

AMRDEC SAFE ACCESS FILE EXCHANGE (SAFE)

Safe can be used for free by both contractors and vendors to exchange files that exceed the AFWay 12MB size and 10 attachment documentation limits. SAFE is a simple file sharing alternative because user accounts are not required; therefore, anyone can use SAFE.

-SAFE is an alternative for the contracting community to send large files to vendors and for vendors to send large files to contracting officers.

-SAFE is a file sharing system hosted by the Army at Redstone Arsenal.

-Users can upload 25 documents with a total 2GB limit.

-SAFE has an ATO from the Army and has 128-bit encryption security.

--Approved by Army IO to share FOUO and Privacy Act files.

-How to use SAFE

--Enter email address

---If using an email other than .mil or .gov, the sender will receive an email and must complete a verification step. All .mil or .gov email addresses are seamless

--Upload documents (files are virus scanned)

--Enter recipient's email (multiples allowed)

--Optional to add FOUO or Privacy Act Statement

--Recipient receives email notification with URL and password

---The email is not unsafe, if the user would email the documents anyway, no harm

--Recipient can view and download files

--Senders can receive email notification of recipient's download

-SAFE is not a permanent repository, there is a 14 day maximum files are available; afterwards, they are purged and no longer visible.

-SAFE was tested with notification times of less than 15 minutes.

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

-See the below User's Guide for more information.

SAFE User's Guide

For senders:

1. Go to URL <https://safe.amrdec.army.mil/safe/Welcome.aspx>
2. Click OK on the "consent banner"
3. For COs, click the CAC user link (see figure 1)
For vendors, click the guest user link (see figure 1)
4. Select the CAC credential for "email" and enter your PIN
5. Enter your name (see figure 2 for next steps)
6. Enter your email address twice (one for verification)
7. Enter a description of the file

8. Click the Browse button to locate and upload your file. Repeat as needed for multiple files.
9. Optional – The deletion date defaults to the maximum date of 14 days. You can lower this date.
10. Enter the email address of the intended recipient and click Add. Repeat as needed for additional recipients.
11. Optional – Select any caveats such as FOUO or Privacy Act statements
12. Optional – Select notification settings and additional security settings
13. Click 'Upload' and 'I Agree' on the SAFE Usage banner and you're finished

For recipients:

1. You will receive an email from AMRDEC (see figure 4)
2. Copy the included password (see figure 4)
3. Click on the provided URL (see figure 4)
4. Paste the password in the box (see figure 5)
5. Click on the file(s) to open or save the file(s) (see figure 6)

