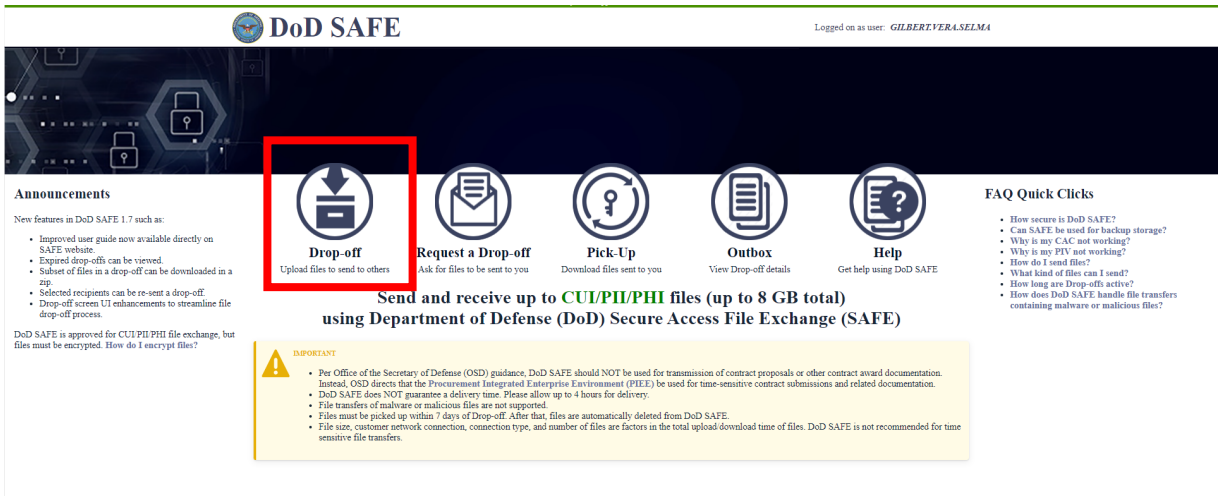
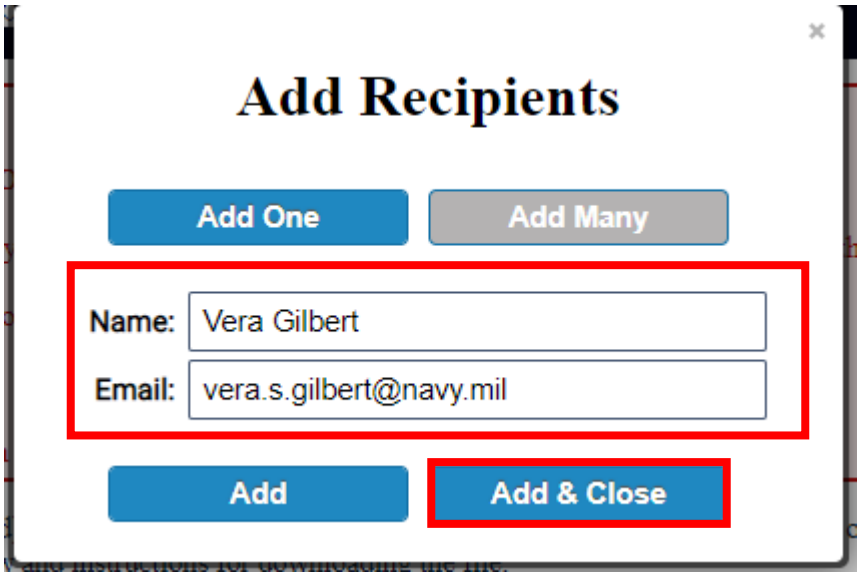
Sending Encrypted Documents via DODSAFE

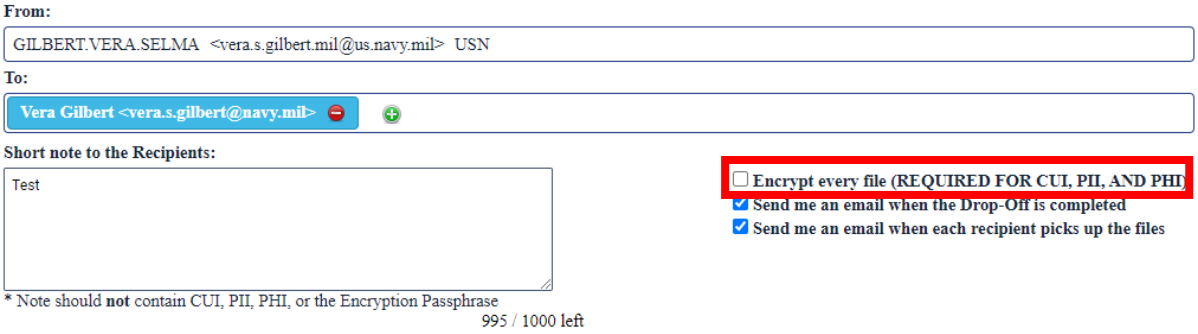
1. Log into DODSAFE: https://safe.apps.mil/
2. You will be taken to the homepage, click on Drop-off to begin:



