



agency for persons with disabilities
State of Florida

Charlie Crist,
Governor

..

Jim DeBeaugrine,
Director

..

Area 12 Office

..

210 N. Palmetto
Ave., Ste. 312
Daytona Beach,
Florida
32114

..

(386) 947-4026

Fax:

(386) 238-4753

Toll Free:

(866) APD-CARES

(866-273-2273)

Dear APD Service Provider/Vendor:

As you are well aware, e-mail has become the preferred medium for most communications with the agency. APD is pleased to announce the upcoming rollout of a new agency-wide security service that will enable us to better protect confidential information sent via e-mail to vendors, service providers, and other external correspondents. In our commitment to maintain confidentiality in all our agency communications, we have contracted with Zix Corporation™ to develop a new Secure E-Mail Message Center. This Web-based solution will use encryption to ensure a high degree of security.

Beginning May 12, 2008, all electronic communications from APD that contain confidential or HIPAA-related information will be encrypted and delivered to your e-mail address via ZixMail™. The e-mail will contain a link to our Secure E-Mail Message Center Web site. APD will require that you send emails to APD using the Agency's Secure E-Mail Message Center Web site when those emails contain confidential or HIPAA-related information. This Web-based solution will be available for your use at no charge. All you will need to do is create an account with a user name and password. Instructions to log into the system are located at: <http://apd.myflorida.com/securemail/>.

For the added convenience of using your own e-mail program to exchange encrypted e-mails with APD, you will have the option of installing ZixMail software on your computer. You can purchase the client software directly from Zixcorp.com, however it is not required by APD that you do so. Information on how to contact Zixcorp is available on the APD Secure Messaging Center or at www.zixcorp.com

If you have questions concerning our new Secure E-Mail Messaging Center and APD's security policies, feel free to contact the APD Office of Information Security Management at APD_ISM@apd.state.fl.us.