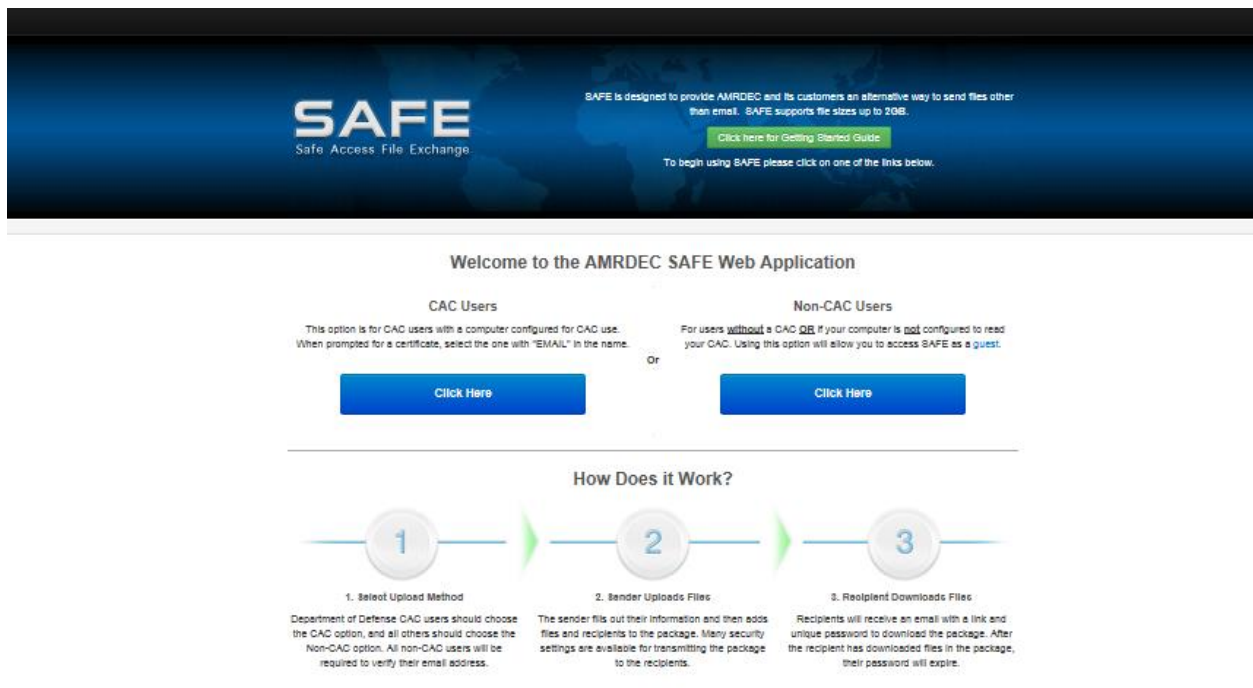


Figure 1

UNCLASSIFIED USE ONLY, TO INCLUDE PRIVACY DATA

Personal Information

Your Name: [\[HELP\]](#)

Your Email Address: [\[HELP\]](#)

Confirm Your Email Address: [\[HELP\]](#)

File Information

[\[HELP\]](#)

25 Maximum Files (total size cannot exceed 2GB)

File(s):

Deletion Date: [\[HELP\]](#)

Max. of 14 days from TODAY

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

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

Recipient Information

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:

Email Settings

Encrypt email message when possible [\[HELP\]](#)

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

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

Require CAC for Pick-up (all recipients will need to log in with a CAC to download file(s)) [\[HELP\]](#)

NONE FDUO

Other:

Figure 2

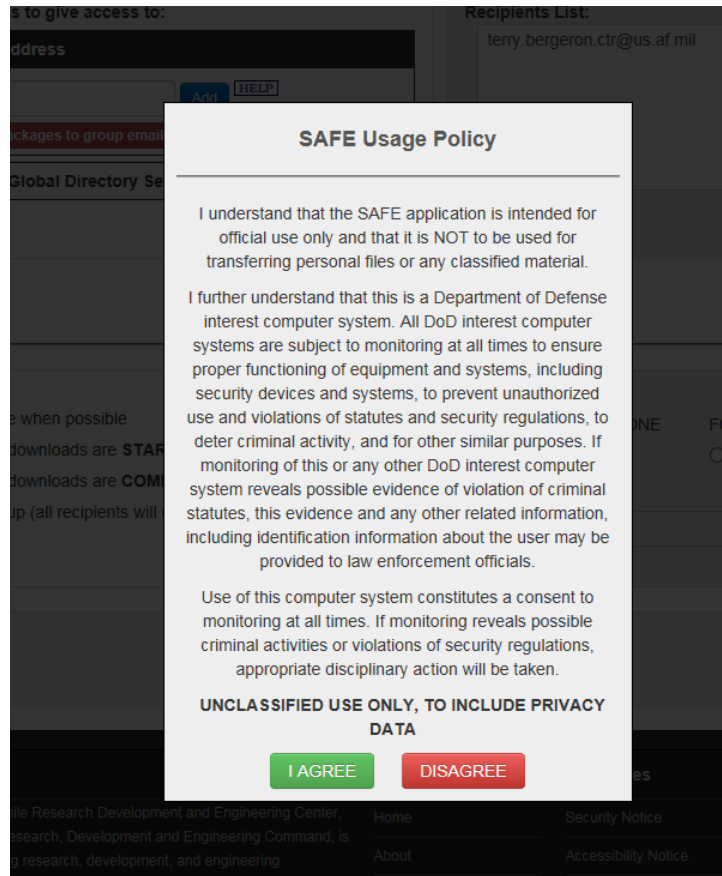


Figure 3

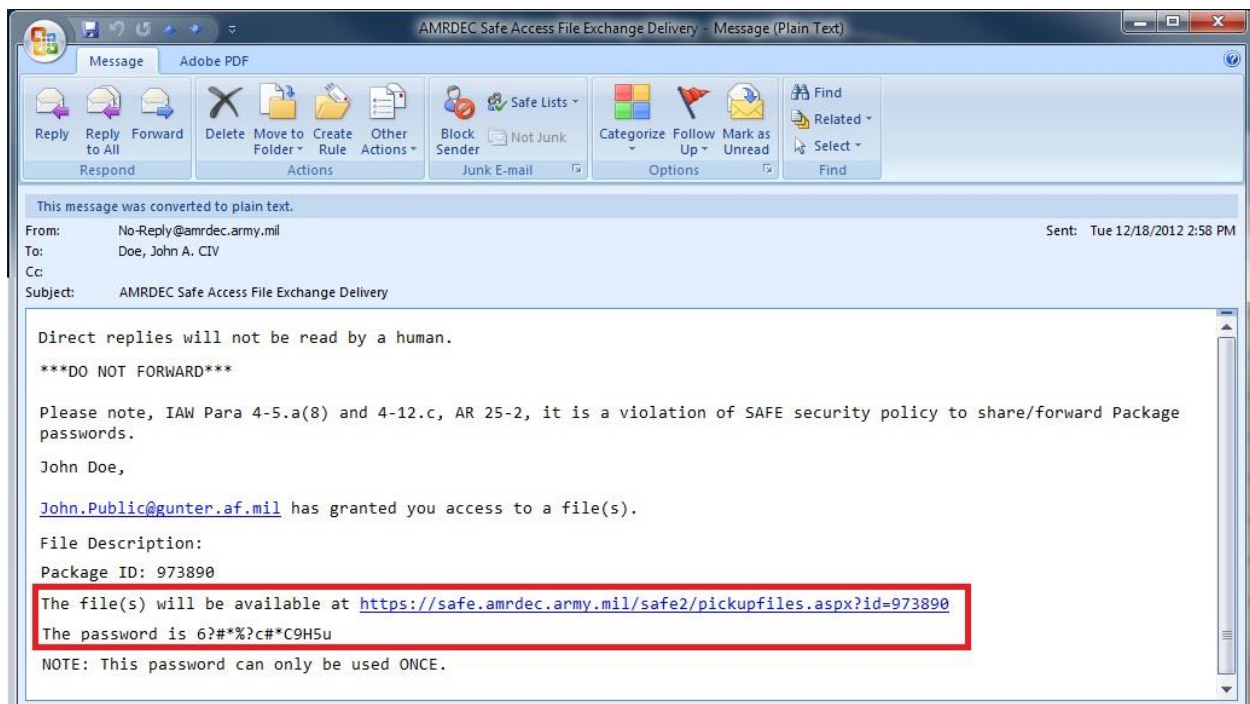


Figure 4

AMRDEC SAFE Home About Help

SAFE

Safe Access File Exchange

SAFE is designed to provide AMRDEC and its customers an alternative way to send files other than email. SAFE supports file sizes up to 2GB.

[Click here for Getting Started Guide](#)

Retrieve Files

To retrieve your file(s), please enter your password: [Submit](#)

Where is my Password?

You may only download a file **ONE TIME**.
The file(s) will be locked from further downloads after you finish downloading all files in the package.

Figure 5

AMRDEC SAFE Home About Help

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Retrieve Files

File(s)	Privacy Act Data	Date Uploaded
AFWay 4.0 - TRAINING Part 2.pdf (4 MB)	No	5/12/2016 7:58:57 AM

Download the files by right-clicking with your mouse on their name above and choosing "Save Target As..."

Figure 6