

# NG SAFE INSTRUCTIONS

This NG Safe application (hosted in the United States), is a tool provided by Northrop Grumman for the transmission and receipt of proprietary or sensitive information for authorized Northrop Grumman business purposes. NG Safe has the following features:

- Uses SSL (Secure Socket Layer) protocol with 128-bit encryption for uploading and downloading.
- Allows files up to 2GB to be transferred:
- Files must be accessed within time limit.
  - After 5 days, the file will automatically be deleted from the server.
  - Once a file is deleted, it is unrecoverable.
- The server automatically scans all files for viruses before uploading them to the system.
  - If a file contains a virus, NG Safe will not upload it.
  - NG Safe is not susceptible to worms or other email viruses.

Secure file sharing for external parties to send documents to Northrop Grumman Corporation.

1. Go to the link:  
<https://ngsafe.northropgrumman.com/>.
2. Click Accept.



The screenshot shows the NG SAFE application interface. At the top, there is a header with "NG SAFE" on the left and "Help Documents" on the right. Below the header, the text "Last Updated 11/10/2017" is visible. The main content area is divided into two sections: "Mission Statement" and "Notice". The "Mission Statement" section contains a paragraph of text explaining the application's purpose and security. The "Notice" section contains a paragraph of text regarding user consent and data handling. At the bottom of the page, there is a "Thank you for visiting the NG Safe." message followed by two numbered items. A blue circle with the number "2" is overlaid on the "Accept" button, which is highlighted with a green border.

# NG SAFE INSTRUCTIONS

## Filling in Personal and File Information

1. Enter your first and last name.
2. Enter your personal email address (one that we have on file for you).
3. Enter the email address ([arc\\_esis@ngc.com](mailto:arc_esis@ngc.com)) to send your citizenship verification document(s). Do not copy supervisors or managers due to personal information provided.
4. Click the Add button.
5. Enter citizenship for <your first last name and MyID found in the subject line of your notification>. *Example: Citizenship for Jane Doe (Z12568)*.
6. Enter deletion date for 5 days out (5 days is the maximum).
7. Select the number of files to upload. If using a birth certificate make sure to take a separate picture of the raised seal so that is easily verifiable also include a second picture of the entire document including the registrar's signature line.
  - a. Click Select to search for each file. Once located click OK.
8. Click Submit.

Last Updated 11/10/2017

**IMPORTANT MESSAGE: Files uploaded with commas in the file name may have difficulty downloading correctly in Google Chrome. either remove the comma(s) from the file name prior to uploading or download in another browser.**

Personal Information	Important Notes
<p>Your Name: <input type="text"/></p> <p>Your Email Address: <input type="text"/></p>	<ul style="list-style-type: none"><li>• All fields are required.</li><li>• The sender email address or at least within the ngc.com domain (or other)</li><li>• The file description cannot exceed 255 characters.</li><li>• Files will be deleted automatically after the fifth day. This is inflexible. If a file has been deleted, it cannot be deleted, please contact the file or the file(s).</li><li>• The total size of all files cannot exceed 2GB of data, a 'cannot display' error will be generated by your browser.</li><li>• File names should not contain special characters include commas, apostrophes, etc.</li><li>• Recipient Addresses must be entered in Outlook headers (Smith, John &lt;John.Smith@ngc.com&gt; delimited. Each address must be on a new line.</li><li>• Level 1 and 2 data MUST be encrypted with WinZip with 256-bit encryption or comparable.</li></ul>
<p>Recipient Information</p> <p>New Recipient Email Address: <input type="text"/></p> <p>List of Recipient Addresses: <input type="text"/></p> <p><input type="button" value="Add"/> <input type="button" value="Remove"/></p>	
<p>File Information</p> <p>Title: <input type="text"/></p> <p>Description of File(s): <input type="text"/></p> <p>Deletion Date: <input type="text" value="03-30-2020"/></p> <p>Files: <input type="text" value="Please Select Number of Files"/></p> <p><input type="button" value="Select"/></p>	
<p><input type="button" value="Submit"/></p>	<p>File Progress</p>

