

# AMRDEC Safe Access File Exchange (AMRDEC SAFE) File Downloading Instructions

1. You will receive an email from [no-reply@amrdec.army.mil](mailto:no-reply@amrdec.army.mil) with a link and a unique password to download the file. Please ensure to check your Junk/Spam folder, just in case.

**ATTENTION!!! PLEASE ENSURE TO LOG IN AND RETRIEVE THE FILE NLT 14 DAYS  
UPON RECEIPT OF LINK.**

2. Copy and paste the link in your internet browser. Copy and paste the password.

3. After logging in, you will be able to download all the files within the package. The best way to retrieve the file is to RIGHT CLICK on each file and select “*Save Target As*” option, select a location of your choice and save the file.

## **BE ADVISED:**

1. After you have downloaded files, the password will expire and you will not be able to log back in.

2. You should protect your electronic records like you would a paper copy. You can print and/or save it to a disk, a thumb drive or another external storage device. You may also email it to your civilian doctor through <https://safe.amrdec.army.mil/SAFE/>.

If you have questions during this process, please contact NHC Quantico Medical Records Division at (703) 784-1548 or send an email to [usn.quantico.navhthclinqua.list.medical-records@mail.mil](mailto:usn.quantico.navhthclinqua.list.medical-records@mail.mil).