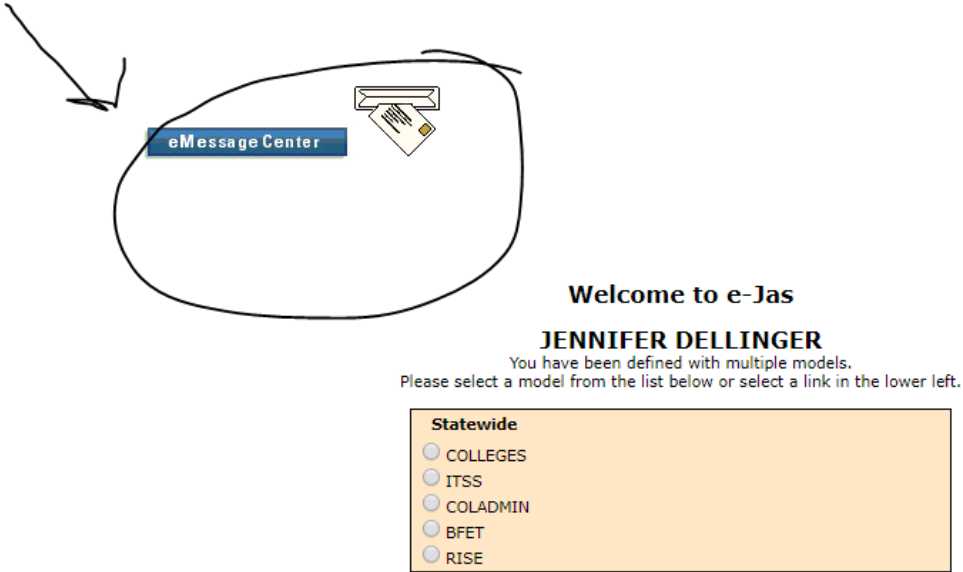
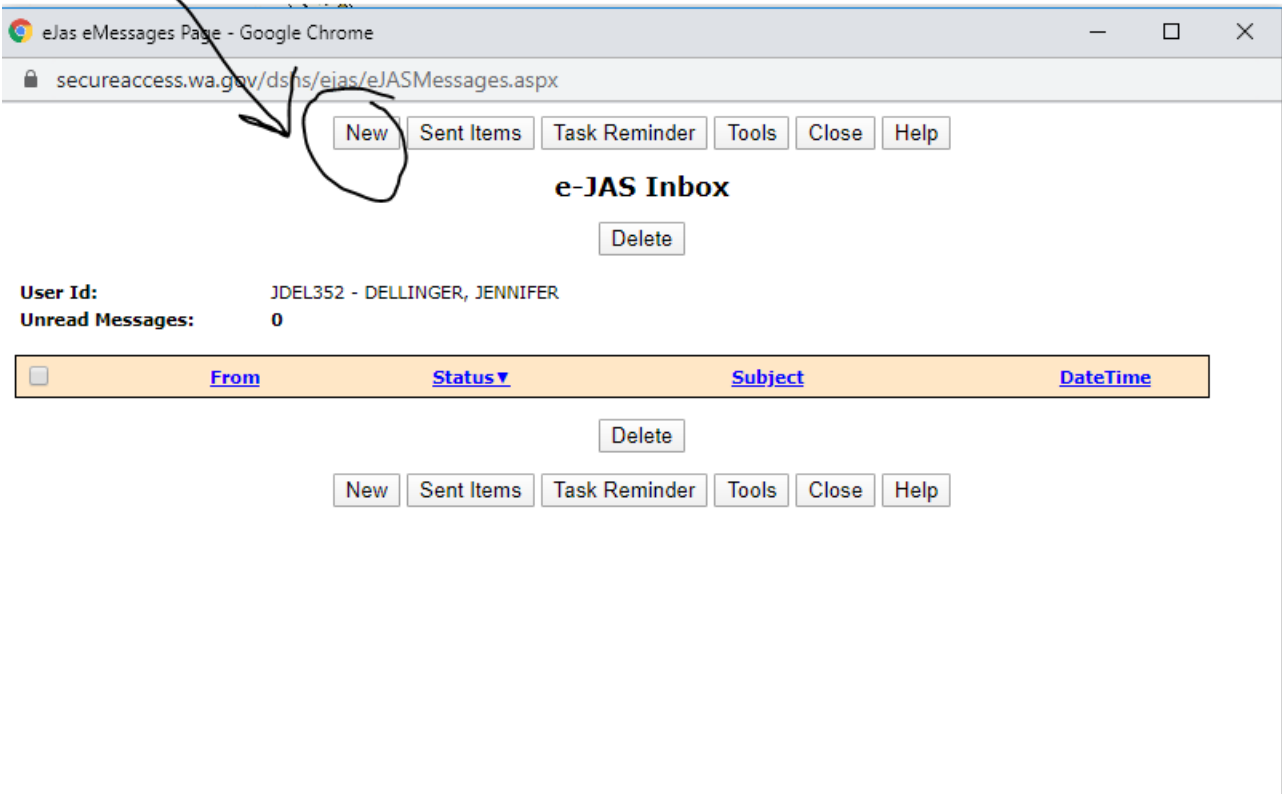


