

PLAY Project Guide to using ARM SAFE Military File Sharing

V1.0 1/16



1. Go to SAFE's website (<https://safe.amrdec.army.mil/safe/Welcome.aspx>)
2. Choose the option on the screen for "Non-CAC Users"

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](#)

To begin using SAFE please click on one of the links below.

Welcome to the AMRDEC SAFE Web Application

CAC Users

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.

[Click Here](#)

Or

Non-CAC Users

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*.

[Click Here](#)

How Does it Work?

- 1. Select Upload Method**

Department of Defense CAC users should choose the CAC option, and all others should choose the Non-CAC option. All non-CAC users will be required to verify their email address.
- 2. Sender Uploads Files**

The sender fills out their information and then adds files and recipients to the package. Many security settings are available for transmitting the package to the recipients.
- 3. Recipient Downloads Files**

Recipients will receive an email with a link and unique password to download the package. After the recipient has downloaded files in the package, their password will expire.

3. The next step is to fill in the required data through the website and choose the file that you wish to send. **REMEMBER, ALL FILES must be ENCRYPTED.** (please see Encryption Wizard Guide for encryption tutorial.)

UNCLASSIFIED USE ONLY, TO INCLUDE PRIVACY DATA

Personal Information

Your Name: [HELP](#)

Your Email Address: [HELP](#)

Confirm Your Email Address: [HELP](#)

File Information

No file chosen [HELP](#)

25 Maximum Files (total size cannot exceed 2GB)

Privacy Act Data [HELP](#)

Deletion Date: [HELP](#)
Max is 14 days from TODAY

Description of File(s): [HELP](#)
Do NOT enter Privacy Act Data (PII) in the description.

Recipient Information

Provide an email address to give access to:

Recipients List: [HELP](#)

1. **NOTE: You will know your file is encrypted correctly if .wzd is at the end of the file name as pictured above.**

4. Now you need to enter the recipient's email address and you have the option to be notified when the file(s) are downloaded by the recipient.

Recipient Information

Provide an email address to give access to:

Manually Enter Email Address

Email Address: [Add](#) [HELP](#)

Do not send SAFE packages to group email accounts.

Recipients List:

trainee@us.af.mil [HELP](#)

[Remove](#)

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:

[Upload](#) [Reset](#)

5. After the file has been uploaded successfully for sending you should see this screen and a confirmation email will be sent to the email that you submitted in the previous form:

The screenshot displays the SAFE (Safe Access File Exchange) web interface. At the top, the SAFE logo is prominently displayed, along with the text "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." A green button labeled "Click here for Getting Started Guide" is visible. Below the header, a green message box states: "The files were successfully uploaded. You will receive a confirmation email shortly." A red message box below that reads: "Your files cannot be downloaded by recipients until you verify your email address. Please check your email for further instructions." Underneath, a section titled "Information on The Uploaded File(s)" contains a table with two columns: "File Name" and "File Size". The table lists one file: "Information Handout.pdf.wzd" with a size of "112 KB". Below the table, it states "Total file size: 112 KB". The footer of the page is divided into four sections: "What is AMRDEC" (describing the U.S. Army Aviation and Missile Research Development and Engineering Center), "Quick Links" (Home, About), "Resources" (Security Notice, Accessibility Notice), and "Support" (Knowledgebase, Version 3.0.2).

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[Click here for Getting Started Guide](#)

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
Information Handout.pdf.wzd	112 KB

Total file size: 112 KB

What is AMRDEC
The U. S. Army Aviation and Missile Research Development and Engineering Center, a subordinate laboratory to the Research, Development and Engineering Command, is the Army's focal point for providing research, development, and

