

# Document Services Online Customer Guide

Updated February 2024

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## DSO Account Basics

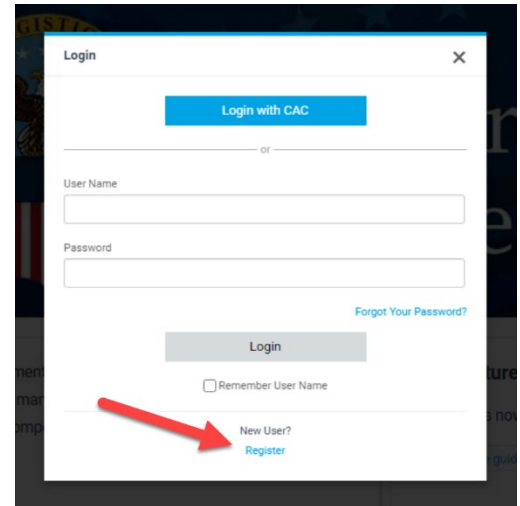
You can access Document Services Online (DSO) by pointing your web browser to <https://dso.dla.mil/>

### New User Registration

1. Click **Login** in the upper right-hand corner
2. At the bottom of the window, click the **Register** link
3. Complete all required fields (indicated with a red asterisk), select your primary Print Facility and click **Submit**
  - a. *Note: If you cannot see the CAPTCHA text, ensure you are not using Internet Explorer.*

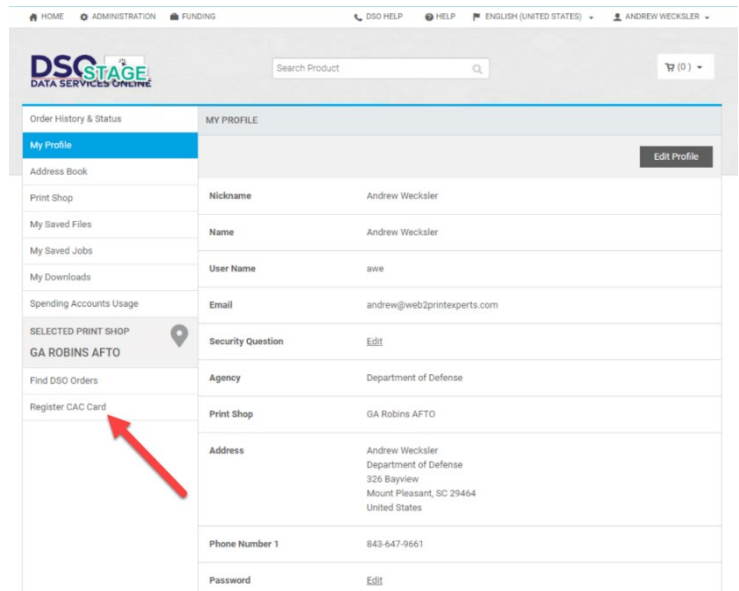
#### Tips for using DSO:

- Popups must be enabled for this site to function properly
- Recommended browsers include Microsoft Edge, Google Chrome or Mozilla Firefox. Internet Explorer is **not recommended**.
- Make note of your security question responses; they will be used for any future account recovery.



### Associating Your CAC

1. Click **Login** in the upper right-hand corner
2. Login with your **User ID** and **Password**
3. Hover over your User Account name and click on **My Profile**
4. Click **Register CAC Card** on left-hand side
  - a. The page will refresh with a success message when complete.



### Resetting Your DSO Password

1. Click **Login** in the upper left-hand corner
2. Click the **Forgot Your Password** link
3. Input your **User Name**
4. Answer the **Security Question**

**Note:** If you do not remember the answer, open a ServiceNow request by going to <https://dla.servicenowservices.mil/> (you will be prompted for your CAC card)
5. Check your inbox for an email from DSO (MDSF Administrator), copy and paste the URL into your browser
6. Enter your new **Password** and confirm the password
7. Go to the **Associating your CAC** section above and complete those steps

# Order Placement and Navigation

## Basic Navigation

The screenshot displays the DSO website interface. At the top, there is a navigation bar with links for HOME, ADMINISTRATION, FUNDING, DSO HELP, HELP, and ENGLISH (UNITED STATES). The user is logged in as BRIAN FAZIO. A search bar is located at the top center. The main content area features a large banner for "Defense Logistics Agency Document Services" with a "UNCLASSIFIED SYSTEM: UPLOAD ONLY UNCLASSIFIED M" notice. Below the banner are "FEATURED CATEGORIES" for "Print Products & Services", "Joint Forms and Publications Online", and "Electronic Document Mgmt.". A "SHOP BY CATEGORY" list is on the left, including items like "View All", "CSF2 Training Material", "NARA Test", "NARA Training Materials", "AFTO Project Specialist Export", "Air Force Reports", "CD / DVD Duplication", "CONTENT UPLOAD AND CANCEL LINK", "DSO Training Materials", "Electronic Document Mgmt.", "Equipment Mgmt. Solutions", "ERRATA", "Funding", "JFPOL – Joint Forms and Publications Online", "Large Format", "Mission Specialty Location", and "Printing". A user profile dropdown menu is open in the top right corner, showing options like "ORDER HISTORY & STATUS", "MY PROFILE", "ADDRESS BOOK", "PRINT SHOP", "MY SAVED FILES", "MY SAVED JOBS", "MY DOWNLOADS", "SPENDING ACCOUNTS USAGE", "LOG IN AS BUYER", and "LOGOUT".