# How To Send A Secure Message In eJAS

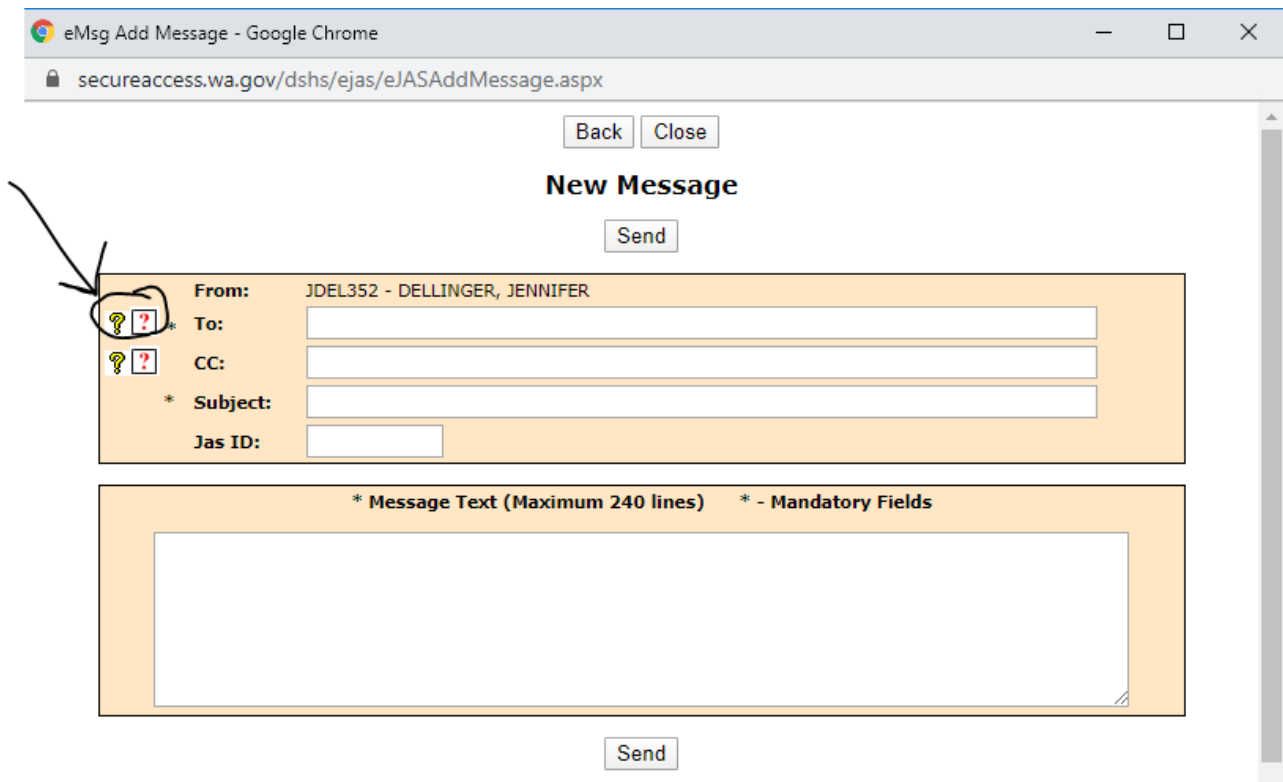
1. As soon as you log into eJAS, before entering into an eJAS model, open the eMessage Center by clicking the blue "eMessage Center" box.