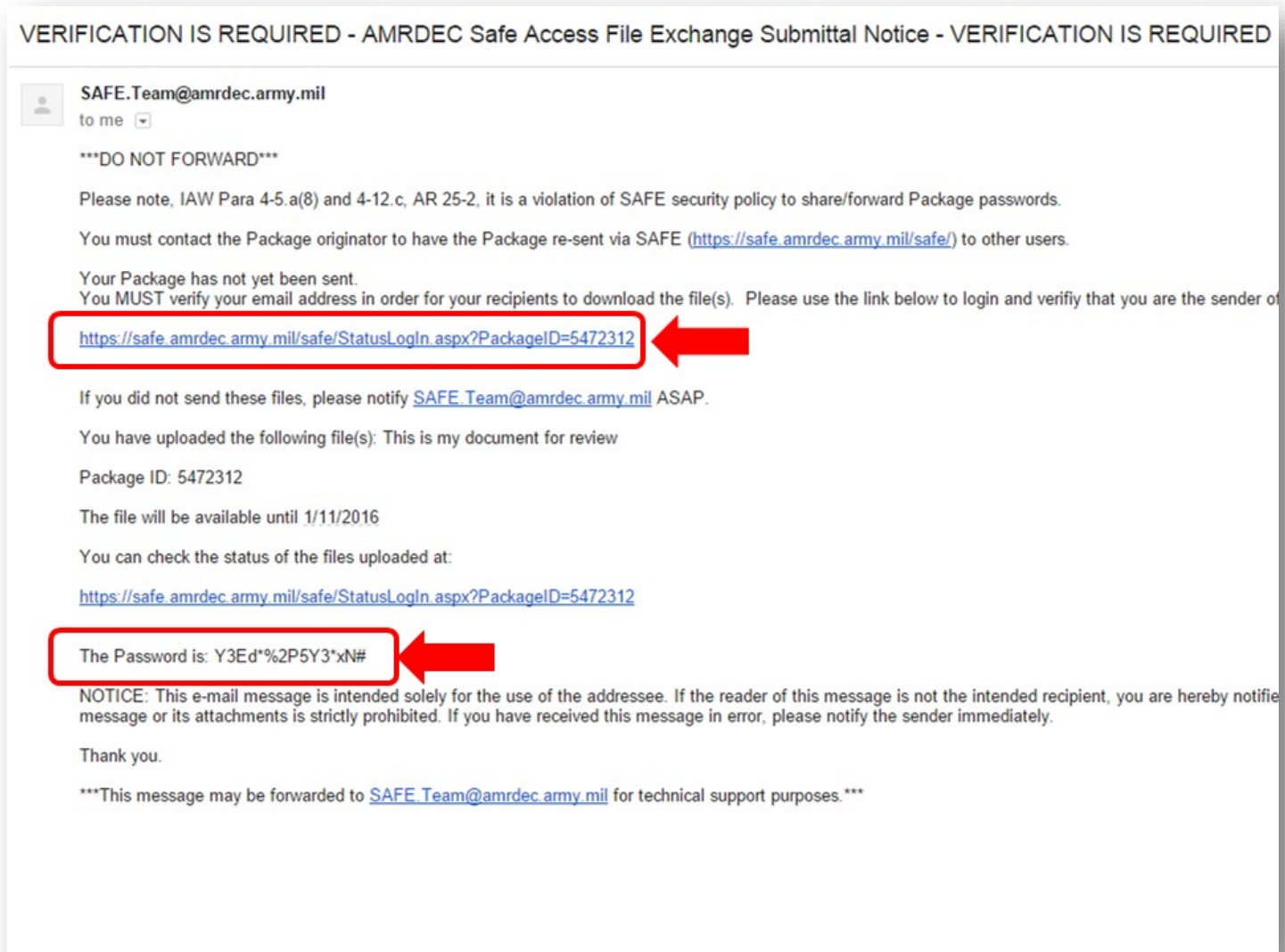
Quick Links
[Home](#)
[About](#)

Resources
[Security Notice](#)
[Accessibility Notice](#)

Support
[Knowledgebase](#)
[Version 3.0.2](#)

6. The confirmation email to send your file will look like the image below.

NOTE: Copy the password for later use. Click the link in the email to verify yourself to send the email.



7. You will be taken to this webpage when you click on the link in your email. Copy and paste the password from your email into the text box and click “Submit”

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[Click here for Getting Started Guide](#)

Package Status

To check the status of your package, enter your password

[Where is my Password?](#)

Note: This page is only for checking the package status. You cannot download files from this page.
This password is located in the notification email you received from SAFE in the location below:

What is AMRDEC
The U. S. Army Aviation and Missile Research Development and Engineering Center, a subordinate laboratory to the Research, Development and Engineering

Quick Links
[Home](#)

Resources
[Security Notice](#)

Support
[Knowledgebase](#)

8. You will be sent to webpage that will ask you to verify your email address, once you click that button you will be sent to this page which confirms that your file has been sent.

