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| Step | Action |
| 1. | Access the AMRDEC SAFE application at https://safe.amrdec.army.mil/safe/ |
| 2. | On the SAFE Homepage, click on “Click on Non-CAC User” |
| 3. | Package Upload Page, **Personal Information** section,  fill in all required input fields:  **Your Name**  **Your Email address**  **Confirm Your Email Address -** re-enter your email address |
| 4. | Package Upload Page, **File Information** section:  **Description of File(s) – enter a description of the document(s) that will be sent such as “Initial STR request.”**  **IMPORTANT! Do not enter any PII in this field.** This text will be shown in the non-encrypted email sent to the recipient. |
| 5. | **File(s):**  Click the "Browse" button to select your file(s). You may add **u**p to 25 files per package, as long as the total file size does not exceed 2GB.  **Document names CAN contain PII** such as AR2013000300, Veteran, Joseph A. |
| 6. | Package Upload Page, **Recipient Information** section:  Manually enter the email address of the recipient(s).  There is no email address look up feature. You can copy and paste email addresses from email address Outlook Properties. |
| 7. | Package Upload Page, **Email Settings**:  **Caveats** - select FOUO and Protected by Privacy Act  Check - Encrypt email message when possible  Check - Notify me when files are downloaded  Do Not Check - Require CAC for Pick-up (unless you know that the recipient has a CAC). |
| 8. | Package Upload Page, **Upload**:  Click “**Upload**” to send the files.  You will see the following messages”   * 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. |
| 9. | Check your Outlook email for a verification email from [SAFE.Team@amrdec.army.mil](mailto:SAFE.Team@amrdec.army.mil) titled  **“**VERIFICATION IS REQUIRED - AMRDEC Safe Access File Exchange Submittal Notice - VERIFICATION IS REQUIRED”  When received, the email will state:   * Your Package has not yet been sent. * You MUST verify your email address in order for your recipients to download the file(s). Please use the link below to login and verify that you are the sender of this package |
| 10. | Click on the link provided  Copy and paste the password that is in the email into the requested field |
| 11. | Click on Submit  The user will get a message stating “**This package has not yet been sent. You must verify your email address by clicking the button below.”** |
| 12. | Click on the button titled “Verify”  The message displayed should be **“Email address verified. The package has been sent.”**   1. Copy and Paste the message displayed above into a Word Document 2. Add the date the package was sent 3. Upload the Word Document to the VBMS eFolder |
| 12 | Click on the button titled “Continue” |
| 13 | Action is completed |