



Document Submission Instructions

Submit via DoD Safe website

Please follow the instructions below:

CAC Users:

1. Go to <https://safe.apps.mil/>
2. Click "Drop-off"
3. Add Recipient information:
 - a. "MHO Referral" under Name
 - b. Add "jbphh_mho@us.navy.mil" Under email address
 - c. Add any additional recipients
 - d. Click "Add and Close"
4. Add "Short Note" with your Full Name, Phone and Email
5. Click "Encrypt file" (Required)
6. If desired, click "Send me an email when each recipient picks up the file" (Optional)
7. Add, Drag or Drop Files to Upload
8. Click "Drop-Off Files"
9. Click "Ok" to confirm the files do not contain classified information
10. You will be notified "Drop-Off Completed"
11. The recipient (MHO) will be notified of your "Drop Off"

Guest Users:

1. Email or call MHO to obtain a Request Code (12 digits) – jbphh_mho@us.navy.mil or call 808312-0199/808-590-1402
2. Go to <https://safe.apps.mil/>
3. Click "Drop-off"
4. Input the 12 digit Request Code
5. Add "Short Note" with your Full Name, Phone and Email
6. Add, Drag or Drop Files to Upload
7. Add a description of each file, if necessary
8. Click "Drop-Off Files"
9. Click "Ok" to confirm the files do not contain classified information
10. You will be notified "Drop-Off Completed"

If you are unable to submit via either option, please call or email us at jbphh_mho@us.navy.mil or 808-312-0199 or 808-590-1402.