The screenshot shows the SAFE (Safe Access File Exchange) website interface. At the top left, there is a 'Help' link. The main header features the 'SAFE' logo and the text 'Safe Access File Exchange'. To the right of the logo, a message states: '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 message is a green button labeled 'Click here for Getting Started Guide'. The central part of the page displays a pink confirmation message: 'Email address verified. The package has been sent.' Below the message are two buttons: a red 'Cancel Package' button and a blue 'Continue' button. The footer contains four columns: 'What is AMRDEC' (with a description of the U.S. Army Aviation and Missile Research Development and Engineering Center), 'Quick Links' (with a 'Home' link), 'Resources' (with a 'Security Notice' link), and 'Support' (with a 'Knowledgebase' link).

9. After you click continue you will be brought to this page which is your final receipt of your file being sent:

Package Status

Package ID:	5513788
Sender's Name:	Nick Vetter
Sender's Email:	nick@playproject.org
Date Uploaded:	1/7/2016 11:49:25 AM
Delete Date:	1/21/2016
Encrypt Email:	False
Notification when Download Starts:	True
Notification when Download Ends:	True
Require CAC:	False

Description
Test File

File Information

File(s)	Privacy Act Data
Information Handout.pdf (111 KB)	No

[Upload more files to Package](#)

Recipients List

Resend Notice	Recipients	User Status
Resend Notice	karen.long.10.ctr@us.af.mil	Not Downloaded

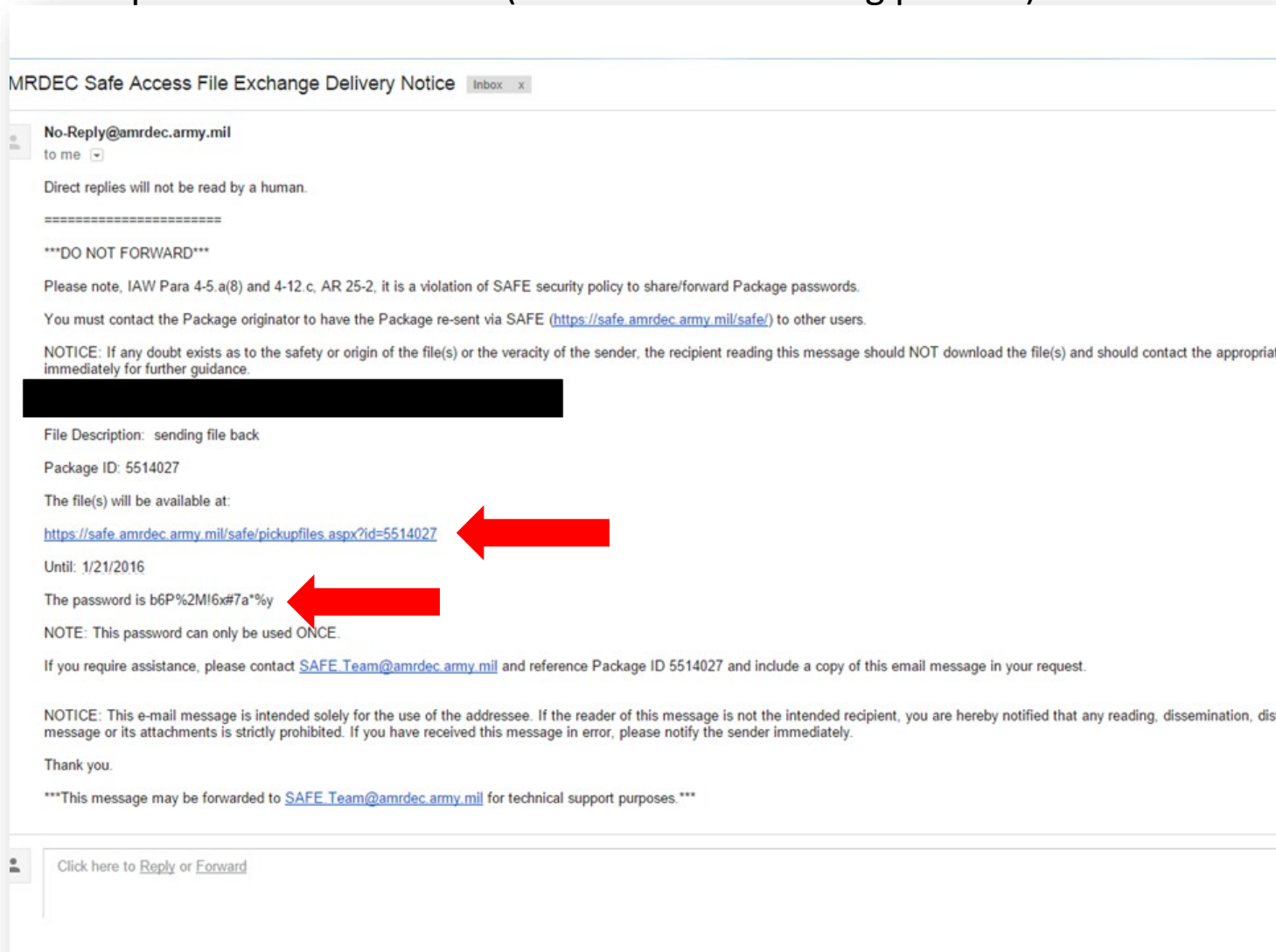
Resend to: [All Recipients](#) [All Not Downloaded](#)

