[REDACTED]	10:03 AM

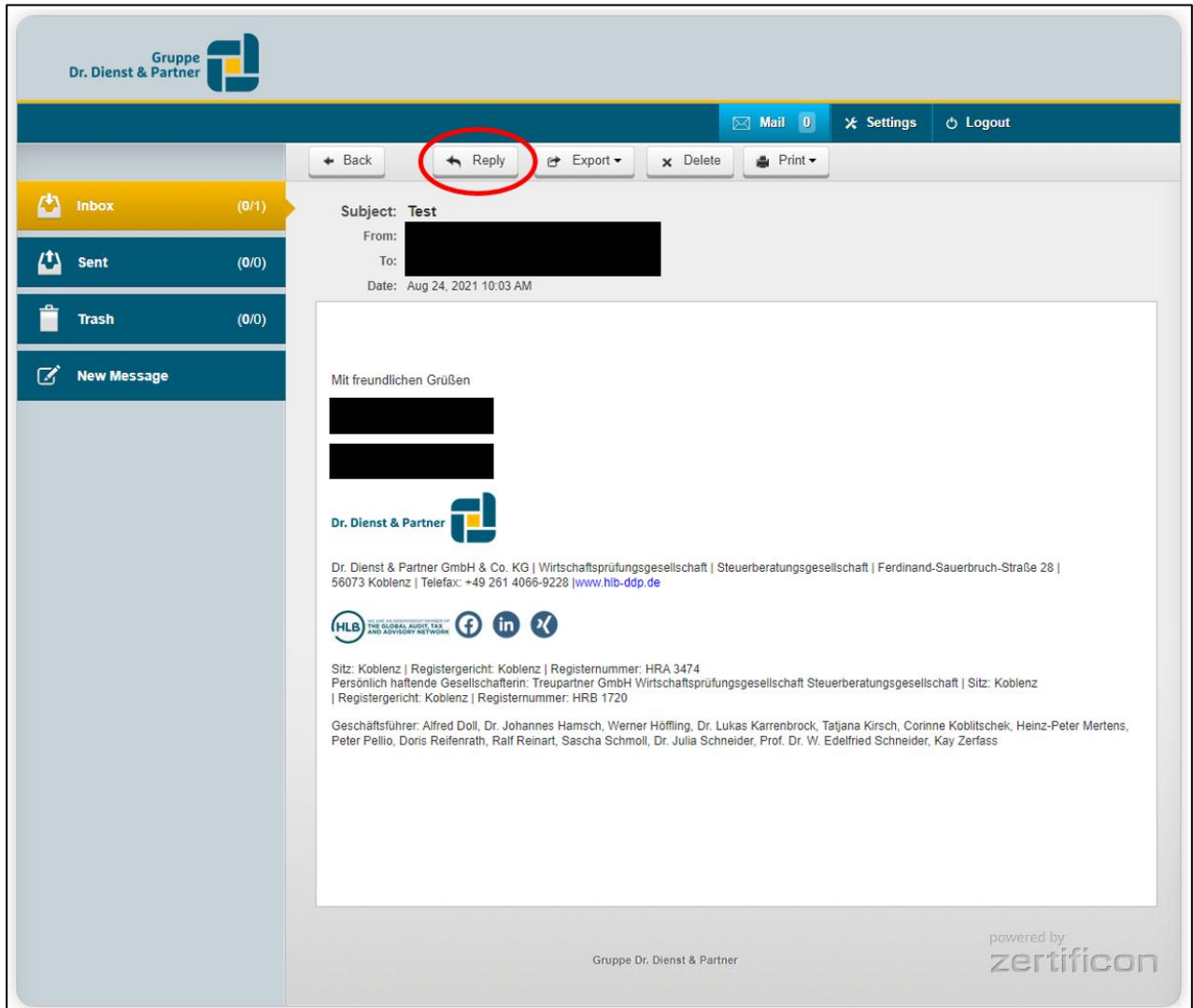
0.03 MB (0%) of 100 MB used

Gruppe Dr. Dienst & Partner

powered by zertifficon

Step 3:

Reply to the encrypted e-mail directly via the Z1 SecureMail portal.