3. Input the name and email address of the recipient for your documents and click Add & Close (Note you can add multiple people if needed):

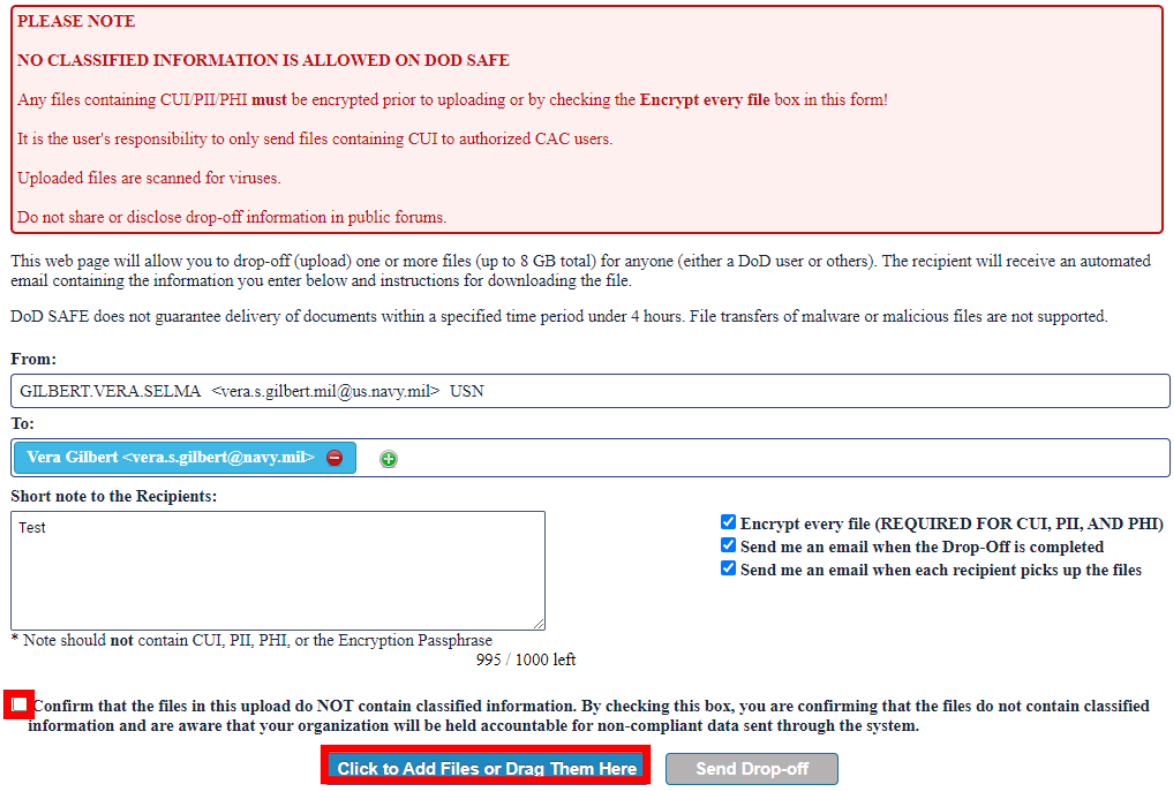


4. Add a note to the recipient(s) then click on “Encrypt every file (REQUIRED FOR CUI, PII, AND PHI)

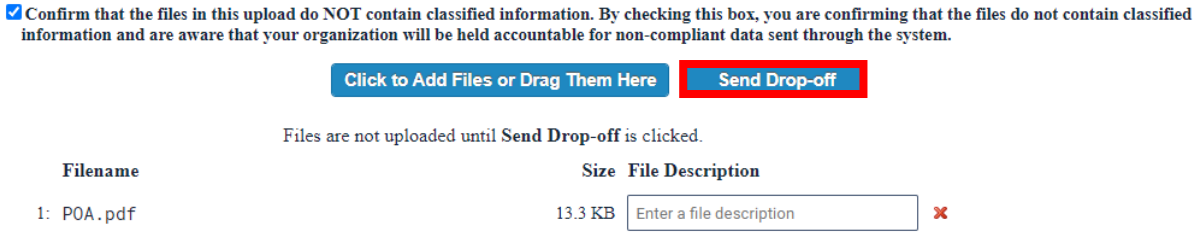


5. Once you click on Encrypt a pop up box will appear for you to add a Passphrase. ****Note: you will need to send a separate email to the recipient(s) letting them know what the Passphrase is****

6. Once you have created your passphrase, you will need to click on the box labeled “Confirm that the files…” and then click on the box labeled “Click to Add Files or Drag Them Here”



7. Add your file(s). Once they have uploaded, click on Send Drop-Off.



8. Your recipient(s) will receive an email from DODSAFE with instructions on how to download the files. **Remember, you MUST provide a follow-up email to the recipient(s) with the passphrase you created so they can download the file(s).**