+ Add New Recipient:
<input type="text"/>

[Add Recipient](#)

How to receive and decrypt a file

10. You receive an email notification that you have a file waiting for your download, the email will look like the image below. Copy and paste the password in the email and click the link provided in the email (similar to the sending process).



11. By clicking the link provided in the email, you should be brought to this screen. Enter the password provided in the email and then click the submit button.

upfiles.aspx?id=5514027

Help

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[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.

What is AMRDEC
The U. S. Army Aviation and Missile Research Development and Engineering Center, a subordinate laboratory to the Research, Development and Engineering Command, is the Army's focal point for providing research, development, and engineering technology and services for aviation and missile platforms across the lifecycle.

Quick Links
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12. If your password is correct, after you click submit you will be brought to this screen. Click directly on the file name to start the download of the file.

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Retrieve Files

File(s)	Privacy Act Data
Information Handout.pdf (111 KB)	No

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

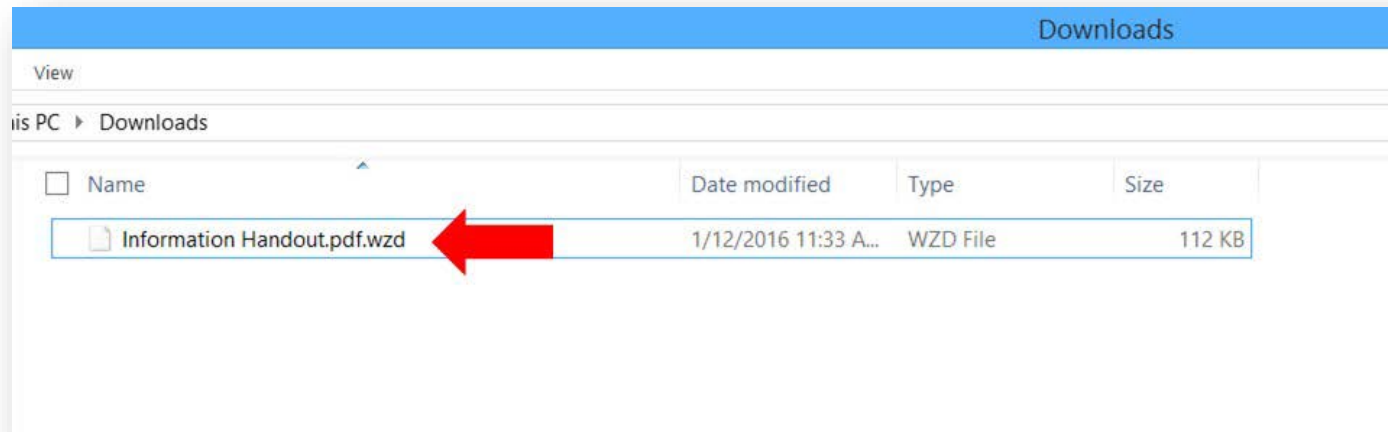
What is AMRDEC
The U. S. Army Aviation and Missile Research Development and Engineering Center, a subordinate laboratory to the Research, Development and Engineering Command, is the Army's focal point for providing research, development, and engineering technology and services for aviation and missile platforms across the lifecycle.
[Learn More](#)

