Instructions for using the U.S. Army 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 <u>usarmy.redstone.rdecom-</u> <u>amrdec.mbx.safe-team@mail.mil</u> 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).



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;

	• Help
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
UNCLAS Personal Information	SIFIED USE ONLY, TO INCLUDE PRIVACY DATA
Your Name:	John Doe HELP
Your Email Address:	JohnDoe@Xmail.com
Confirm Your Email Address: File Information	JohnDoe@Xmail.com X [HELP]

Step 4. File Information

Click the "Choose File" 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**;

f your job function. re they are available to receive the file(s). activity on SAFE.	
Description of File(s):	HELP
	- 17015 45
	If your job function. re they are available to receive the file(s). activity on SAFE. Description of File(s):

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 <u>County and State where the project/site is located (REQUIRED)</u>.

Notice			
SAFE is not for personal us SAFE is for UNCLASSIFIED Files will be available for tw Contact the intended recipie You and your organization v Choose File No file chosen Is Maximum Files (total size cannels)	e and is to be used only in direct support of yo D data only to include PII and FOUO. to (2) days after upload. ent(s) before submitting a package to ensure t will be held accountable for non-compliant acti [HELP]	bur job function. hey are available to receiv vity on SAFE. Description of File(s):	e the file(s). IELP Nationwide permit application for
1 110(5).			

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 Coastal Counties: CESAS-OP-FC@usace.army.mil; Piedmont Counties: CESAS-OP-FP@usace.army.mil GDOT projects: CESAS-RD-GDOT-ESubmittal@usace.army.mil. For existing actions, add the email address of the Corps Project Manager assigned to your action.

Manually Enter Email Address SPKRegulatoryMailbox@usace.army.ml Email Address: yMailbox@usace.army.mil × Add	nil (HELP)
Do not send SAFE packages to group email accounts.	

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.

mail 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		NONE (***	FOUO O	
	Other:			•

Step 8. Upload documents

Once the documents are successfully uploaded, you will get a confirmation screen and instructed to verify your email address.

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	
PCN Submittal.pdf	13 MB	
AR Delineation Report.pdf	11 MB	
Total file size:N/A		

Step 9: Verify email address

Open your email account you entered in Step 3 and follow the directions to verify you are the sender of the information.

Once your email is verified, your files will be delivered to the recipient.

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 $\rm PM$

by: william.m.rutlin@usace.army.mil

File description: permit for xx action, Chatham County, GA.