

Safe Access File Exchange (SAFE)

A new, SAFE way to send files.

Need to electronically send or receive large files, but need to avoid unsecure transmission methods? The **Safe Access File Exchange (SAFE)*** is now available for use by VA personnel.

Provided by the U.S. Army Aviation and Missile Research, Development, and Engineering Center (AMRDEC), SAFE is a web-based product that enables VA employees and contractors with active PIV cards to securely send or receive large (< 2GB) files to and from individuals with a valid .gov, .mil, .com, or .edu email address.

*While using SAFE, please ensure recipients either have a need for the information in the performance of their official VA duties or that privacy legal authority exists to disclose the information to the recipient. SAFE adheres to all guidelines in the [VA Handbook 6500](#), which outlines VA privacy and security policies regarding the transmission of sensitive and private data.

Is it secure?

The files passing through the system are automatically scanned for viruses and marked for retrieval by the recipient, who will receive a private email with a link, and a one-time password to retrieve the file. Files have a 14-day restriction before they are automatically deleted.



1. Select Upload Method



2. Sender Uploads Files



3. Recipient Downloads Files

What are the rules for use?

- SAFE is only for official U.S. Government-related business.
- Works with a valid DoD Common Access Card or VA PIV card.
- All files transferred must be UNCLASSIFIED.
- SAFE is not intended to send information to Veteran patients.
- Sending or receiving files from unfriendly countries will be monitored and blocked.

How can I use it?

1. Log in at <https://safe.amrdec.army.mil/safe/>
2. Choose the **Click Here for CAC Users** option (left side), choose your email certificate, and enter your PIV PIN when prompted.
3. Complete the **Personal Information** section, name, and email.
4. Click the **Browse** button to select the file to upload. Total size cannot exceed 2GB. Add a description of the file.
5. Add a recipient email address in the **Recipient Information** section.
6. Next check the following **Email Settings**.
 - Check the box to turn on encryption (and Privacy Act Data).
 - Require CAC for Pick-up.
7. Finally click **UPLOAD** to begin the transfer. Click **"I Agree to the SAFE Usage Policy"** and leave your browser open until the upload has completed.
8. You will receive a message in your browser and a confirmation email indicating the files were successfully uploaded.
9. The recipient will receive an email with instructions for accessing the file.

Additional guidance available in the SAFE Getting Started Guide (<https://safe.amrdec.army.mil/safe/Guide.aspx>)



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