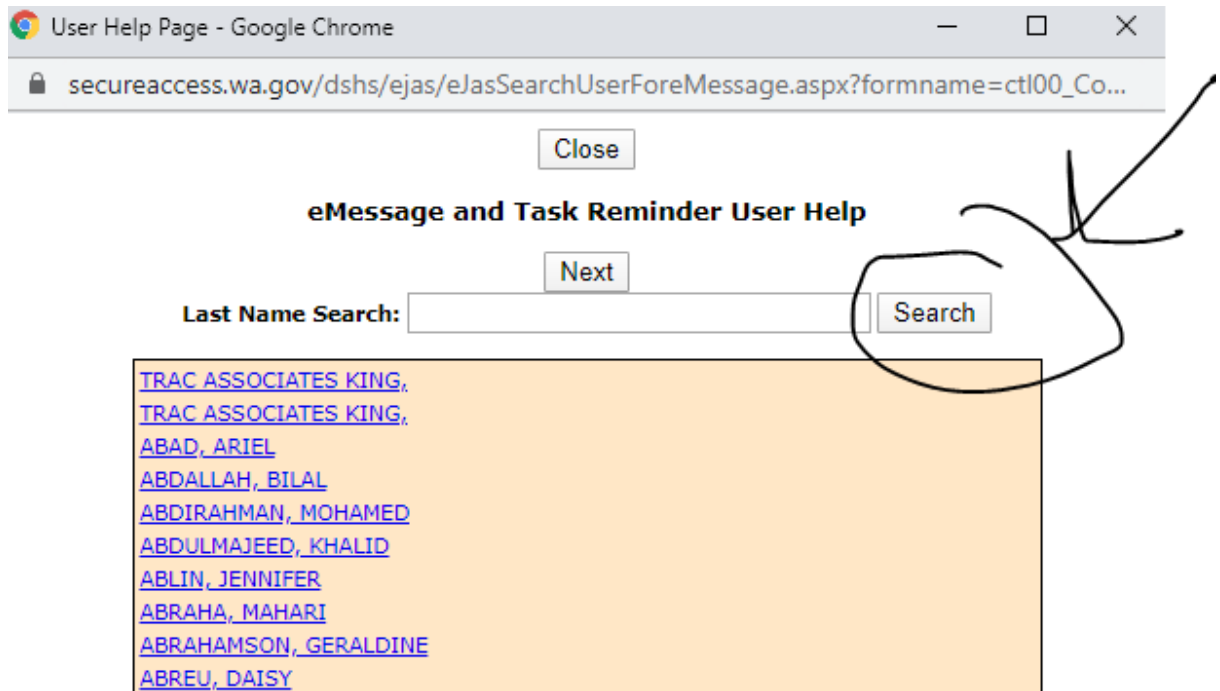
2. Your eJAS Inbox will open up. Select "New".



3. Select the recipient you would like to send a message to by clicking the “?” search feature.



4. To locate the person you would like to send a message to, input the recipients' last name and click the “search” function.



5. Select the correct recipient by clicking on the blue highlighted name.

User Help Page - Google Chrome  
secureaccess.wa.gov/dshs/ejas/eJasSearchUserForEmessage.aspx

Close

eMessage and Task Reminder User Help

Next

Last Name Search:  Search

- [RADER, DEANA](#)
- [RAE, KATY](#)
- [RAHMAN, ABDUL](#)
- [RAINIER CASE MANAGEME,](#)
- [RAJIC, DENIS](#)
- [RAMBOW, KARL](#)
- [RAMEY, SHELBY](#)
- [RAMIREZ, LINDA](#)
- [RAMIREZ, COLLEEN](#)
- [RAMIREZ, CARMEN](#)

6. Recipient is now in the “to” box. Insert subject and compose your message. Sections with an \* are required to be completed. Click “Send”.

eMsg Add Message - Google Chrome  
secureaccess.wa.gov/dshs/ejas/eJASAddMessage.aspx

Back Close

New Message

Send

From: JDEL352 - DELLINGER, JENNIFER

? \* To: DRAD352

? \* CC:

\* Subject:

Jas ID:

\* Message Text (Maximum 240 lines) \* - Mandatory Fields

Send