

How to load a file as a Guest within DoD SAFE

1. Save an electronic copy of the documents to be uploaded as a single PDF with Optical Character Recognition (OCR) performed. Do not lock the PDF during the signing process. Additional file types, such as Google Earth (.kmz) or Excel (.xls) files can be separate from the single PDF.
2. For a guest user to upload documents, they must receive a drop-off request. Please send an email CESWGRegulatoryInbox@usace.army.mil with the subject line as Request a Drop-off. A drop-off request is valid for 14 days.
3. The guest user will receive an auto generated email containing a link to a webpage that will allow for upload of the documents. The webpage link may contain text prior to the https:// that prevents the link from being active. Please copy and paste the link into a browser address bar and remove the text prior to the https:// for the weblink to be usable.

Test,

This is a request from _____ of USARMY.

Please click on the link below and drop off the file or files I have requested.
The link is only valid for 14 days from the time of this email.
More information is in the note below.

Blocked<https://safe.apps.mil/req.php?req=qYca9xMobiGN>

— Note —
Please send the uploaded documents to the CESWGRegulatoryInbox@usace.army.mil email address.

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USARMY

4. If the guest user uses the webpage link within the provided auto generated email, the DoD SAFE webpage will open containing the senders email address auto populated. The To should be CESWGRegulatoryInbox@usace.army.mil.
5. Fill out the short note to the recipients. Please include the Applicant Name and the County. Upload the files using *Click to Add Files or Drag Them Here*. Please include all documents as a single unlocked PDF with OCR performed. Other file types can be uploaded separately. Each file uploaded has an optional description. This can be used to identify the files uploaded as described in the short note.

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:

Test <

To:

CESWGRegulatoryInbox <CESWGRegulatoryInbox@usace.army.mil>

Short note to the Recipients:

Applicant's Name and County (Project Location)

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

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


6. Click on *Drop-off Files*. Click okay on the pop up message confirming the upload does NOT contain classified information. A confirmation webpage will indicate if the Drop-Off was completed.

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

Filename	Size	Description
1: test.docx	11.0 KB	test x
11.0 KB / 4096 MB		
Drop-off Files		

