

# Instructions for using the U.S. Army Aviation and Missile Research Development and Engineering Center (AMRDEC) SAFE (SAFE) Upload Website

For submissions of electronic files over 40 MB to the Sacramento District, please upload attachments to the SAFE website. Below are instructions on how to use the site.

## Step 1. Accessing SAFE

Using your internet browser, navigate to:

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

**SAFE is designed to work on Microsoft Windows and Internet Explorer for AMRDEC and its customers. Some features may not work as intended otherwise.**

**If you receive a warning message or script errors, try adding SAFE as a trusted site through the Internet Explorer Tools pull down menu. Then choose Internet Options, the Security tab, pick Trusted Sites, click the Sites button, and add \*.army.mil to the list of websites.**

**And, add SAFE to the list of sites always allowed to use cookies through the Internet Explorer Tools pull down menu. Then choose Internet Options, the Privacy tab, click the Sites button, and add army.mil to the list of managed websites.**

**If you need further assistance, please email the SAFE Team at [usarmy.redstone.rdecom-amrdec.mbx.safe-team@mail.mil](mailto:usarmy.redstone.rdecom-amrdec.mbx.safe-team@mail.mil) or call 256-336-1200 for help with problems sending or receiving files.**

## Step 2. Sending Files

There are two options to proceed from the SAFE homepage:

- **CAC User** - Select this option if you have a valid US DoD-issued Common Access Card (CAC).
- **Non-CAC User**- Select this option if you do not have a US DoD-issued CAC (e.g., general public).

The screenshot shows the AMRDEC SAFE Web Application homepage. At the top, there is a navigation bar with 'AMRDEC SAFE' and links for 'Home', 'About', and 'Help'. The main header features the 'SAFE' logo (Safe Access File Exchange) and a message: '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.' Below this is a green button labeled 'Click here for Getting Started Guide' and the text 'To begin using SAFE please click on one of the links below.' The main content area is titled 'Welcome to the AMRDEC SAFE Web Application' and is divided into two columns. The left column is for 'CAC Users' and includes the text '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.' and a blue 'Click Here' button. The right column is for 'Non-CAC Users' and includes the text '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.' and a blue 'Click Here' button. Below these columns is a section titled 'How Does it Work?' with a three-step process diagram: 1. (represented by a circle with the number 1), 2. (represented by a circle with the number 2), and 3. (represented by a circle with the number 3), connected by arrows.

### Step 3. Name and Email Address

After selecting one of the options above, the page will be redirected to the package upload form. Fill in all the required input fields:

- **Your Name** - Your name;
- **Your Email address** - Your email address;
- **Confirm Your Email Address** - Re-enter your email address;

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](#)

**UNCLASSIFIED USE ONLY, TO INCLUDE PRIVACY DATA**

**Personal Information**

Your Name:  [HELP](#)

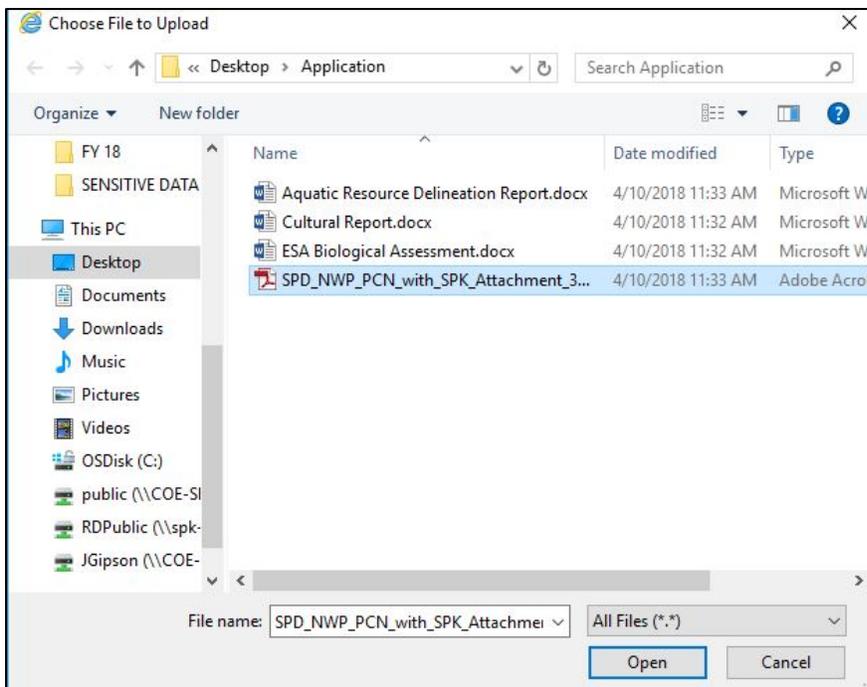
Your Email Address:  [HELP](#)

