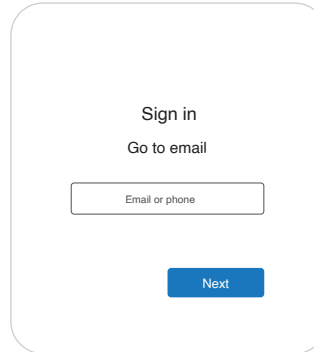
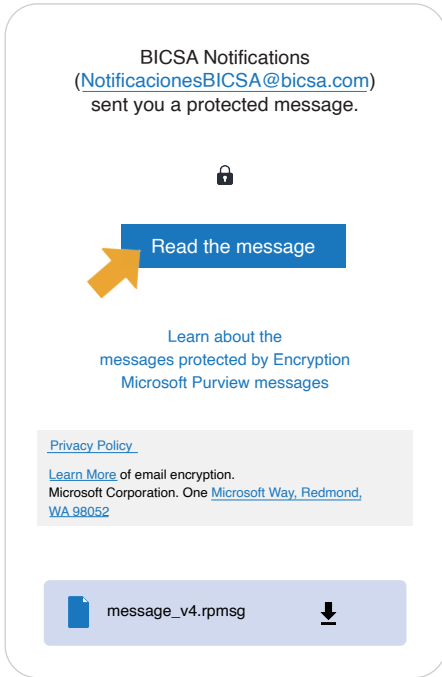


## How to read a Protected email?

1

Upon receipt of the request, click "Read the message".



If you selected option 1 "enter your email" Follow these steps.\*

1. Click "enter your email" You will be directed to the sign-in.
2. Enter your email and your password.
3. Click "Next" to access the message.

\*If you are already logged in to your email you will see the message directly.

We have sent a code of single-use access to (email)

Check your email, enter the access code of single-use and click Continue.

The single-use passcode will expire in 15 minutes.

Single-use Passcode

Continue

Didn't receive the single-use passcode? Check your spam folder or [Get another single-use password.](#)

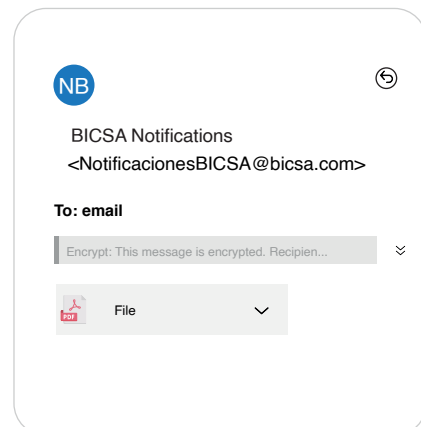
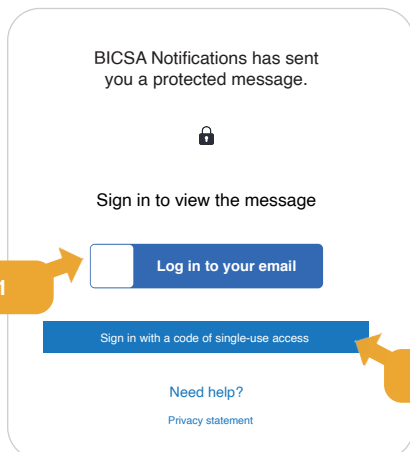
If you selected option 2 "Code of single-use access" Follow these steps

1. Click "Login with a single-use access".
2. You will be redirected to a page where you will be told that a code has been sent to your email.
3. Open your email and search the message with the code.
4. Copy the code and paste it into the field "Use single-use access".
5. Press "Continue" to access the message

2

You will then be directed to a screen where you must select one of the following options to view the message

Ready! You have checked your email and you will be able to see the message with the documents.



For more information, contact us at [servicioalcliente@bicsa.com](mailto:servicioalcliente@bicsa.com) or to the telephone switchboard (+507) 208-9500 and (800) 800-24272 from Costa Rica.