

# USING SENDSAFELY TO SEND SENSITIVE DOCUMENTS

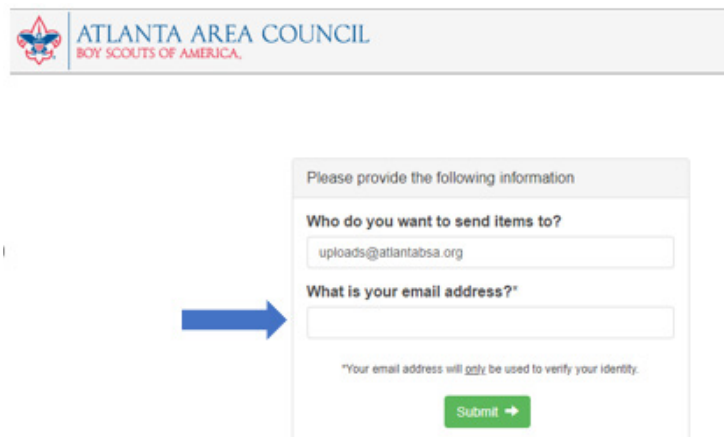
The Atlanta Area Council has partnered with SendSafely to bring a new opportunity to our adult volunteers to submit sensitive information via encrypted server.

SendSafely uses OpenPGP encryption with AES-256, widely recognized as one of the most reliable and proven encryption protocols available today, to protect the materials you send. Using SendSafely is easy.

## SENDSAFELY WEBPAGE

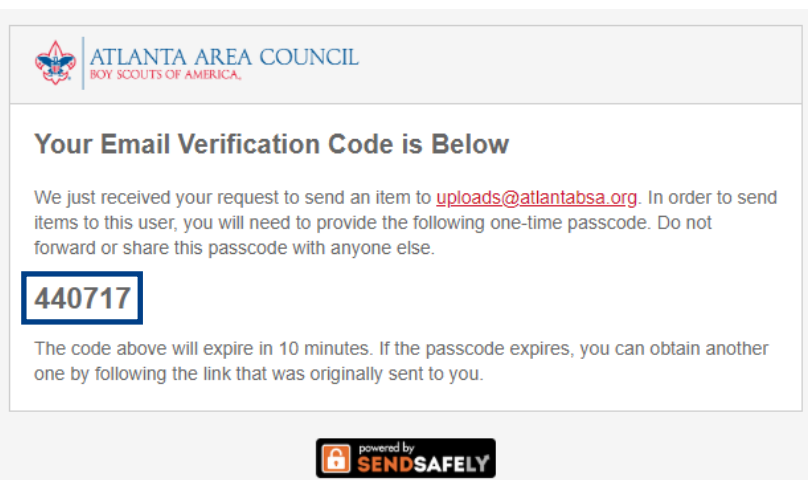
### FOLLOW THESE STEPS TO SUBMIT ITEMS WITH SENSITIVE INFORMATION LIKE MEMBERSHIP APPLICATIONS OR ANNUAL MEDICAL RECORDS FOR EVENTS.

**Step 1:** Click the link to visit the Atlanta Area Council's SendSafely landing page. Enter your e-mail address to begin.

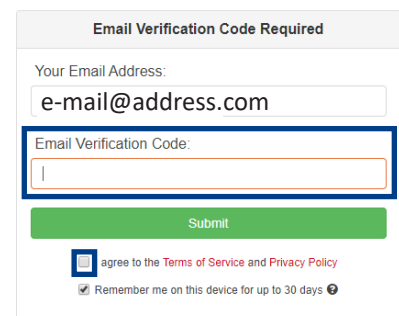


The screenshot shows the Atlanta Area Council logo and the text "ATLANTA AREA COUNCIL BOY SCOUTS OF AMERICA". Below the logo is a form titled "Please provide the following information". The form has two input fields: "Who do you want to send items to?" with the value "uploads@atlantabsa.org" and "What is your email address?". A blue arrow points to the second field. Below the fields is a note: "Your email address will only be used to verify your identity." and a green "Submit" button with a right-pointing arrow.

**Step 2:** Verify your e-mail address by entering the verification code you received in your e-mail inbox.



The screenshot shows the Atlanta Area Council logo and the text "ATLANTA AREA COUNCIL BOY SCOUTS OF AMERICA". Below the logo is the heading "Your Email Verification Code is Below". The text reads: "We just received your request to send an item to [uploads@atlantabsa.org](mailto:uploads@atlantabsa.org). In order to send items to this user, you will need to provide the following one-time passcode. Do not forward or share this passcode with anyone else." Below this text is a large blue-bordered box containing the code "440717". Below the code box is the text: "The code above will expire in 10 minutes. If the passcode expires, you can obtain another one by following the link that was originally sent to you." At the bottom of the page is a logo for "powered by SENDSAFELY".



The screenshot shows the heading "Email Verification Code Required". Below the heading is the text "Your Email Address:" followed by an input field containing "e-mail@address.com". Below that is the text "Email Verification Code:" followed by an empty input field. Below the input field is a green "Submit" button. At the bottom of the form are two checkboxes: "I agree to the [Terms of Service](#) and [Privacy Policy](#)" and "Remember me on this device for up to 30 days".

We just sent a verification code to your email address. Please check your inbox and enter the verification code above. Having trouble receiving your code? [Click here](#) to send another one now.

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**Step 3:** Attach the file to send and include an encrypted message if desired. Click submit when done.

**Send Items**  
Only you and your recipients will be able to view items you send.

**Add Content**

Drag files or click here to add a message

Attach Files Add Message

**Add Recipients**

uploads@atlantabsa.org

Enter Email Add Recipient I do not want to specify my recipients

**Notification Preference** (what's this?)

- Automatically notify all recipients
- Do not notify recipients, I will email the link directly to them

Show more settings

Submit

powered by SENDSAFELY

**Send Items**  
Only you and your recipients will be able to view items you send.

**Add Content**

Sample Upload pdf

Message text area

Attach Files

**Add Recipients**

uploads@atlantabsa.org

Enter Email Add Recipient I do not want to specify my recipients

**Notification Preference** (what's this?)

- Automatically notify all recipients
- Do not notify recipients, I will email the link directly to them

Show more settings

Submit

**Step 4:** Successful submission and e-mail notification.

**Success**  
Your items have been sent

## Each recipient has been automatically notified

- A confirmation message has been sent to you via email
- You can view your sent item and track its status using the buttons below

View Item

Track Status

ATLANTA AREA COUNCIL  
BOY SCOUTS OF AMERICA

**Confirmation of sent item (VET2-R2Z8)**

You just sent an item using the Atlanta Area Council Secure Data Transfer System, powered by SendSafely. **This item will expire at 20:19 on May 20, 2020.**

To: uploads@atlantabsa.org  
From: e-mail@address.com

View Item

You can copy the following URL into your browser to view the item you just sent:  
<https://atlantabsa.sendsafely.com/receive/?thread=VET2-R2Z8&packageCode=Llaph0kQ0a6W0Q1Fd3i1xtiYJ7JYIssHXkC3BYVVMQ#keyCode=cWUxaHnoXGHO-fQLuWkajzYrkUT8eJlt0C7ZOzJ68>

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