Confirm Your Email Address:   [HELP](#)

**File Information**

### Step 4. File Information

Click the "Browse" button to select your file(s). You may add up to 25 files per package, so long as the total file size does not exceed **2 GB**;



## Step 5. Description

Enter a description of the package, including **project/site name** (if known), **Corps ID number** (if previously assigned), **type of action** (i.e. aquatic resource delineation, permit application, monitoring report, etc.), and the **County and State where the project/site is located**.

### File Information

---

HELP

25 Maximum Files (total size cannot exceed 2GB)

File(s):

Aquatic Resource Delineation Report .docx	<input type="checkbox"/> Privacy Act Data	Delete	<small>HELP</small>
Cultural Report.docx	<input type="checkbox"/> Privacy Act Data	Delete	
ESA Biological Assessment.docx	<input type="checkbox"/> Privacy Act Data	Delete	
SPD_NWP_PCN_with_SPK_Attachment_3_U T_FINAL.pdf	<input type="checkbox"/> Privacy Act Data	Delete	

Deletion Date:  HELP

**Max is 14 days from TODAY**

Description of File(s):  HELP

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

## Step 6. Provide an email address to give access to materials

Add the desired email address(s) of the recipient(s). For new requests add the SPK Regulatory Mailbox: [SPKRegulatoryMailbox@usace.army.mil](mailto:SPKRegulatoryMailbox@usace.army.mil). For existing actions, add the email address of the Corps Project Manager assigned to your action.

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

## Step 7. Notification that materials were received and downloaded

To receive a notification that your files have been received and downloaded, select the box as shown below.

### 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 FOUO

Other:

## Step 8. User Agreement

To complete upload and transmission of your files, read the disclaimer and select **I Agree**

**SAFE Usage Policy**

---

I understand that the SAFE application is intended for official use only and that it is NOT to be used for transferring personal files or any classified material.

I further understand that this is a Department of Defense interest computer system. All DoD interest computer systems are subject to monitoring at all times to ensure proper functioning of equipment and systems, including security devices and systems, to prevent unauthorized use and violations of statutes and security regulations, to deter criminal activity, and for other similar purposes. If monitoring of this or any other DoD interest computer system reveals possible evidence of violation of criminal statutes, this evidence and any other related information, including identification information about the user may be provided to law enforcement officials.

Use of this computer system constitutes a consent to monitoring at all times. If monitoring reveals possible criminal activities or violations of security regulations, appropriate disciplinary action will be taken.

**UNCLASSIFIED USE ONLY, TO INCLUDE PRIVACY DATA**

## Step 9. Confirmation of successful upload.

You will receive the following confirmation screen once your files are successfully uploaded.

\*If you get the following message in red below, follow the directions in the subsequent email to verify your email address. Once your email is verified, your files will be delivered to the recipient.

**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
ESA Biological Assessment.docx	11 KB
Cultural Report.docx	11 KB
Aquatic Resource Delineation Report.docx	11 KB
SPD_NWP_PCN_with_SPK_Attachment_3_UT_FINAL.pdf	343 KB
<b>Total file size:</b> N/A	

**Step 10. Confirmation email that download is complete**

If you selected "Notify me when download is Complete", you will receive the following email confirmation.

AMRDEC Safe Access File Exchange Pick-Up Notice

The file(s) you sent through SAFE (Package ID 13165948) were downloaded at 4/10/2018 12:56:06 PM

by: jason.a.gipson@usace.army.mil

File description: permit for XX action, Sacramento County, CA