**7.** Please Select Number of Files  
2 GB total transfer limit  
No special characters allowed

**7a.** Select

# NG SAFE INSTRUCTIONS

## Adding Additional Files

1. It will give you the option to add additional files. This is optional.

The screenshot shows the Northrop Grumman NG SAFE interface. At the top, the Northrop Grumman logo and 'NG SAFE' are displayed. Below this, a message states: 'Last Updated 11/10/2017. The file was uploaded successfully. You should receive a confirmation email shortly with instructions to make the file(s) available for download.' A button labeled 'Upload Another File(s)' with a blue circle containing the number '1' is highlighted with a green box. Below the message is a table titled 'Information About The Uploaded File(s)'.

Information About The Uploaded File(s)	
File Name	File Size
NG SAFE Instructions for Externals.docx	0.177 MB
<b>Total Size:</b>	<b>0.177 MB</b>

# NG SAFE INSTRUCTIONS

## Confirmation Email

You will receive a confirmation email with instructions making the file(s) available for downloading.

1. Check your email inbox that you listed in the personal email section for the following email from NG SAFE:  
*Northrop Grumman Safe Access File Exchange Confirmation Request.*
2. To complete the process, follow the steps contained in the email.
  - a. Click the link. The NG SAFE submission screen will open.
  - b. Enter (copy and paste) the password provided in the email in the password field.
  - c. Select Approve or Reject.
3. If the process was completed successfully the approval message will display and the recipient will be able to download your files.

Wed 3/25/2020 12:45 PM  
No Reply <noreply@ngc.com>  
Northrop Grumman Safe Access File Exchange Confirmation Request 1.

To: Your Name  
Retention Policy: NGC-Inbox (60 days) Expires: 5/24/2020

Please do not reply via e-mail to this message. It was automatically generated from an unattended mailbox.

Did you upload a file using NG SAFE? Such a request was made using your email address. For security reasons, your confirmation is needed to ensure you initiated this transaction. If you did not recently use NG Safe, please contact the CSOC as explained below.

Until you confirm the authenticity of this request, no further action will be taken. After the deletion date below, the uploaded file(s) will be deleted from NG SAFE and a new transaction will need to be initiated.

To complete the process, follow these steps: 2.

1. Click the link below
2. Enter the password provided below.
3. Select **Approve** or **Reject**

Note: If necessary, you can copy and paste the following URL into your browser

2a. <https://ngsafe.northropgrumman.com/PackageConfirmation.aspx?id=1448475&rid=8rQmiQpC1ulQIWHyrvZZQe1mK6j9fSHAb%2fYnSMaM0eU%63d>

Password: v2tBG\*dpMRC358p^V  
NG SAFE FILE REQUEST  
Title: Disregard...  
Package ID: 1448475  
File Description:  
Recipient List:  
arc\_esis@ngc.com

The following files have been uploaded to the NG SAFE:

The following NG SAFE submission was created by **Your Name, Date and Time**. Please review the following details and approve/reject as necessary. If the submission is approved, NG SAFE will generate e-mails to the intended recipients. If the submission is rejected, no e-mails will be generated to the intended recipients and the files will be deleted on the expiration date below.

Package ID	1448475
Package Title	Disregard...
Package Description	
Originator's Name	Your Name
Originator's E-Mail	Your Email Address
Files	• Files Uploaded
Recipients	• Your Email Address • arc_esis@ngc.com
Deletion Date	03/30/2020 1:45:00 PM
Password	<input type="password"/> 2b. ←

If any of the above details are incorrect or this was done in error or not originated by you, reject this request. However, if this is a legitimate request and all the above details are accurate, select approve.

Approve Reject 2c.

NORTHROP GRUMMAN NG SAFE

3. Your approval has been logged and all recipient e-mails have been successfully sent.