Once logged in, you will see your main starting page. What you will see may be different depending on your login information – DSO will display different storefronts, or views, to different users based on role.

1. In the upper right-hand corner, click your **User Name** to access **My Profile**, **Order History & Status**, and other settings like the default print shop for your orders.
2. At the top of the page, **DSO Help** displays your print shop contact information and you can use the Search bar to find specific products.
3. In the **Featured Categories** section you can place a variety of orders, and the **Shop By Category** list on the left has a complete list of available categories.

## Overview - Placing an Order

- Select the category that best describes your job. You can select a category from the list, or search for a product at the top of the page.
- Clicking on a category will have different results depending on how the category is configured. Each category has clear descriptions of the types of products and services available within it.

The **Print Products & Services** category contains a variety of product-based categories, for a more guided print procurement experience. If you don't see what you're looking for, the **Request an Estimate** category will allow you to upload a file and include a note to us that describes your needs.

**PRINT PRODUCTS & SERVICES**

# Print Products & Services

For more information about our Products and Services, including short videos of product options, download our *Customer Guide* (coming soon).

To order print products or services, please browse the categories below:

- Request an Estimate
- Basic Printing, Flyers & Brochures
- Booklets, Saddle Stitched
- Bound Documents
- Business Cards, Letterhead, Envelopes & Paper
- CD/DVD Duplication
- Oversized B&W Prints
- Oversized Photo Prints & Banners

**VIEW BY:**

<b>Request an Estimate</b>	<b>Basic Printing, Flyers &amp; Brochures</b>	<b>Booklets, Saddle Stitched</b>
		
REQUEST AN ESTIMATE	BASIC PRINTING, FLYERS & BROCH...	BOOKLETS, SADDLE STITCHED
<b>Bound Documents</b>	<b>Business Cards, Letterhead, Envelopes &amp; Paper</b>	<b>CD/DVD Duplication</b>
		

