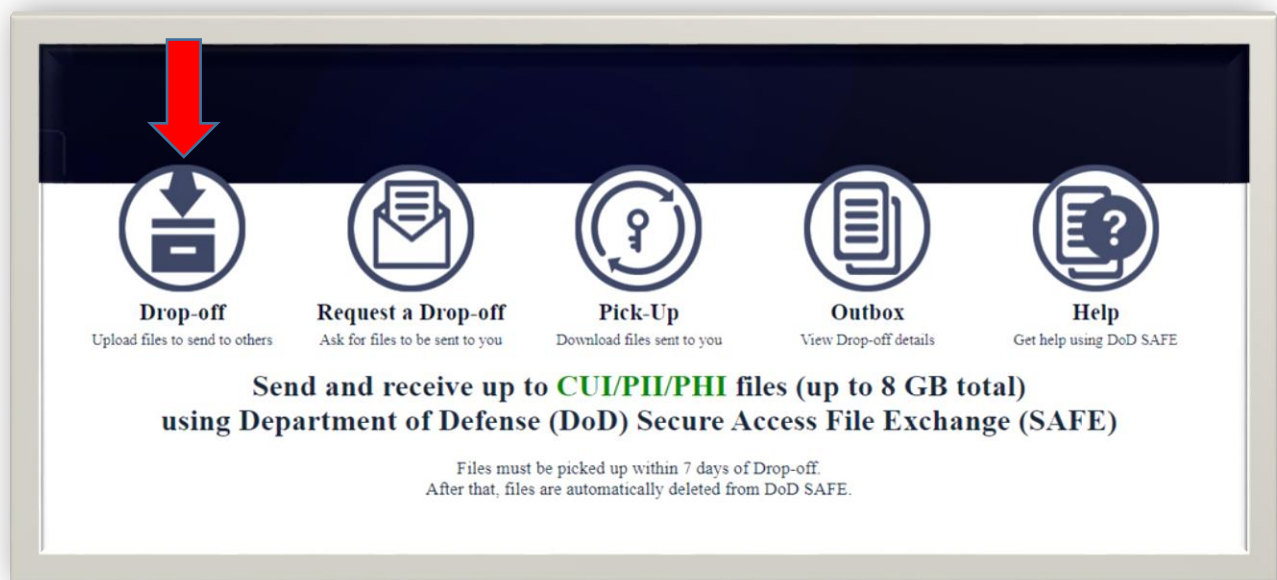
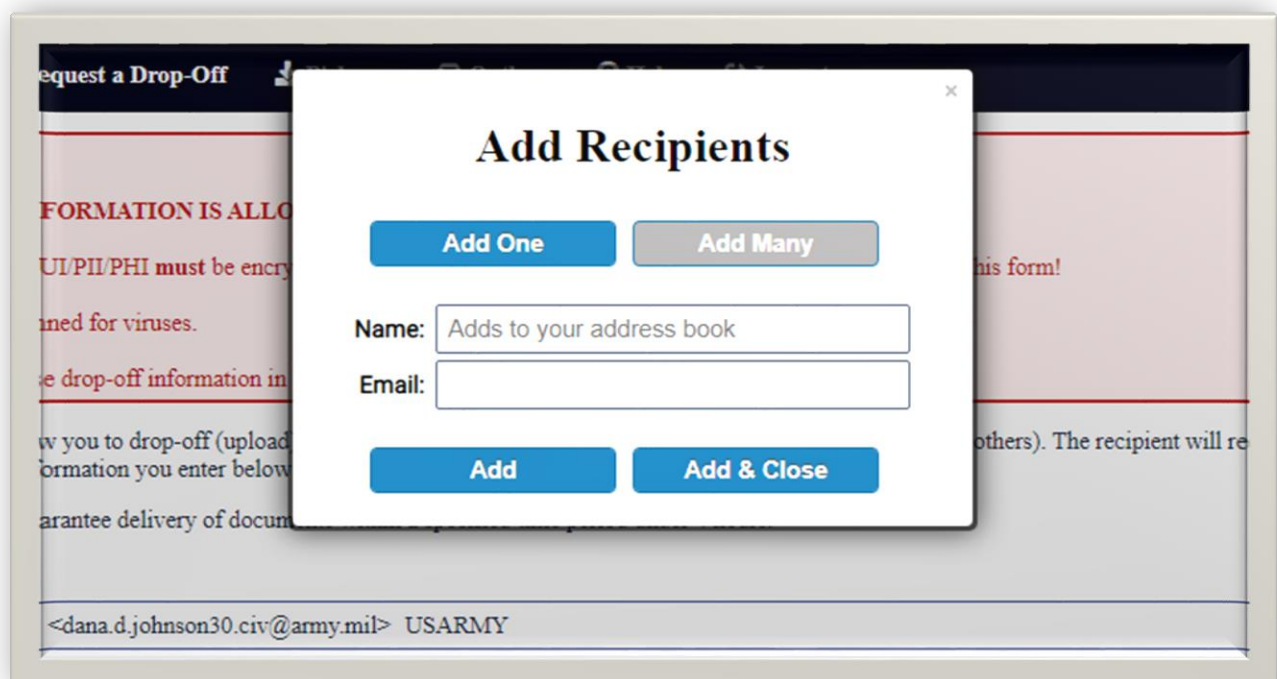