Quick Links
[Home](#)
[About](#)
[Getting Started Guide](#)

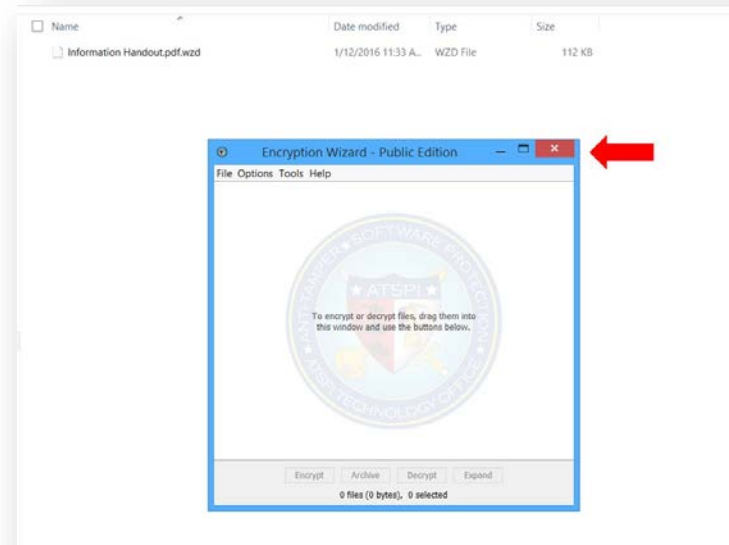
Resources
[Security Notice](#)
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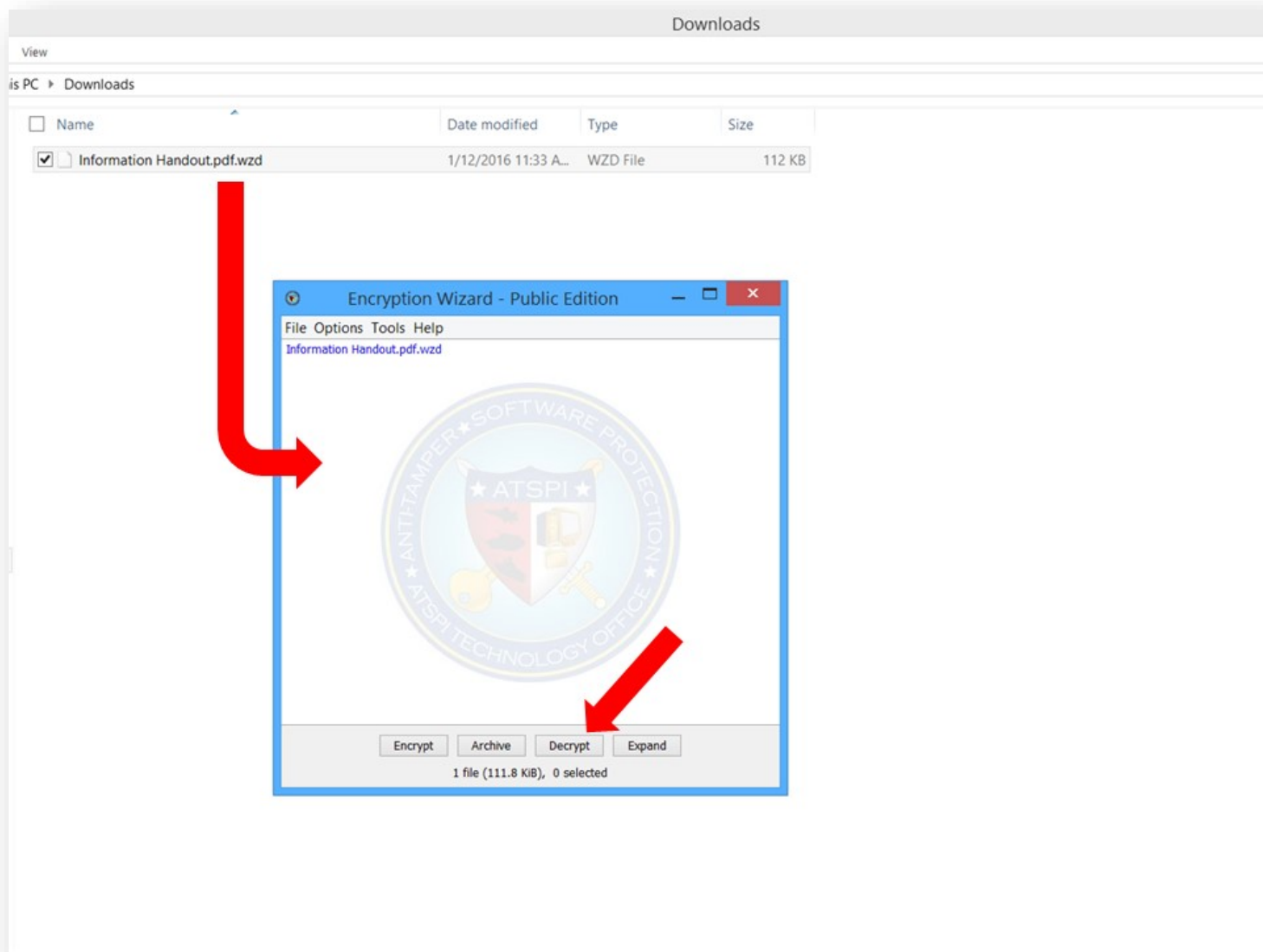
13. You will now have an encrypted file on your computer that you will need to decrypt before you can open it and use it.



