

# DIBCAC SAFE Drop Instructions

*[Must use Edge, Chrome, or Firefox]*

DIBCAC uses DoD SAFE to support encrypted artifact transfers. Link is <https://safe.apps.mil/about.php>.

(See images after instructions below for reference.)

1. Copy the link from the email sent by DIBCAC and complete the drop request
  - a. To: Assessment Lead / Assessors
  - b. Check: “Encrypt every file” (Required)
  - c. Click or drag files to upload
  - d. Add short note to the recipients
  - e. Name:  
High Assessments – Requirement, objective, assessment number, company name, date  
(i.e. 3.1.20\_a\_22-XXX\_CompanyName\_20220325)  
Name: CMMC C3PAO Assessments – Requirement, objective, company name,  
date (i.e., AC.L1-3.1.1\_a\_XX-C3PAO-XXXX\_CompanyName\_20220325)
  - f. Note: Requested Materials Attached. Sender’s Name
  - g. If uploading many documents group in folders under family (i.e. 3.1, 3.2, etc..) and compress (zip) entire folder structure into a single file for ease of uploading and downloading.
2. To add multiple recipients at once:
  - a. Select “Add Many”
  - b. List names and email addresses
  - c. Click “Add & Close” to proceed
3. To add files:
  - a. Click the “Click to Add Files or Drag Them Here”
  - b. Select files or just drag them to the screen
4. To encrypt files, check the “Encrypt every file” box:
  - a. Enter passphrase
  - b. Enter passphrase again (must be at least 10 characters)
  - c. Provide passphrase to Assessment Lead via alternate methods (email or phone call)

