

## Sending Encrypted Documents via DODSAFE

1. Log into DODSAFE: <https://safe.apps.mil/>
2. You will be taken to the homepage, click on Drop-off to begin:

**DoD SAFE** Logged on as user: GILBERVERASELMA

**Drop-off**  
Upload files to send to others

**Request a Drop-off**  
Ask for files to be sent to you

**Pick-Up**  
Download files sent to you

**Outbox**  
View Drop-off details

**Help**  
Get help using DoD SAFE

**Announcements**  
New features in DoD SAFE 1.7 such as:  
• Improved user guide now available directly on SAFE website.  
• Expired drop-offs can be viewed.  
• Subset of files in a drop-off can be downloaded in a zip.  
• Selected recipients can be re-sent a drop-off.  
• Drop-off screen UI enhancements to streamline file drop-off process.

DoD SAFE is approved for CUI/PII/PHI file exchange, but files must be encrypted. [How do I encrypt files?](#)

**FAQ Quick Clicks**

- How secure is DoD SAFE?
- Can SAFE be used for backup storage?
- Why is my CAC not working?
- Why is my PIV not working?
- How do I send files?
- What kind of files can I send?
- How long are Drop-offs active?
- How does DoD SAFE handle file transfers containing malware or malicious files?

**IMPORTANT**

- Per Office of the Secretary of Defense (OSD) guidance, DoD SAFE should NOT be used for transmission of contract proposals or other contract award documentation. Instead, OSD directs that the Procurement Integrated Enterprise Environment (PIEE) be used for time-sensitive contract submissions and related documentation.
- DoD SAFE does NOT guarantee a delivery time. Please allow up to 4 hours for delivery.
- File transfers of malware or malicious files are not supported.
- Files must be picked up within 7 days of Drop-off. After that, files are automatically deleted from DoD SAFE.
- File size, customer network connection, connection type, and number of files are factors in the total upload/download time of files. DoD SAFE is not recommended for time sensitive file transfers.

3. Input the name and email address of the recipient for your documents and click Add & Close (Note you can add multiple people if needed):

**Add Recipients**

**Add One** **Add Many**

**Name:** Vera Gilbert

**Email:** vera.s.gilbert@navy.mil

**Add** **Add & Close**

4. Add a note to the recipient(s) then click on “Encrypt every file (REQUIRED FOR CUI, PII, AND PHI)”

**From:**  
GILBERT.VERA.SELMA <vera.s.gilbert.mil@us.navy.mil> USN

**To:**  
Vera Gilbert <vera.s.gilbert@navy.mil>

**Short note to the Recipients:**

Test

Encrypt every file (REQUIRED FOR CUI, PII, AND PHI)  
 Send me an email when the Drop-Off is completed  
 Send me an email when each recipient picks up the files

\* Note should not contain CUI, PII, PHI, or the Encryption Passphrase  
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5. Once you click on Encrypt a pop up box will appear for you to add a Passphrase. **\*\*Note: you will need to send a separate email to the recipient(s) letting them know what the Passphrase is\*\***

**Encryption Passphrase**

**This passphrase will not be sent to the recipients.  
You need to do this yourself.**

Passphrase:

And again:

**OK**

and instructions for downloading the file

- Once you have created your passphrase, you will need to click on the box labeled “Confirm that the files...” and then click on the box labeled “Click to Add Files or Drag Them Here”

**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!

It is the user's responsibility to only send files containing CUI to authorized CAC users.

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. File transfers of malware or malicious files are not supported.

From:

GILBERT.VERA.SELMA <vera.s.gilbert.mil@us.navy.mil> USN

To:

Vera Gilbert <vera.s.gilbert@navy.mil>  

Short note to the Recipients:

Test

- Encrypt every file (REQUIRED FOR CUI, PII, AND PHI)
- Send me an email when the Drop-Off is completed
- Send me an email when each recipient picks up the files

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

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- Confirm that the files in this upload do NOT contain classified information. By checking this box, you are confirming that the files do not contain classified information and are aware that your organization will be held accountable for non-compliant data sent through the system.

**Click to Add Files or Drag Them Here**

Send Drop-off

- Add your file(s). Once they have uploaded, click on Send Drop-Off.

- Confirm that the files in this upload do NOT contain classified information. By checking this box, you are confirming that the files do not contain classified information and are aware that your organization will be held accountable for non-compliant data sent through the system.

**Click to Add Files or Drag Them Here**

**Send Drop-off**

Files are not uploaded until **Send Drop-off** is clicked.

Filename	Size	File Description
1: POA .pdf	13.3 KB	<input type="text" value="Enter a file description"/> 

- Your recipient(s) will receive an email from DODSAFE with instructions on how to download the files. **Remember, you MUST provide a follow-up email to the recipient(s) with the passphrase you created so they can download the file(s).**

