

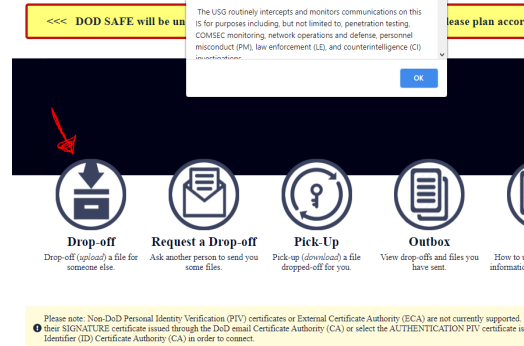


DoD Safe Instructions

CAC Holders can use *DoD Safe* to submit documents for USID issuance

Site address: *safe.apps.mil*

1. Choose “drop off” documents icon



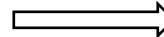
Drop-off (upload) a file for someone else.

Request a Drop-off Ask another person to send you some files.

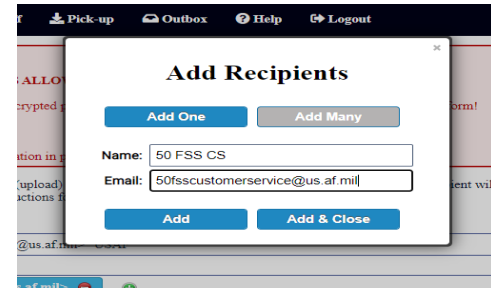
Pick-Up Pick-up (download) a file dropped-off for you.

Outbox View drop-offs and files you have sent.

Please note: Non-DoD Personal Identity Verification (PIV) certificates or External Certificate Authority (ECA) are not currently supported. Use their SIGNATURE certificate issued through the DoD email Certificate Authority (CA) or select the AUTHENTICATION PIV certificate with Identifier (ID) Certificate Authority (CA) in order to connect.



2. In the ‘Add Recipients’ box, enter the dependents name: ‘Doe, John’ and Email of MPF: 50fsscuserservice@us.af.mil then click ‘Add & Close’



Add Recipients

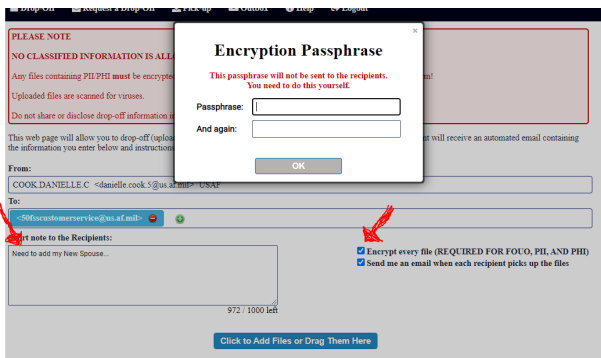
Add One Add Many

Name: 50 FSS CS

Email: 50fsscuserservice@us.af.mil

Add Add & Close

3. Enter Reason for Drop Off In Notes, then Click ‘Encrypt every File,’ then create your own 10 digit phrase



Encryption Passphrase

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

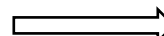
Passphrase:

And again:

Encrypt every file (REQUIRED FOR FOUO, PII, AND PHI)

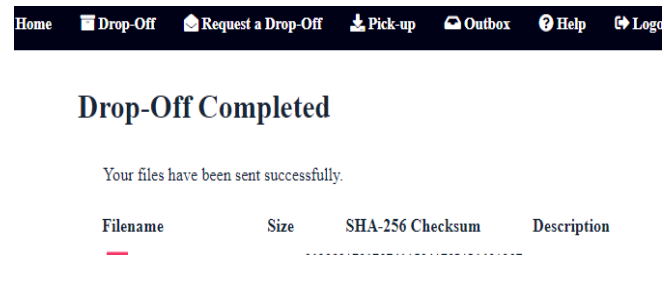
Send me an email when each recipient picks up the files.

Click to Add Files or Drag Them Here



4. “Click to add files or drag them here” and after all files are added, Click “Drop Off Files”

5. A ‘Drop Off Complete’ page will appear once done



Home Drop-Off Request a Drop-Off Pick-up Outbox Help Logout

Drop-Off Completed

Your files have been sent successfully.

Filename	Size	SHA-256 Checksum	Description
—		

Once your documents are sent via DoD SAFE, you need to send Customer Support an email with your unique 10 digit passphrase for your files to be properly retrieved and your ID to be created. Please include your name in the subject line.