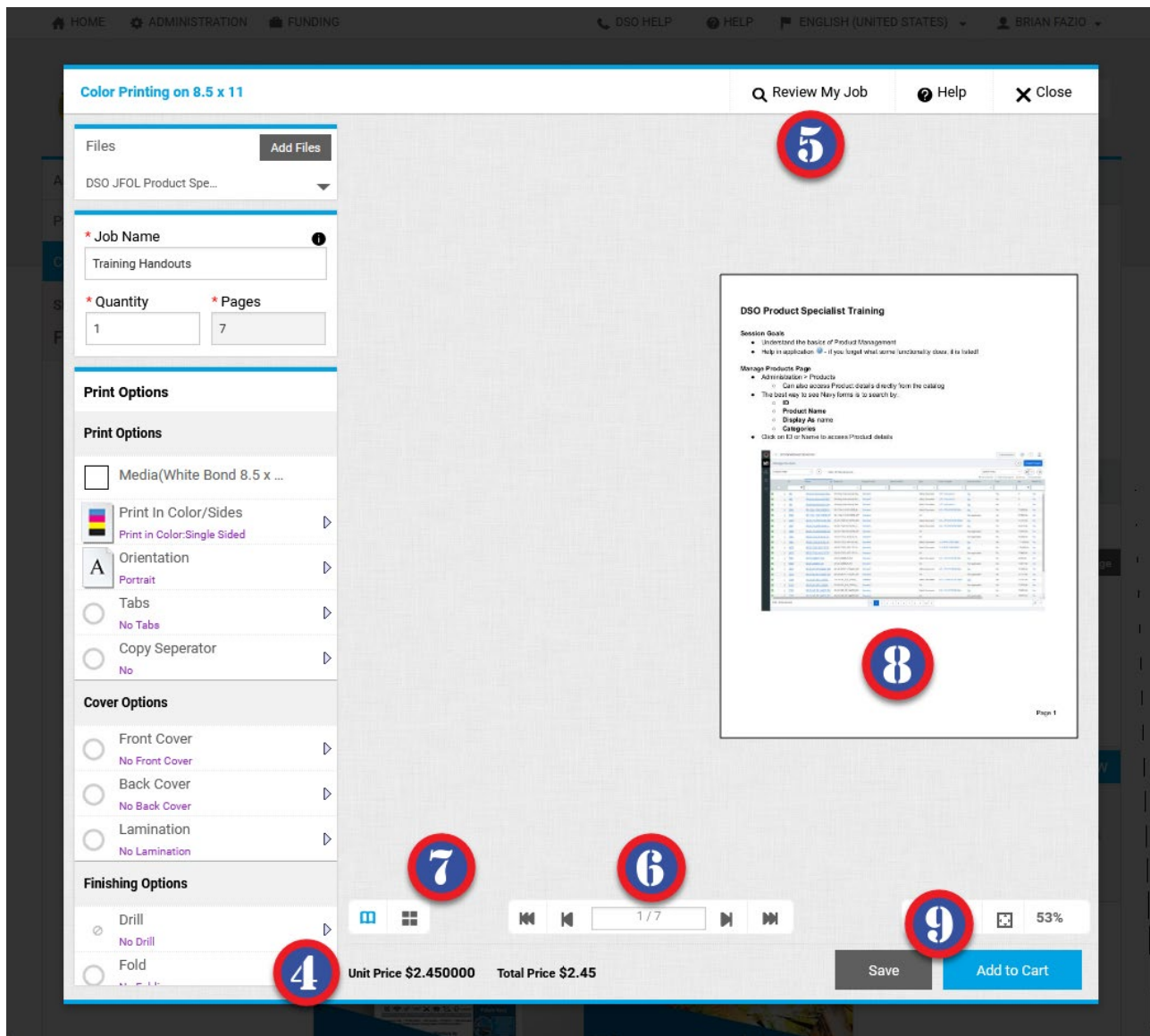
## Defining Job Details

Once you have selected a product you will define your print requirements. Each Job will have its own unique specifications, which you will define as you upload your file(s) and create your Order.

1) You can **Add Files** or describe offline materials to be produced. For more information about uploading files, including how to manage large files, see the section at the end of this guide.

2) The **Job Name** allows for a description of the Job being placed. You can change the **Quantity** to designate how many copies you need, while the **Pages** will be automatically added up based on the files you added to the Job.

3) Select all **Print Options** required for your order. Print Options will vary depending on the type of job you are placing. If you do not see something you need, you can add Special Instructions, located at the bottom of the Print Options list.



4) Updating **Print Options** will change the estimated job cost automatically.

5) The **Review My Job** button will show a list of all print options selected so far.

6) You can page through your job using the preview pane.

7) Clicking the **Thumbnail View** button allows us to see more pages of our document at once.

8) Clicking on a page of the document will display additional print options. This may include options such as adding tabs, changing the paper color of a single page, or other options depending on the type of order you are placing.

9) The **Save My Job** button will remove the job from your cart and move it to the **My Saved Jobs** section of the **My Account** page, so you can resume the order at a later time. Clicking the **Add to Cart** button will prompt you to approve the job and add it to your shopping cart.

## Checking Out

The next step when placing an order is setting your **Order Due Date** and **Recipients**. Click on the **Calendar** icon to select the **Date and Time** you would like to receive your Order. Click **Save** when done.

The screenshot shows the 'CART' page with a modal calendar for selecting a due date. The calendar is for August 2023, with the 31st selected. Below the calendar, the time is set to 07:30AM (GMT-05:00 Eastern Time (US & Canada)). The 'Save' button is highlighted. In the background, the cart items table shows a quantity of 10, a unit price of \$2.450000, and a total of \$24.50. The 'ESTIMATED TOTAL' is also \$24.50. A 'PROCEED TO CHECKOUT' button is visible at the bottom right.

Each job you've added to your cart will be included in your final order when you check out. If you would like to remove Jobs from the Order click the **Remove** link or **Save for Later**, which moves the job to **My Saved Jobs** under your profile. If you would like to add more products to this Order you can click the **Continue Shopping** button, which will return you to the Home screen to begin the process of adding a new job to the order, and from there you can click the **Shopping Cart** icon to return to the checkout process. Click **Proceed to Checkout** when you are ready to place your order.

The screenshot shows the 'Shipping' step of the checkout process. It includes a progress bar with three steps: 1. Shipping, 2. Payment, and 3. Finish. The main content area is titled 'Select a shipping address & shipping options'. It contains a disclaimer about estimated amounts, a 'SHIPMENT 1' section with a 'Customer Pick-Up' dropdown, an address form for Brian Fazio at 2419 NE 164th Ave, Vancouver, WA, and a 'Hours of Operation' section. There are 'Save' and 'Cancel' buttons, and an 'Add Another Recipient' button. At the bottom, there are 'CONTINUE SHOPPING' and 'PROCEED TO PAYMENT' buttons. A 'Products' summary on the right shows 'Training Handouts' with a total of \$24.50.

The user who is logged in is the default recipient. Selecting anything besides **Customer Pick-up** from the **Delivery Method** drop-down will allow you to change recipient information and save new recipients to your Address Book. The **Add Another Recipient** button will allow you to ship to more than one person.

Click **Proceed to Payment** to finalize your order and select your payment method. Click **Add Funding Details** on the first Payment screen to be presented with the **Choose Payment Method** drop-down menu.

## Adding Funding to the Order

The screenshot shows the DSO checkout interface. At the top, there is a search bar and a shopping cart icon with '(1)' items. Below this is a progress bar with three steps: 'Shipping' (1), 'Payment' (2), and 'Finish' (3). The 'Payment' step is active. The main heading is 'How would you like to pay?'. A dropdown menu titled 'Choose Payment Option \*' is open, displaying the following options: 'Please Select', 'Please Select', 'Not Funded Yet', 'Open Funding', 'Credit Card', 'Line of Accounting', and 'Pre-Paid Check'. The 'Line of Accounting' option is currently selected. To the right of the dropdown is a 'PROCEED TO CHECKOUT' button. At the bottom right, there is a link for 'Terms & Conditions'.

