



ARIZONA DEPARTMENT OF FINANCIAL INSTITUTIONS

Confidential E-mail Submission Instructions

Submitting Consolidated Reports of Condition and Income (Call Reports), audit reports or reports of financial condition to the Arizona Department of Financial Institutions (AZDFI) can now be mailed electronically from your computer. In January, 2011 AZDFI launched a new internet based encryption e-mail system called Zix to keep your submissions confidential.

Because the system is internet based, all you need is an e-mail address and a password created by you to get started. Your sent message will automatically delete after 30 days and you have the option to check and see if your mail was delivered.

- Use the following hyperlink for directions on how to [create a new secured email account](#) using Zix. For the Financial Institutions Division, you do not have to fill out the ESA form.
- Use the following hyperlink for directions on how to [send encrypted email](#) using Zix. *For proper distribution of your e-mail, please make sure when you are sending your e-mail that you choose from the "To:" drop-down list "Banks, Credit Unions and Trust Companies" as the recipient. (The instructions tell you to choose Licensing) You do have the option to communicate with other areas of AZDFI for other matters if you so choose.*
- Use the following hyperlink for directions on how to [receive encrypted email](#) using Zix.

We are committed to protecting intellectual property and proprietary information, and we are pleased to provide an easy-to-use solution that secures our shared email communications.

You can contact Susan Zimmerman at 602-771-2771 with any questions on how to use the Zix e-mail system.