

Step by step instructions on how to submit to the DoD Workshop via Email:

Go to: <https://safe.amrdec.army.mil/safe2/Welcome.aspx>

1. Click the link: "To begin using SAFE please click on one of the links below. "[CAC Users - I Have A Common Access Card \(CAC\) and I want to use SAFE. Choose this option in order to send files to someone that does not have a ".MIL" or ".GOV" and to manually enter multiple recipients using ";"](#)". **IMPORTANT: If asked to choose a certificate, please choose the one with "EMAIL" in the name.**", then click the icon for your CAC credentials.
2. Once open, simply fill in the provided fields. Under "Description of File(s)", put "DoD Worldwide Military Photography Workshop Submission"
3. Include in the download section all images and a PDF signed copy of the Commander's Recommendation Letter. Please ensure a good contact email and contact phone numbers are also in the description in case we need to contact you about your submission.
4. Recipient Information: Provide an email address to give access to: Put dinfosphotographyworkshop@dinfos.dma.mil in this field, then click "ADD"
5. Email settings: Do nothing in this section.
6. Click "Upload" at the bottom, then "Agree" to the terms in the warning box.

If you receive a confirmation email once you have uploaded your package, please forward a copy to the email address in para. 4 above to make sure we get it. You may still use USPS, UPS or FedEx, but we prefer you didn't if you are sending at the last minute. POC is Rob Hood at rob.hood@dinfos.dma.mil or phone number: (301) 677-3212; DSN-622.