### *Credit Card*

Selecting **Credit Card** from the **Choose Payment Option** drop-down menu presents the user with a place to input new credit card information. Required fields are indicated with a red asterisk.

- The default view is to add a new credit card, but you can toggle on the **Use Existing Credit Card** option if you have one already saved.
- The **Funding Name** field will be displayed for this credit card transaction on the customer statement.
- Checking the **Save as Template** box will allow you to create a template that will show up in your **Select Template** drop-down menu for future use when placing orders.
- Checking the **Shared Template** box allows you to browse for other DSO users and share this funding option with them, allowing them to use it as a payment method.
- Click **Browse** next to the **Authorization Form** field to find the authorization form on your computer and upload.
- Clicking the **Proceed to Checkout** button will take you to the **Order Confirmation** screen, which summarizes your order and sends you an email notifying you that your order was successfully received.

### *Line of Accounting*

Selecting **Line of Accounting** from the **Choose Payment Option** drop-down menu allows you to add a new one time or open funding document. If you already have an open funding document you can select it by choosing the **Open Funding** option.

- Verify your **Agency** is accurate and input your funding document information.
- Click the **Browse** button to find the funding document file on your computer and attach it.
- Checking the **Open Funding** box will allow you to create an **Open Funding** for future use when placing orders.
- Checking the **Shared Template** box allows you to browse for people to share this funding option with and adding them will give them the ability to use this payment method.
- Clicking the **Proceed to Checkout** button will take you to the **Order Confirmation** screen, which summarizes your order and sends you an email notifying you that your order was successfully received.

### *Open Funding*


The **Open Funding** option in the **Choose Payment Options** drop-down menu presents the user with a list of available saved payment methods for them to select. These are existing funding templates so no further information is needed. See the **Customer Funding Management** section of this document for information about creating a new Open Funding.



## Order Confirmation

Clicking the **Proceed to Checkout** button will take you to the **Order Confirmation** screen. On this screen you can see your order number, a summary of your order. You will receive an email notifying you that your order was successfully received, and there is a **Print** button at the bottom of the page if needed.

HOME ADMINISTRATION FUNDING DSO HELP HELP BRIAN FAZIO

 **DSO**  
DOCUMENT SERVICES ONLINE

Shipping Payment **3** Finish

### Order Confirmation

**Thank you for your order!**

If you chose store pickup, please bring a copy of this order confirmation when you come to pick up your order.

Order # <b>844048</b>	Status: <b>User approved</b> As of 5/9/2023 12:17:07 PM EDT	Order Date: 5/9/2023 12:17:07 PM EDT Due Date: 8/31/2023 7:30:00 AM EDT
--------------------------	---	--

Order placed by: Brian Fazio brian.fazio.ctr@dla.mil Department of Defense 2419 NE 164th Ave. Vancouver WA - Washington 98684 United States 3604870875	Print Shop FL - Jacksonville dlaprintjacksonville@dla.mil 721 McFarland Street Jacksonville FL - Florida 32212-0003 United States 904-661-5330 <b>Hours Of Operation</b> Sun : Closed Mon-Fri : 7:30 AM-11:30 PM Sat : Closed
---	---

<b>Products</b>		
Training Handouts		
Item Name: Color Printing on 8.5 x 11		
Qty	Unit Price	Total
10	\$2.450000	\$24.50
Payment Method: <b>MIPR, CC, Check</b>		
Subtotal		\$24.50
Shipping		\$0.00
<b>Total</b>		<b>\$24.50</b>

**SHIPMENT 1**  
Customer Pick-Up

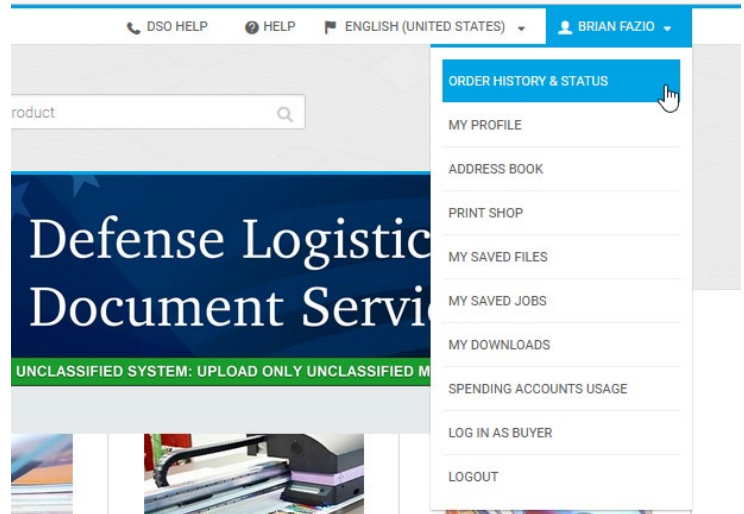
<b>ADDRESS</b> Brian Fazio 2419 NE 164th Ave. Vancouver United States WA - Washington - 98684 3604870875 Department of Defense brian.fazio.ctr@dla.mil	<b>Hours Of Operation</b> Sun : Closed Mon-Fri : 7:30 AM-11:30 PM Sat : Closed
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← CONTINUE SHOPPING PRINT

## My Account

From any page in the customer view, hovering over the User ID in the top left-hand corner will display account options:

- **Order History & Status** displays all orders that have been placed, with the option to **Re-Order**.
- **My Profile** allows users to view or edit their account profile information, including **Password**.
- The **Address Book** allows you to store addresses to be used during checkout.
- **Print Shop** allows you to change your default print shop. You can always change this selection during the checkout process.
- **My Saved Files** is an online location for you to save files that you use frequently.
- **My Saved Jobs** are jobs that have been Saved during the ordering process and can be used for future ordering.
- **My Downloads** allows you to re-download any downloadable products you have accessed previously.
- When you're done in DSO, you can click **Logout** to completely log out of your account.



