

Click the AMRDEC link below

<https://safe.amrdec.army.mil/safe/Welcome.aspx>

SAFE is for UNCLASSIFIED USE ONLY.

**SAFE**  
Safe Access File Exchange

SAFE is an alternative way to send files other than email. SAFE supports file sizes up to **2GB** for **UNCLASSIFIED DATA ONLY** to include PII and FOUO.

[Click here for Getting Started Guide](#)

To begin using SAFE please click on one of the links below.

## Welcome to the SAFE Web Application

### CAC Users

This option is for CAC users with a computer configured for CAC use. When prompted for a certificate, select the one with "EMAIL" in the name.

[Click Here](#)

or

### Non-CAC Users

For users **without** a CAC **OR** if your computer is **not** configured to read your CAC. Using this option will allow you to access SAFE as a **guest**.

[Click Here](#)

## How Does it Work?

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### 1. Select Upload Method

Department of Defense CAC users should choose the CAC option, and all others should choose the

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### 2. Sender Uploads Files

The sender fills out their information and then adds files and recipients to the package. Many security

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### 3. Recipient Downloads Files

Recipients will receive an email with a link and unique password to download the package. After

# Fill out your information and choose the file you wish to send.

## UNCLASSIFIED USE ONLY, TO INCLUDE PRIVACY DATA

### Personal Information

Your Name:	<input type="text"/>	<a href="#">HELP</a>
Your Email Address:	<input type="text"/>	<a href="#">HELP</a>
Confirm Your Email Address:	<input type="text"/>	<a href="#">HELP</a>

### File Information

#### Notice

- SAFE is not for personal use and is to be used only in direct support of your job function.
- SAFE is for UNCLASSIFIED data only to include PII and FOUO.
- Files will be available for **two (2)** days after upload.
- Contact the intended recipient(s) before submitting a package to ensure they are available to receive the file(s).
- You and your organization will be held accountable for non-compliant activity on SAFE.

[Choose File](#) No file chosen [HELP](#)

25 Maximum Files (total size cannot exceed 2GB)

File(s):

Description of File(s): [HELP](#)

Do NOT enter Privacy Act Data (PII) in the description.

# Enter email address of the person you wish to send the file to and click add. Click upload.

## Recipient Information

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Provide an email address to give access to:

### Manually Enter Email Address

Email Address:   [HELP](#)

**Do not send SAFE packages to group email accounts.**

Recipients List:

[HELP](#)

## Email Settings

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Encrypt email message when possible [HELP](#)

Notify me when file(s) downloads are **STARTED** [HELP](#)

Notify me when file(s) downloads are **COMPLETED** [HELP](#)

NONE

FOUO



Other:

# Follow the instructions sent to your email.

The files were successfully uploaded. You will receive a confirmation email shortly.

Your files cannot be downloaded by recipients until you verify your email address. Please check your email for further instructions.

## Information on The Uploaded File(s)

File Name	File Size
How to guide AMRDEC.pdf	262 KB
Total file size:N/A	

# Enter the password next.

## Package Status

To check the status of your package, enter your password:

Submit

[Where is my Password?](#)

**Note:** This page is only for checking the package status. You cannot download files from this page.

This password is located in the notification email you received from SAFE.

# Click verify and continue

This package has not yet been sent. You must verify your email address by clicking the Verify button below. Clicking the Cancel Package button will void the package, the recipient(s) will not receive a Delivery Notice email, and you will no longer be able to verify the package.

Verify

Cancel Package

Email address verified. The package has been sent.

Continue

At this time, your recipient should receive an email with the URL and password.