# **DoD SAFE SITE INSTRUCTIONS**

1. Go to the following link: <https://safe.apps.mil> It is best to use Microsoft Edge browser.
  - a. NOTE: Users should select their SIGNATURE certificate issued through the DoD Email Certificate Authority (CA) or select the AUTHENTICATION PIV certificate issued by the DoD Identifier (ID) Certificate Authority (CA) in order to connect. If no CAC enabled system available, please reach out to the AECW Medical team to request a Drop-Off notification link to be sent.
2. Authenticated CAC users can send files to any email address (i.e., .mil, .gov, .com).
3. Click on the 'Drop-off' button to upload your files.



4. Input the first and last name of the Recipient in the NAME box. Then input the AECW Medical Org box: [usarmy.in.hqda.mbx.aecw-medical-records@army.mil](mailto:usarmy.in.hqda.mbx.aecw-medical-records@army.mil) in the EMAIL box. Click 'Add & Close'



5. Be sure to check the box stating 'Encrypt every file (REQUIRED FOR CUI, PII, AND PHI). When you check this box, it will prompt you to create a passphrase. A simple passphrase can be the Last name of the individuals' medical documentation you are sending and the 4 digit year. (Example: Doe2021).

Please be sure to type this passphrase into the 'Short note to the Recipients:' box. This will eliminate us from having to correspond back and forth with you to get the passphrase you created as we will not be able to open any of the files without that passphrase.

**PLEASE NOTE**

**NO CLASSIFIED INFORMATION IS ALLOWED ON DOD SAFE**

Any files containing CUI/PII/PHI **must** be encrypted prior to uploading or by checking the **Encrypt every file** box in this form!

Uploaded files are scanned for viruses.

Do not share or disclose drop-off information in public forums.

This web page will allow you to drop-off (upload) one or more files (up to 8 GB total) for anyone (either a DoD user or others). The recipient will receive an automated email containing the information you enter below and instructions for downloading the file.

DoD SAFE does not guarantee delivery of documents within a specified time period under 4 hours.

**From:**  
JOHNSON.DANA.D <dana.d.johnson30.civ@army.mil> USARMY

**To:**  
Dana Brown <usarmy.in.hqda.mbx.aecw-medical-records@army.mil> +

**Short note to the Recipients:**

☐ Encrypt every file (REQUIRED FOR CUI, PII, AND PHI)  
☒ Send me an email when each recipient picks up the files

\* Note should **not** contain CUI, PII, PHI, or the Encryption Passphrase  
1000 / 1000 left

[Click to Add Files or Drag Them Here](#)

An example of how the short note should be typed is below for you to view.

**Short note to the Recipients:**

AECW MEDICAL DOCUMENTS FOR JOHN DOE - CLASS 22-05  
PASSPHRASE: Doe2021


\* Note should **not** contain CUI, PII, PHI, or the Encryption Passphrase  
930 / 1000 left

6. Click on blue button stating 'Click to Add Files or Drag Them Here'.

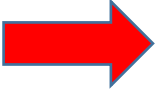


[Click to Add Files or Drag Them Here](#)

7. Once you have uploaded or dragged all of your files, click on the blue button stating 'Drop-off Files'

Filename	Size	Description
1: 1-Last name_First name_Data Card - V7.docx	34.9 KB	<input type="text"/>  Remove file

34.9 KB / 8192 MB

 [Drop-off Files](#)

8. A prompt will appear on the screen to confirm that the files in your upload do NOT contain classified information. Click 'OK'

9. Your files will then be uploaded and a link to download the files will successfully be sent to the Recipient(s). Please note that once a link is sent to the Recipient, the Recipient has only 7 days to retrieve/download the files before the link expires.