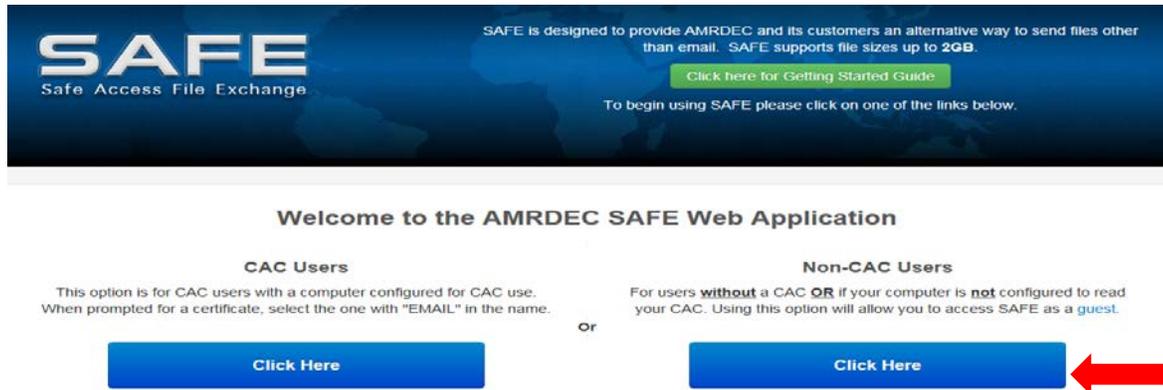


Submission of Documents through SAFE

SAFE (Safe Access File Exchange) is a system that allows users to transmit Personally Identifiable information (PII) and Protected Health information (PHI) securely to federal agencies. Only email addresses that end in .mil or .gov may receive transmissions from the SAFE site. Up to 25 documents may be submitted. You will use the SAFE site to transmit your documents to Womack Army Medical Center as part of the Pre-Employment process. Do not access SAFE until you are ready to transmit your completed forms. Documents are only housed for 14 days. If you do not submit all your documents within the 14 day window, you will need to start the process over from the beginning for the remaining documents.

Access the SAFE website at: <https://safe.amrdec.army.mil/safe/>

Select Non-CAC users:



The image shows the SAFE website banner and the user selection options. The banner includes the SAFE logo, a description of the system, and a link to the Getting Started Guide. Below the banner, there are two options for users: CAC Users and Non-CAC Users. The Non-CAC Users option is highlighted with a red arrow.

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.

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](#) or [Click Here](#)

Enter your personal information

Select 14 days out from the date you plan to submit the documents as the Deletion Date

Upload the File(s) you need to transmit

Provide a Description of the forms you are transmitting, refraining from entering PII or PHI in the description box.

Personal Information

Your Name:	<input type="text" value="John Doe"/>	HELP
Your Email Address:	<input type="text" value="JohnDoe@aol.com"/>	HELP
Confirm Your Email Address:	<input type="text" value="JohnDoe@aol.com"/>	HELP

File Information

<input type="button" value="Browse..."/> HELP	
25 Maximum Files (total size cannot exceed 2GB)	
File(s):	
690-335-12-GM-01 Case File Document ation.docx	<input checked="" type="checkbox"/> Privacy Act Data Delete HELP
Charter list.xlsx	<input type="checkbox"/> Privacy Act Data Delete

Deletion Date:	<input type="text" value="04/08/2016"/>	HELP
Max is 14 days from TODAY		
Description of File(s):	<input type="text" value="Completed Forms for Credentialing"/>	HELP
Do NOT enter Privacy Act Data (PII) in the description.		

Identify the Recipient's email at Womack Army Medical Center that will be receiving your documents

For required Licensed Independent Provider Credentialing documents, use usarmy.bragg.medcom-wamc.mbx.medcell-credentialing-lip@mail.mil.

For required RN, LPN, Technician, Outpatient Pharmacists Credentialing documents, use usarmy.bragg.medcom-wamc.mbx.medcell-credentialing-nurses@mail.mil

For required Personnel Security documents, use usarmy.bragg.medcom-wamc.mbx.medcell-personnel-security@mail.mil

NOTE: For documents sent to you through Onboarding, (OF-178, PAD Registration, DA-5019, OF-306 etc), these forms are to be uploaded and returned through Onboarding

Additional Forms or updates to forms may be requested by the various Womack Department Point of Contacts (POC). The department POC will provide you a direct email address to use when returning corrected/updated forms.

- Click Add

Recipient Information

Provide an email address to give access to:

Manually Enter Email Address

Email Address:

Do not send SAFE packages to group email accounts.

Recipients List:

Check all the available options listed under email settings

Select "FOUO" and select "Protected by Privacy Act" from the drop-down list if your data contains PII information

Click "Upload"

Email Settings

Encrypt email message when possible

Notify me when file(s) downloads are **STARTED**

Notify me when file(s) downloads are **COMPLETED**

Require CAC for Pick-up (all recipients will need to log in with a CAC to download file(s))

NONE FOUO

Other:

You will receive an email asking you to verify your email before the forms are transmitted. Access your personal email and click on the embedded link in the email to verify your email. You'll need to retrieve the password provided in your email from the SAFE Team and enter it on the SAFE website.

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
Charter list.xlsx	26 KB
690-335-12-GM-01 Case File Documentation.docx	83 KB
Total file size: 109 KB	

Within the email from SAFE is a direct link to your documents and a password so you can track the status. Clicking on the direct link in your email will take you to this page

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](#)

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.

Once in the Package Status Page, you'll see details of your submission and will be allowed to add additional files to the package. You will also be able to resend your notice to the original recipient or add a new recipient.

Package Status

Package ID:	
Sender's Name:	
Sender's Email:	
Date Uploaded:	3/25/2016 2:11:05 PM
Delete Date:	4/8/2016
Encrypt Email:	True
Notification when Download Starts:	True
Notification when Download Ends:	True
Require CAC:	True

Description
Completed Forms for Credentialing

File Information

File(s)	Privacy Act Data	Date Uploaded
Charter list.xlsx (26 KB)	No	3/25/2016 2:11:05 PM
690-335-12-GM-01 Case File Documentation.docx (83 KB)	Yes	3/25/2016 2:11:05 PM

Recipients List

Resend Notice	Recipients	User Status	+ Add New Recipient:
<input type="button" value="Resend Notice"/>	<input style="width: 100px;" type="text"/>	Not Downloaded	<input style="width: 100px;" type="text"/>
Resend to: <input type="button" value="All Recipients"/> <input type="button" value="All Not Downloaded"/>		<input type="button" value="Add Recipient"/>	