

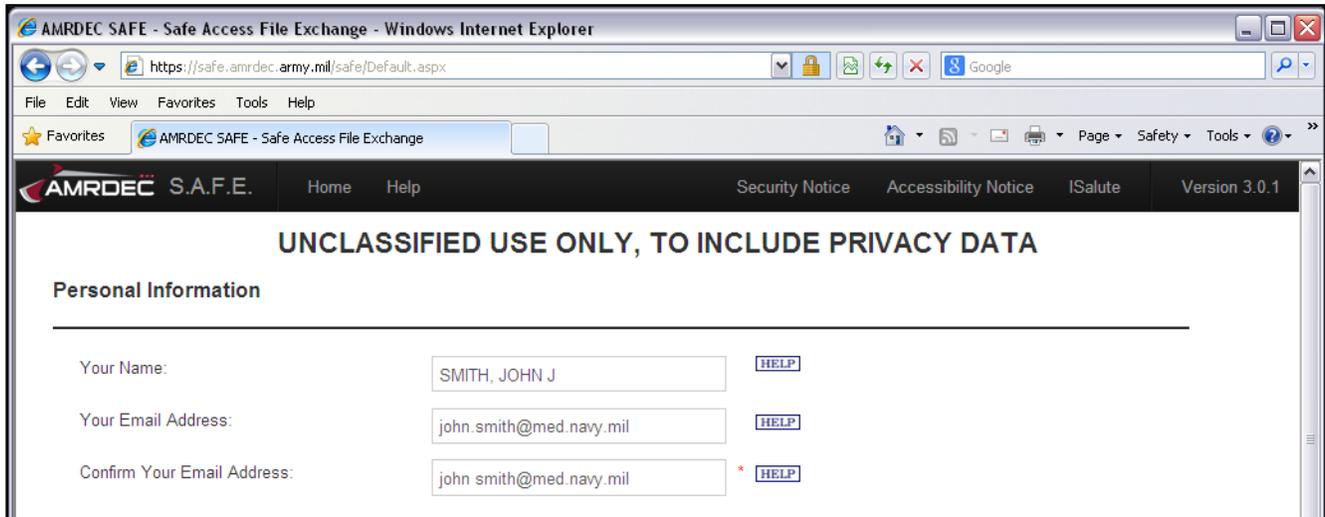
## Submitting protocol submission files to DON HRPP via the AMRDEC S.A.F.E. system

Step 1: Go to the AMRDEC S.A.F.E. website: <https://safe.amrdec.army.mil/SAFE2/>

Step 2: Click on “CAC Users Click Here”. (If you do not have a CAC, see the “Getting Started Guide” on the AMRDEC S.A.F.E. home page for non-CAC user instructions).

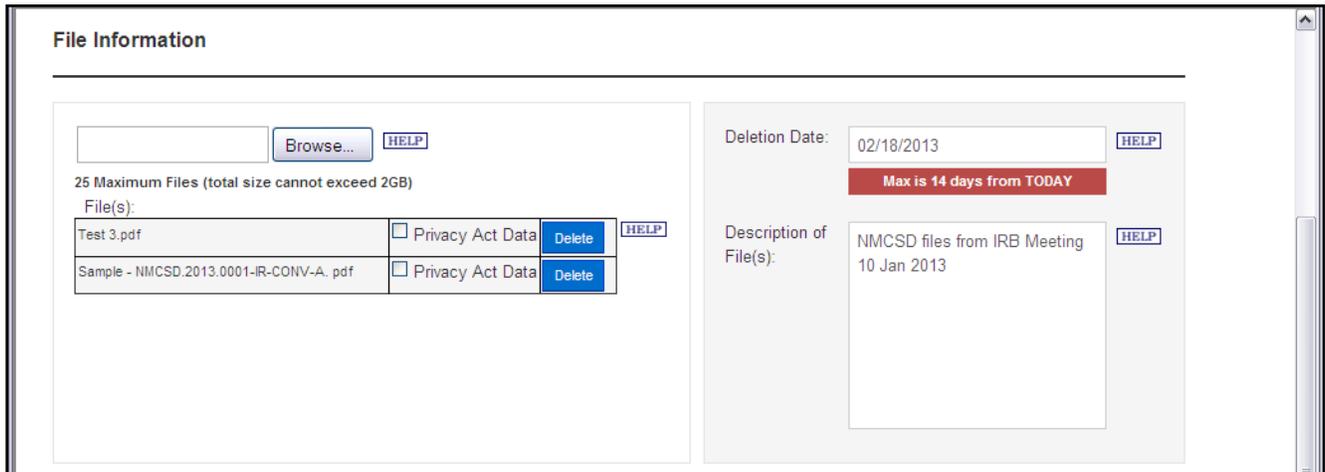
When prompted, select the CAC certificate *with* email, and enter your pin number.

Step 3: Fill out the form:



The screenshot shows a web browser window titled "AMRDEC SAFE - Safe Access File Exchange - Windows Internet Explorer". The address bar shows the URL "https://safe.amrdec.army.mil/safe/Default.aspx". The page header includes "AMRDEC S.A.F.E.", "Home", "Help", "Security Notice", "Accessibility Notice", "ISalute", and "Version 3.0.1". The main heading is "UNCLASSIFIED USE ONLY, TO INCLUDE PRIVACY DATA". Below this is the "Personal Information" section with three input fields: "Your Name" (SMITH, JOHN J), "Your Email Address" (john.smith@med.navy.mil), and "Confirm Your Email Address" (john.smith@med.navy.mil). Each field has a "HELP" button next to it.

- “Personal Information” will already be filled in if you signed in with a CAC.



The screenshot shows the "File Information" section of the website. It features a "Browse..." button with a "HELP" link. Below this, it states "25 Maximum Files (total size cannot exceed 2GB)". A table lists the files to be uploaded:

File(s)	Privacy Act Data	Delete	HELP
Test 3.pdf	<input type="checkbox"/>	Delete	HELP
Sample - NMCSD.2013.0001-IR-CONV-A. pdf	<input type="checkbox"/>	Delete	HELP

To the right of the table, there is a "Deletion Date" field set to "02/18/2013" with a "HELP" link. Below this is a red banner that says "Max is 14 days from TODAY". At the bottom, there is a "Description of File(s)" field containing the text "NMCSD files from IRB Meeting 10 Jan 2013" with a "HELP" link.

- Click “Browse...” to choose files to upload. You may upload up to 25 files per batch.
- In the “Description of File(s)” box, please include your command name or acronym in the description of the files.

- Type “human.research@med.navy.mil” into the Email Address box on the left, and click “Add”. It will then show up in the Recipients List on the right.

- If you would like an acknowledgement that DON HRPP has downloaded your files, you must check the box “Notify me when file(s) are downloaded”. DON HRPP will *not* be sending receipt emails for files received via AMRDEC S.A.F.E.
- In order for DON HRPP to be able to download your files, the checkbox next to “Require CAC for Pick-up” must remain unchecked.

Step 4: Click “Upload”, and then “I Agree”. In a few minutes, you will get a confirmation email from AMRDEC S.A.F.E., and DON HRPP will get a notification email that your files are waiting to be downloaded.

If you have any further questions, please see the “Getting Started Guide” on the AMRDEC S.A.F.E. home page.