

DOD SAFE

WALKTHROUGH

DROP-OFF & UPLOADING YOUR PACKETS

From this page, you will click "Drop-Off" as shown.

DoD SAFE (Secure Access File Exchange) is a service to make it easy for you to exchange unclassified files up to 8.0 GB that can't be sent through email

 Drop-off Drop-off (<i>upload</i>) a file for someone else.	 Request a Drop-off Ask another person to send you some files.	 Pick-Up Pick-up (<i>download</i>) a file dropped-off for you.	 Outbox View drop-offs and files you have sent.	 Help How to use DoD SAFE and information about this service.
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Please note that DoD Personal Identity Verification (PIV) certificates or External Certificate Authority (ECA) are not currently supported. Users should select their Smart Card certificate issued through the DoD email Certificate Authority (CA) or select the AUTHENTICATION PIV certificate issued by the DOD Identity Management Certificate Authority (CA) in order to connect.

Users of DoD SAFE may notice lengthy download and upload times depending on their bandwidth availability, but DISA will work to continually improve the experience for all users.

Since you have authenticated with your CAC you may send files to anyone. Click the "Drop-off" button to send a file. You can also ask someone without a CAC to send you files by clicking the "Request a Drop-off" button.

How secure is DoD SAFE?

ADDING RECIPIENTS

From this page, you will add OSS Help Desk as the name of the recipient, and place the email address provided below. Click Add & Close.

OSS Help Desk: dha.san-diego.san-diego-nmc.mbx.oss-help-desk@health.mil

Add Recipients

Add One **Add Many**

Name: OSS HELP DESK

Email: OSS HELP DESK EMAIL

Add **Add & Close**

ADDING NOTES AND ENCRYPTING

From this page, you may add any pertinent information you think necessary that our staff members need to know. This section can also be used to add other contact information such as phone numbers. After your note, please click “Encrypt every file” and proceed to the next slide.

PLEASE NOTE

NO CLASSIFIED INFORMATION IS ALLOWED ON DOD SAFE 

Any files containing PII/PHI must be encrypted prior to uploading or by checking the Encrypt every file box in this form!

Uploaded files are scanned for viruses.

This web page will allow you to drop-off (upload) one or more files 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.

From:
PARSONS.BRANDON.ERIC <brandon.e.parsons2.mil@mail.mil> USN

To:


Short note to the Recipients:

Enclosed are OSS paperwork for Child 1, Child 2, Spouse, etc.

939 / 1000 left

Encrypt every file (REQUIRED FOR PII/PHI)

Send me an email when each recipient picks up the files

[Click to Add Files or Drag Them Here](#)

ADDING PASSPHRASE PROTECTION

From this page, you will need to add a passphrase that is at least 10 characters long.

This passphrase will not be KNOWN to the recipient.

-The sender will need to provide the recipient with the passphrase so that we may open your attachments.



Encryption Passphrase

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

Passphrase:

And again:

Must be at least 10 characters

OK

ALMOST FINISHED!

From this page, we recommend placing your passphrase into the notes section, so that the staff members receiving your encrypted message, may open the contents and provide services based on your needs.

Once this completed, please click the box "Click to Add Files or Drag Them Here" and proceed to the next slide.

PLEASE NOTE

NO CLASSIFIED INFORMATION IS ALLOWED ON DOD SAFE

Any files containing PII/PHI must be encrypted prior to uploading or by checking the Encrypt every file box in this form!

Uploaded files are scanned for viruses.

This web page will allow you to drop-off (upload) one or more files 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.

From:

PARSONS.BRANDON.ERIC <brandon.e.parsons2.mil@mail.mil> USN

To:



Short note to the Recipients:

Enclosed are OSS paperwork for Child 1, Child 2, Spouse, etc.

PASSPHRASE: 1234567899 (Example)

Encrypt every file (REQUIRED FOR PII/PHI)

Send me an email when each recipient picks up the files

905 / 1000 left

[Click to Add Files or Drag Them Here](#)

SEND IT!

From this page, you will notice your attachments listed. We kindly ask that each packet be scanned separately to reduce the chances of PII getting mixed up with other family member packets. This will reduce your screening time and allow us to maintain an organized tracking method. Once your packets are uploaded, click "Drop-off Files" and let your files get scanned and encrypted. That's it! An email will be sent to the group, and you will receive a notification when it's opened and completed.

Short note to the Recipients:

Enclosed are OSS paperwork for Child 1, Child 2, Spouse, etc.
PASSPHRASE: 1234567899 (Example)

905 / 1000 left

Encrypt every file (REQUIRED FOR PII/PHI)
 Send me an email when each recipient picks up the files

[Click to Add Files or Drag Them Here](#)

Filename	Size	Description
1: OSS PAPER WORK.pdf	116.1 KB	<input type="text"/> ✕

116.1 KB / 4096 MB

[Drop-off Files](#)

QUESTIONS?

dha.san-diego.san-diego-nmc.mbx.oss-help-desk@health.mil