The screenshot displays the Z1 SecureMail web interface. At the top left, the logo for 'Gruppe Dr. Dienst & Partner' is visible. The top navigation bar includes 'Mail 0', 'Settings', and 'Logout'. Below this, a toolbar contains buttons for 'Back', 'Reply' (highlighted with a red circle), 'Export', 'Delete', and 'Print'. The left sidebar shows folders: 'Inbox (0/1)', 'Sent (0/0)', 'Trash (0/0)', and 'New Message'. The main content area shows an email with the following details:

- Subject: Test
- From: [Redacted]
- To: [Redacted]
- Date: Aug 24, 2021 10:03 AM

The email body contains the text 'Mit freundlichen Grüßen' followed by two redacted lines. Below this is the 'Dr. Dienst & Partner' logo and contact information:

Dr. Dienst & Partner GmbH & Co. KG | Wirtschaftsprüfungsgesellschaft | Steuerberatungsgesellschaft | Ferdinand-Sauerbruch-Straße 28 | 56073 Koblenz | Telefax: +49 261 4066-9228 | www.hlb-ddp.de

Logos for HLB (The Global Audit, Tax and Advisory Network), Facebook, LinkedIn, and X are also present. Further down, the company's legal information is provided:

Sitz: Koblenz | Registergericht: Koblenz | Registernummer: HRA 3474
Persönlich haftende Gesellschafterin: Treupartner GmbH Wirtschaftsprüfungsgesellschaft Steuerberatungsgesellschaft | Sitz: Koblenz | Registergericht: Koblenz | Registernummer: HRB 1720

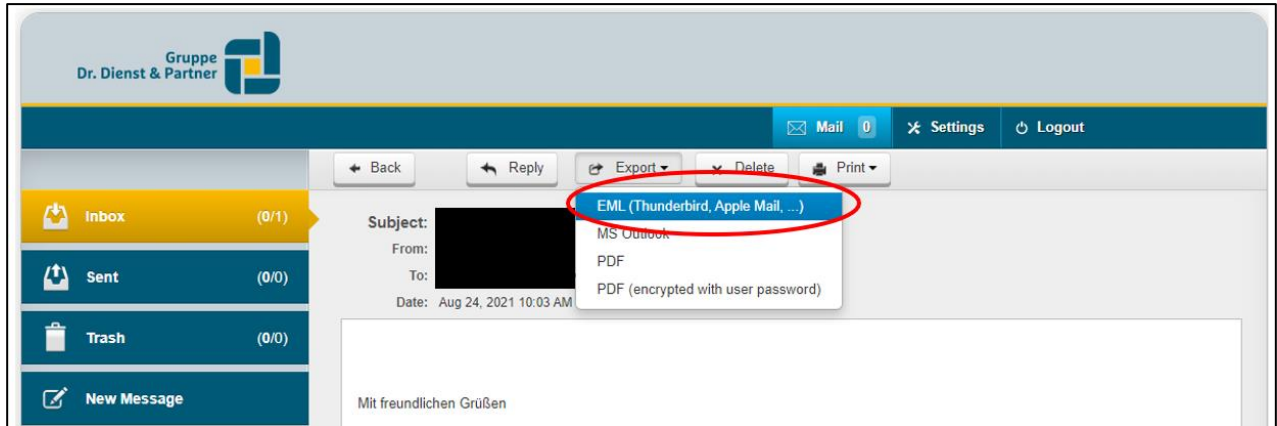
Geschäftsführer: Alfred Doll, Dr. Johannes Hamsch, Werner Höffling, Dr. Lukas Karrenbrock, Tatjana Kirsch, Corinne Kobitschek, Heinz-Peter Mertens, Peter Pello, Doris Reifenrath, Ralf Reinart, Sascha Schmoll, Dr. Julia Schneider, Prof. Dr. W. Edelfried Schneider, Kay Zerfass

At the bottom right, the text 'powered by zertificon' is displayed.

Export to your own e-mail programme:

If you need the e-mail e. g. in Outlook, you can download it into your e-mail program using the "Export" function.

1. Export the e-mail in EML format.



2. Open the exported file with a double click. You will find it in your downloads folder.

3. Move the EML file to your inbox.