## Order History & Status

The **Order History & Status** page displays your order history, current order status, and allows you to place a reorder. To access this area, log in to DSO, hover over the User ID in the top left-hand corner and click **Order History & Status**.

Order History & Status	ORDER HISTORY & STATUS
My Profile	Time period: All Orders   Show status: All   Sort by: Order Date   Search by Order ID
Address Book	<b>Order # 815909</b>   User approved   <a href="#">Re-Order</a> Order Date: 10/6/2022 9:03:47 AM   <a href="#">price test</a> Due Date: 10/6/2022 9:30:00 AM Total <b>\$13.01</b>
Print Shop	<b>Order # 815894</b>   User approved   <a href="#">Re-Order</a> Order Date: 10/5/2022 9:47:54 PM   <a href="#">test 14</a> Due Date: 10/5/2022 10:00:00 PM Total <b>\$26.01</b>
My Saved Files	<b>Order # 815893</b>   User approved   <a href="#">Re-Order</a> Order Date: 10/5/2022 9:23:48 PM   <a href="#">test 14</a> Due Date: 10/5/2022 9:30:00 PM Total <b>\$26.01</b>
My Saved Jobs	
My Downloads	
Spending Accounts Usage	
SELECTED PRINT SHOP	
FL - JACKSONVILLE	
Find DSO Orders	

This page displays all orders that have been placed starting with the most recent. You can filter the list at the top of the page with the **Time Period**, **Show Status**, **Sort By** drop downs, or by using the **Search** field. Click on the **Order Number** for detailed order information.

**Tip:** There is no built-in function to search for a Job Name, but web browsers have a built-in search option. In Microsoft Edge you can go to the menu and select **Find on Page** or hold down Ctrl-F. Enter your search criteria and Microsoft Edge will highlight this word on the page anywhere it appears.

## Find DSO Orders: Include Funding Info & Download List as an Excel File

When in the **My Account** section of DSO (log in, hover over the User ID in the top left-hand corner and click any selection) you have access to **Find DSO Orders**.

Click **Find DSO Orders** to display your orders with columns for the **DSO Order ID**, **EBS Sales ID**, **Funding Document Number** and other order details.

You can search for orders by **DSO Order ID**, **EBS Sales ID**, **Funding Document Number**, and set how many orders are displayed at the top of the page.

Once you have your list filtered as desired, the **Download Excel File** button in the upper right-hand corner allows you to export the list for use offline.

**Order History & Status**

- My Profile
- Address Book
- Print Shop
- My Saved Files
- My Saved Jobs
- My Downloads
- Spending Accounts Usage
- SELECTED PRINT SHOP**
- FL - JACKSONVILLE**
- Find DSO Orders

**ORDER HISTORY & STATUS**

Time period: All Orders Show sta: All

---

**Order # 815909**

Order Date : 10/6/2022 9:03:47 AM  
 Due Date : 10/6/2022 9:30:00 AM  
**Total \$13.01**

---

**Order # 815894**

Order Date : 10/5/2022 9:47:54 PM  
 Due Date : 10/5/2022 10:00:00 PM  
**Total \$26.01**

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**Order # 815893**

Order Date : 10/5/2022 9:23:48 PM  
 Due Date : 10/5/2022 9:30:00 PM  
**Total \$26.01**