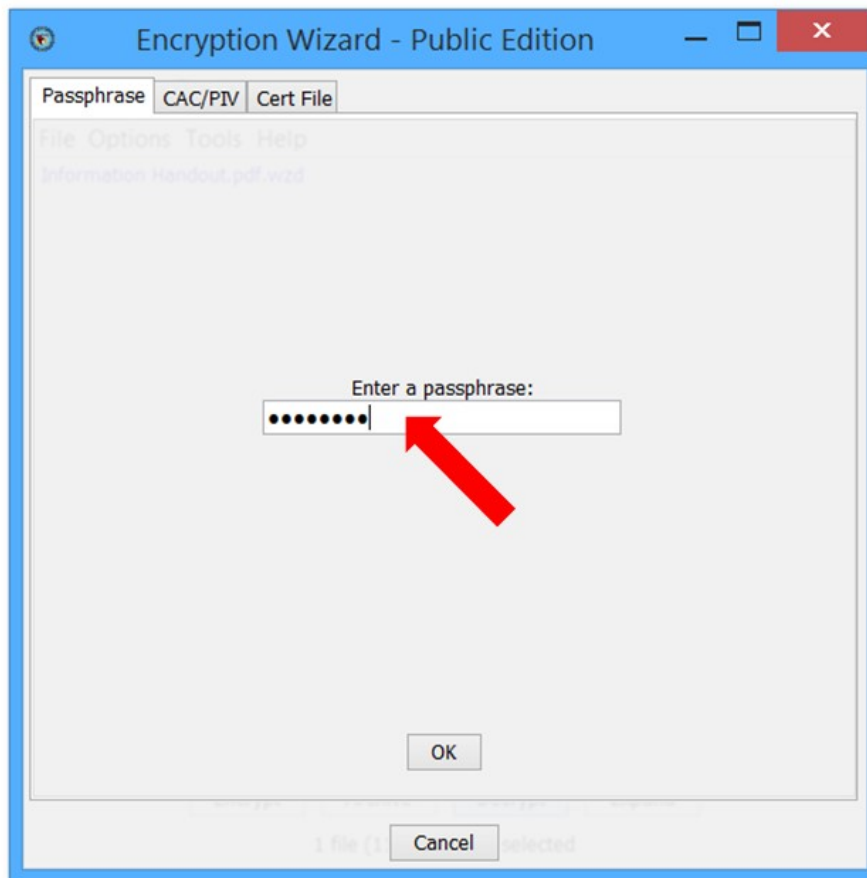
To decrypt a file, open Encryption Wizard, the same software you use to encrypt files for sending. (Reference Encryption Wizard guide for more information)



14. Drag the file into the Encryption Wizard box, when you see it displayed in blue like the image below then click the “decrypt” button.



15. You will need to enter the passphrase for the file. This will be a phrase that you and the sender will communicate to each other via phone prior to the file being sent. This can be a common phrase that you and the sender reuse. **This should not be communicate via email.**



15. After you click “decrypt”, you will be asked whether or not you want to keep the original encrypted file. After that decision, you will see that the encrypted file in the folder that it was downloaded is now decrypted to a useable file.

