

# HOW TO USE

# TUMBLEWEED®

To comply with the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA), Intermountain Healthcare® and SelectHealth purchased secure e-mail software called Tumbleweed. Recipients of secure messages will have the ability to reply and initiate new e-mail with Tumbleweed.

*If you already have a Tumbleweed account, please skip to step "6".*

## 1. Begin using Tumbleweed

To get a Tumbleweed account, request a secure message from a SelectHealth or Intermountain Healthcare employee.

## 2. Recognizing a secure message

When an e-mail containing personal health information is sent from a SelectHealth or Intermountain Healthcare employee, you will receive a message asking you to log in to Tumbleweed. Once you log in, you will be able to view the message and reply.

## 3. First-time Tumbleweed users

The first time you log in to Tumbleweed, you will have to create an account before you can view your message.

## 4. Replying to a message

Just click on "Reply" and write your message.

You can attach files by clicking on "Browse..." under the message, choosing your file, and then clicking "Attach File." Repeat this step to add more files.

## 5. Composing a new message

Click "Compose" and write your message.

NOTE: You can only use Tumbleweed to send secure messages to a SelectHealth or Intermountain Healthcare e-mail address.

## 6. Already have a Tumbleweed account?

- Visit [selecthealth.org/securemessage](http://selecthealth.org/securemessage).
- Click the "Log In" button.
- Enter your e-mail address and password and click "Sign In".