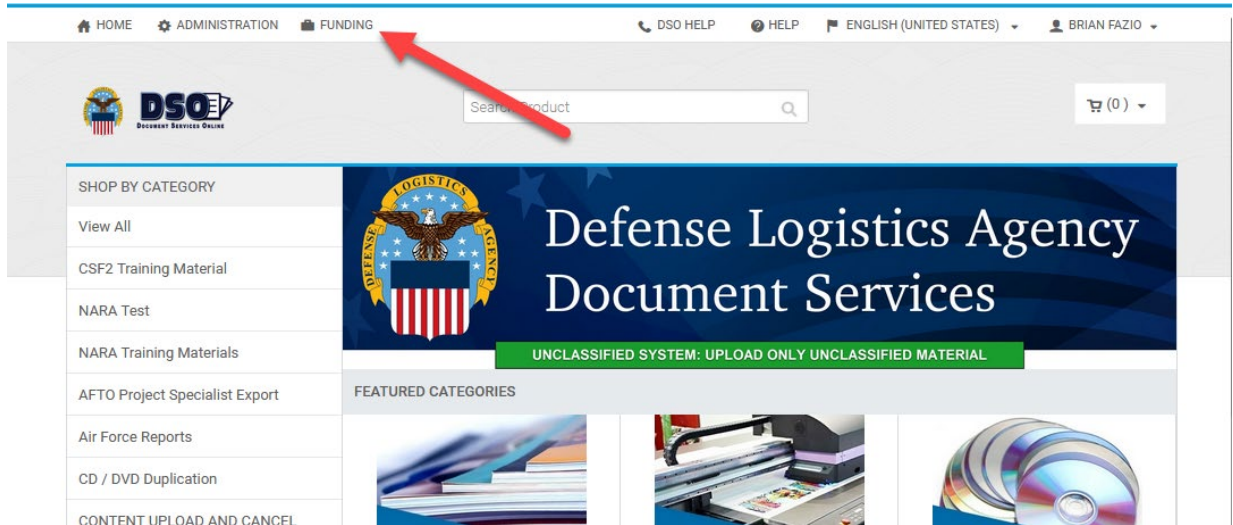
Find DSO Orders		FIND DSO ORDERS		Download Excel File
Total Records: 109		10 Per Page	Page 1 Of 11	
Search DSO Order ID	Search EBS Sales ID	Search Funding Doc #	[Search]	
DSO Order ID ↓	EBS Sales ID	Funding Doc #	Additional Information	
816905		20221018000038 - AA	Order Date: 18/46/2022 10:46:51 Due Date: 30/28/2022 11:30:00 AM Order Status: User Approved Order Value: 1.6800 First Job Name: RPC test Special Instructions: -	
815909		20221006000003 - AA	Order Date: 6/3/2022 01:03:47 Due Date: 30/6/2022 01:30:00 PM Order Status: User Approved Order Value: 13.0100 First Job Name: price test Special Instructions: -	

## Customer Funding Management

The **Funding** module allows users to review and adjust payment options outside of the order placement process. The **Funding** module allows you to:

- Create, view and edit **Funding Documents**
- Create, view and edit **Credit Card Templates**
- View and export **Funding Reports**

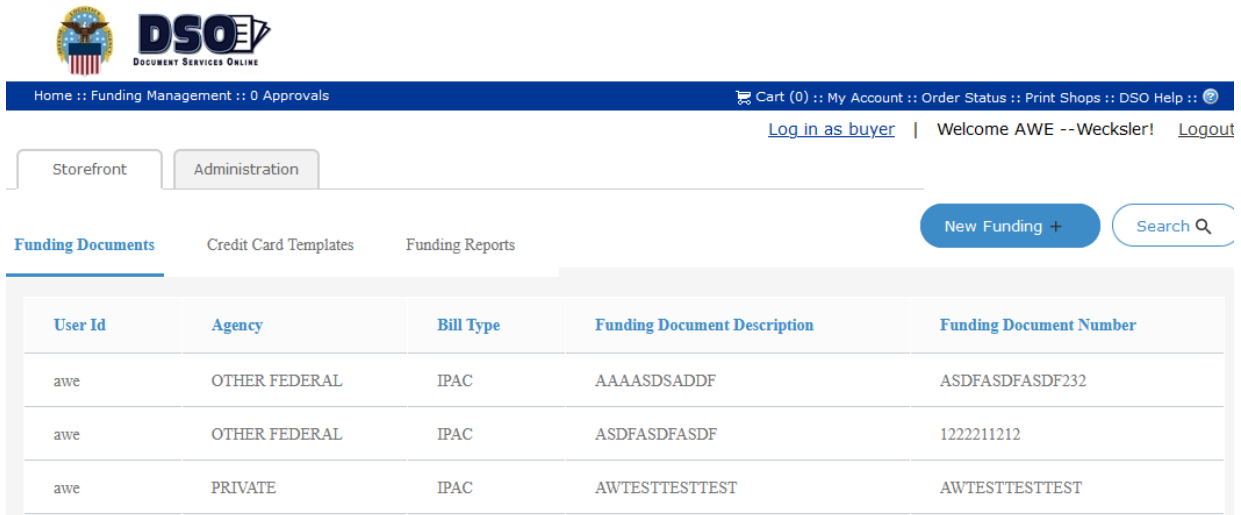
To access, click the **Funding** link in the upper left-hand corner.



There are three areas of Funding Management, **Funding Documents**, **Credit Card Templates** and **Funding Reports**, accessed by clicking on the corresponding text.

User Id	Agency	Bill Type	Funding Document Description	Funding Document Number
awe	OTHER FEDERAL	IPAC	AAAASDSADDF	ASDFASDFASDF232
awe	OTHER FEDERAL	IPAC	ASDFASDFASDF	1222211212
awe	PRIVATE	IPAC	AWTESTTESTTEST	AWTESTTESTTEST
awe	DOD	IPAC	TESTESTTESTEST123	123123123123
awe	DOD	IPAC	WEDFUDN	NF1234TEST
awe	DOD	IPAC	123332132131	12331451345134

# Funding Documents



In the **Funding Documents** section you can:

- Add a payment option by clicking **New Funding**
- **Edit** existing funding documents by clicking on them
- Share funding with other users
- **Search** for funding documents