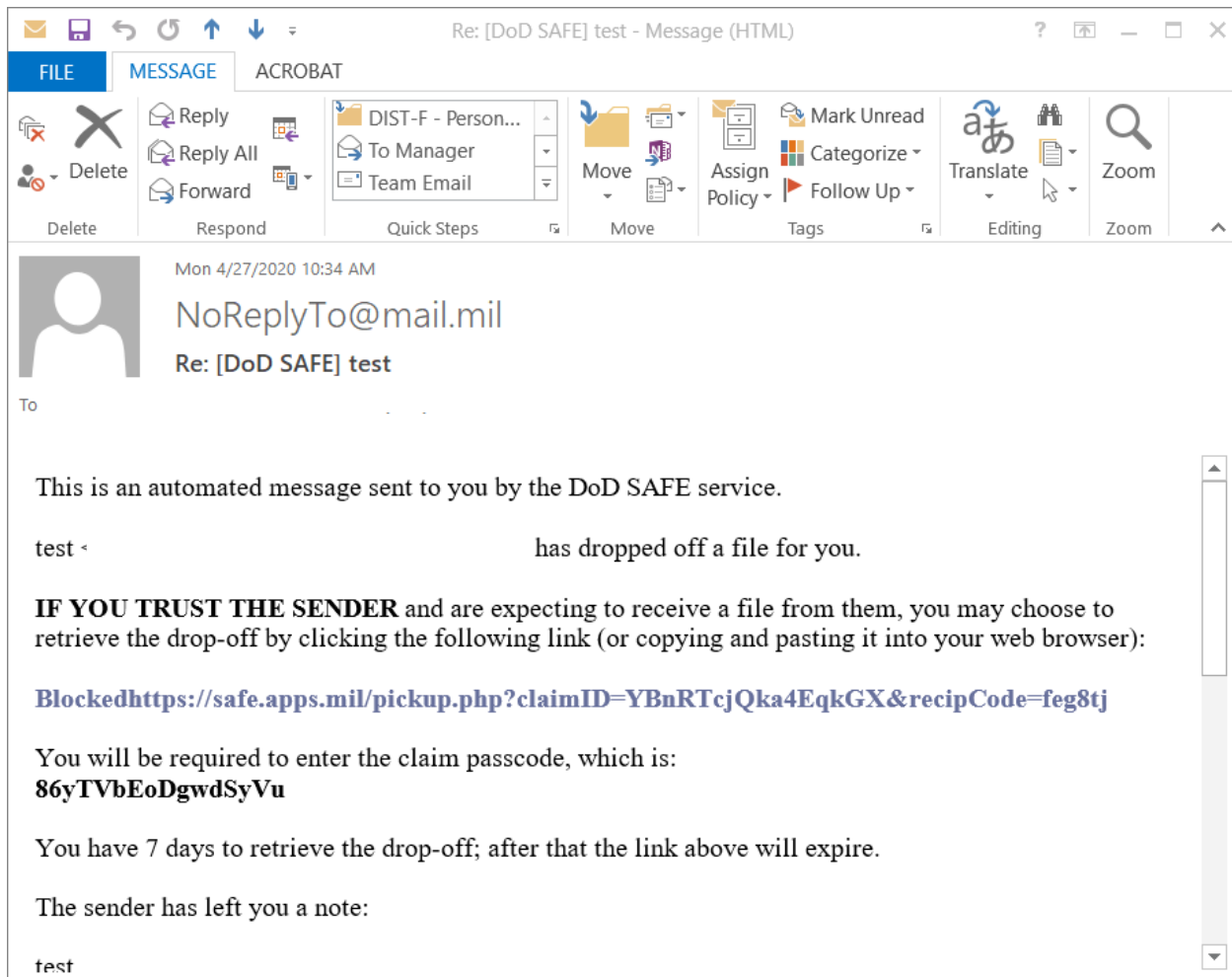
Drop-Off Completed

Your files have been sent successfully.

Filename	Size	SHA-256 Checksum	Description
 test.docx	11.0 KB	D7CF5DE2BD851EAC5BA80B3C64BF5F80 EC71C7AA111747469574487B02A7ADDC	test

1 file

7. The recipient will receive an email containing a link to pick up the files. The email will contain a claim passcode and full information about the drop off including the sender information, the file name and descriptions, and notes.



The screenshot shows an email client window titled "Re: [DoD SAFE] test - Message (HTML)". The interface includes a ribbon with "FILE", "MESSAGE", and "ACROBAT" tabs. The "MESSAGE" tab is active, displaying a toolbar with various actions like Delete, Reply, Forward, Move, and Assign Policy. The email content is as follows:

Mon 4/27/2020 10:34 AM
NoReplyTo@mail.mil
Re: [DoD SAFE] test

To

This is an automated message sent to you by the DoD SAFE service.

test < > has dropped off a file for you.

IF YOU TRUST THE SENDER and are expecting to receive a file from them, you may choose to retrieve the drop-off by clicking the following link (or copying and pasting it into your web browser):

Blocked<https://safe.apps.mil/pickup.php?claimID=YBnRTcjQka4EqkGX&recipCode=feg8tj>

You will be required to enter the claim passcode, which is:
86yTVbEoDgwdSyVu

You have 7 days to retrieve the drop-off; after that the link above will expire.

The sender has left you a note:

test

Note: If the sender has issues accessing the DOD Safe website, they can alternatively provide the documents via a CD-ROM in the postal mail.

Note: Problems accessing the DoD SAFE site by external (non-CAC) users are typically due to SSL and/or client certificate issues. If the user receives a warning about a problem with the website's security certificate, this is because their browser is not configured to trust the DoD certificate authorities. The user can accept the risk and click on the option to continue to the website. If there are further issues please contact CESWGRegulatoryInbox@usace.army.mil for troubleshooting.