

SendSafely for Northrop Grumman Corporation Business Partners

The SendSafely site is for uploading files securely and uses 256-bit encryption. This is a blind drop box, and your information will be stored for five days and then removed with no further access by any parties.

Compatible Browsers: Edge, Google Chrome, Safari

Compatible File Types: .pdf, .png, .gif, .jpg, .jpeg, .bmp, .heic

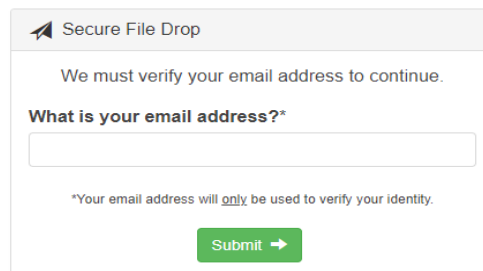
Instructions at a Glance

1. Click the SendSafely URL provided through the email
2. Enter your email to receive a verification code
3. Enter the one-time unique passcode sent to your email
4. Use the following name convention: Last Name, City of Birth, MyID, or last four of SSN (i.e., LastDenver0101)
 - a. **The above format is required; if entered incorrectly, your submission will be rejected**
 - b. **A city of birth is required**
5. Attach required file(s)
6. Click Submit

Step 1

Using the URL provided by email, you will be able to upload the requested documents.

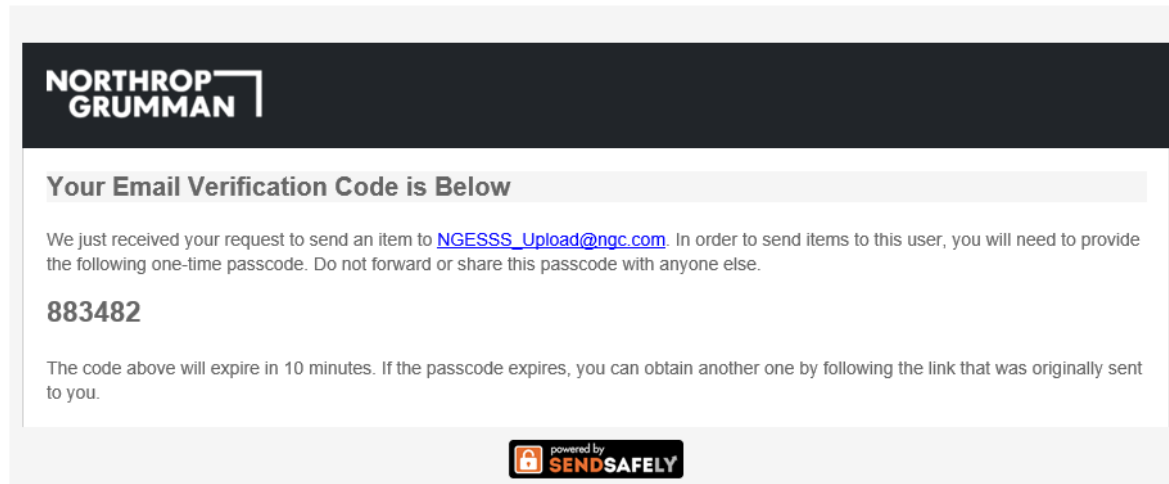
1. Click the URL link: this will navigate to the screen as shown below
2. Enter your email and click “Submit” to receive a confirmation code and verify your identity



Step 2

You will receive an email with your unique, one-time verification code like the one below:

From: Northrop Grumman Secure Data Transfer System <notifications@sendsafely.com>
Sent: Tuesday, May 11, 2021 11:39:15 AM
To: username@hotmail.com <username@hotmail.com>
Subject: Email Verification Code



Step 3

Enter the verification code and select "I agree" to the SendSafely Terms of Service and Privacy Policy.

Email Verification Code Required

Your Email Address

Email Verification Code:

Submit

I agree to the SendSafely [Terms of Service](#) and [Privacy Policy](#)

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.

After a successful login, you will see the Secure File Drop screen.

**NORTHROP
GRUMMAN**

Secure File Drop

Use the form below to submit encrypted files.

Last Name, City of Birth, MyID or Last 4 of SSN *

Your Email Address

username@hotmail.com

Include a Secure Message

Drag files here or click to add a file

NOTE - Only the following file types are permitted: .pdf, .png, .gif, .jpg, .jpeg, .bmp

Submit


Step 4

Enter your Last Name, City of Birth, MyID, or last 4 of SSN.

A city of birth is required.

Attach a file by clicking on “Drag files here or click to add a file,” or by dragging the file into the box.




 Secure File Drop


Use the form below to submit encrypted files.

Last Name, City of Birth, MyID or Last 4 of SSN *

Your Email Address

Include a Secure Message

 Drag files here or click to add a file

 LastName_Detroit_M012345.jpg Completed x

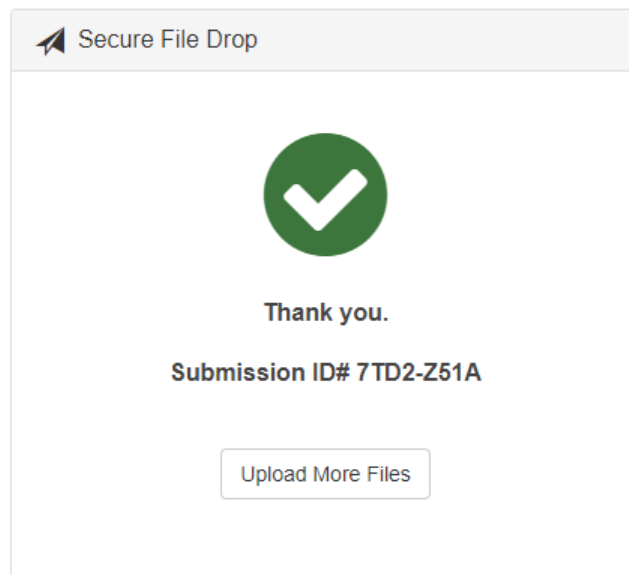
NOTE - Only the following file types are permitted: .pdf, .png, .gif, .jpg, .jpeg, .bmp

Step 5

After the files are uploaded (they will be annotated with “Completed”), click “Submit,” and the files will be sent to our secure drop box.

Note: This is a secure drop box and you will not be able to return to this folder and see your uploaded files.

A confirmation message will be displayed if the submission is successful:



If you have no more files to upload you can close your browser. No logout is required.