## Create New Funding

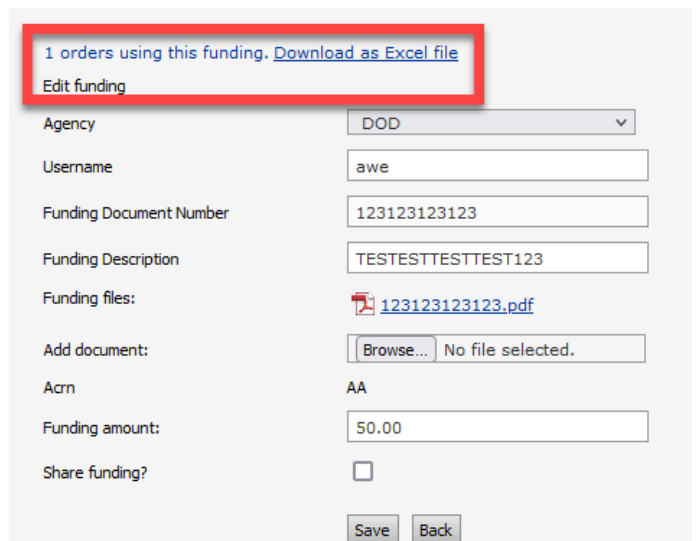
Adding a funding document here is the same as adding funding during the ordering process:

- 1) Click **New Funding**
- 2) Verify your **Agency** and **Username** are accurate
- 3) Input the **Funding Document Number** and **Funding Description**
- 4) Click the **Browse** button to find the funding document on your computer and attach it
- 5) Input the **Funding Amount**
- 6) Checking the **Share Funding** checkbox allows you to associate other users with this funding document, allowing them to use the funding when placing orders in DSO
  - a. Checking the **Requires Approval** checkbox allows users to use the funding document, but orders will require your approval before they are processed

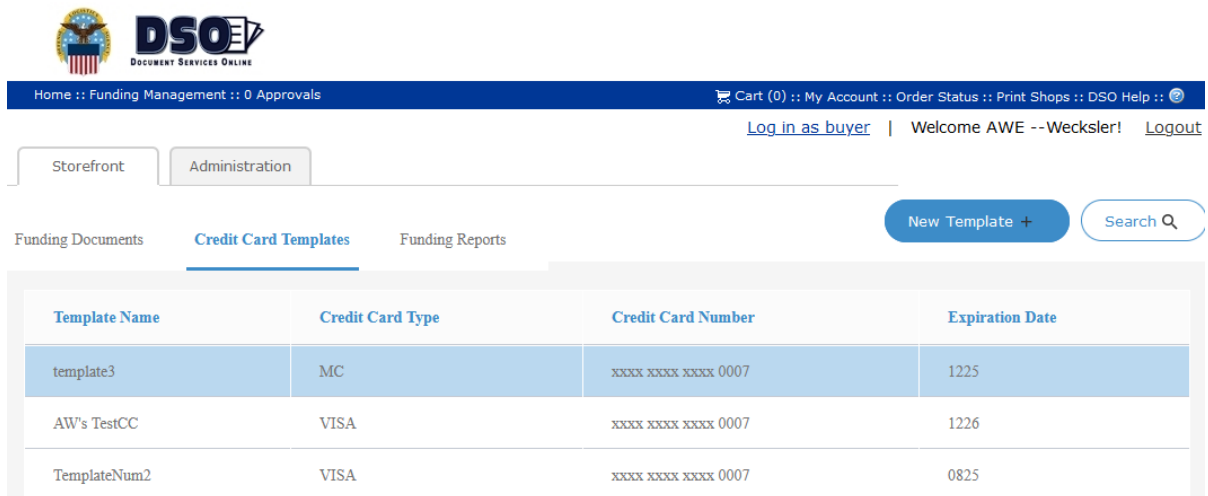
## Edit Existing Funding, View Funding History

Clicking on an existing funding document will open the details, allowing the owner to:

- Edit some funding details
- View the associated funding document
- Attach new funding files
- Share the funding with other users
- Download a list of all orders that use this funding document, as an Excel document



## Credit Card Templates



Template Name	Credit Card Type	Credit Card Number	Expiration Date
template3	MC	xxxx xxxx xxxx 0007	1225
AW's TestCC	VISA	xxxx xxxx xxxx 0007	1226
TemplateNum2	VISA	xxxx xxxx xxxx 0007	0825

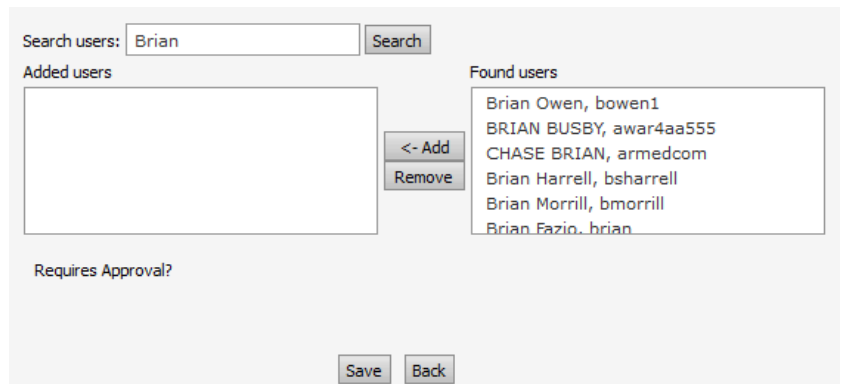
In the **Credit Card Templates** section you can:

- Add a credit card for payment by clicking **New Template**
- **Edit** existing credit card templates by clicking on them
- Share a template with other users
- **Search** for a credit card template

### Create New Credit Card Template

Adding a Credit Card Template here is the same as adding funding during the ordering process:

- 1) Click **New Template**
- 2) Name your template and complete the credit card information
- 3) Checking the **Shared Template** checkbox allows you to associate other users with this credit card template, allowing them to use it when placing orders in DSO
  - a. Checking the **Requires Approval** checkbox allows users to use the template, but orders will require your approval before they are processed



### Edit Existing Credit Card Template

Clicking on an existing template will open the details, allowing the owner to:

- Edit all credit card details
- View any associated Authorization Forms
- Attach a new Authorization Form
- Share the template with other users

## Funding Reports

Home :: Funding Management :: 0 Approvals Cart (0) [Log in](#)

Storefront Administration

Funding Documents Credit Card Templates **Funding Reports**

No entries found.

[English \(United States\)](#) [Sitemap](#) v12.3.2.25627

© 2004-2022 Electronics For Imaging, Inc. Powered by **EFI MarketDirect StoreFront**

**Search Options** [Clear all](#)

Funding  Order ID

Start typing to search...

Received Date Range:

From  To

Customer ID:

Description:

Funds Total:

Bill Type:

Plant Code:

CC Last 4 digit:

The **Funding Reports** section you can click **Search** to find information about a funding document or credit card template. You can view results on screen, including funds amounts, amounts used and other funding information. Click the **Export** button to download an Excel document with your search results.

## Funding Approval

Funding Approval is the ability for a customer to share funding with another customer but require approval after the final order is submitted. The funding document owner can establish an approval process for any of their credit card templates or open funding documents. When the funding document requiring approval is used by anyone who it has been shared with, the funding document owner will get an email prompting them to log into DSO and approve the use of the funding document. From the perspective of the customer using the funding document that requires approval, the ordering process will be the same, but at the **Order Confirmation** screen the **Order Status** will say **Funding Requires Approval**.

### *Step-by-Step: Setting up Approvals for an existing funding document*

To establish the Approval process for an existing funding document:

- 1) Click **Funding Management**
- 2) Locate and click on the funding document
- 3) Check the **Share Funding** box and select users to share with
- 4) Check the **Requires Approval** box
  - a. The Funding document owner is automatically added to the list, add or remove users as needed

1 orders using this funding. [Download as Excel file](#)

Edit funding

Agency: DOD

Username: administrator

Funding Document Number: 1234567890

Funding Description: MIPR\_JFOL\_FUNDING

Funding files: HR8639ih - Mental Health Justice Act of 2020.pdf [X]

Add document:  No file selected.

Acn: AA

Funding amount: 500000.00

Share funding?

Search users:

Added users  Found users

JFOL Tester 02, JFOL\_TESTER2

Requires Approval?

Search users:

Approvers Found users

Administrator User, administrator

### Step-by-Step: Setting up Approvals for a new funding document

To establish the Approval process for a new funding document, created while placing an order:

- 1) Place the order and select payment method (Credit Card, create template or Line of Accounting, open funding document)
- 2) Check the **Shared Template** box (credit card) or the **Open Funding** box (Line of Accounting)
- 3) Check the **Share Funding** box and select users to share with
- 4) Check the **Requires Approval** box
  - a. The funding document owner is automatically added to the list, add or remove users as needed.

### Step-by-Step: Approving an Order

- 1) In the top menu click the **Approvals** link
- 2) Hover over the **Order Number** to see basic order information. Check the **Approve** box and click the Save button to approve an order, check the Reject box, input reason and click the Save button to reject an order.

## Approval History

The **Approval History** information allows you to see historical information about approved orders. This information is on the same page as your **Orders to Approve**. Remember, you will only see the **Approvals** link if you have funding documents that require approval.

- In the top menu click the **Approvals** link
- In the **Approval History** section, lines in blue were approved, lines in red were rejected. You may click the **Remove** link to permanently remove an order from the history.

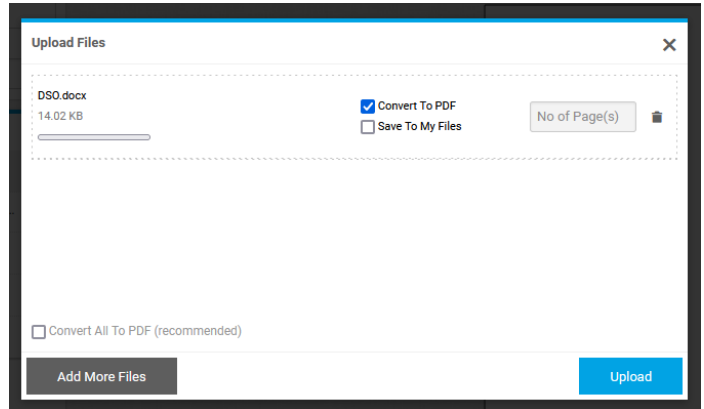


# Uploading Files to DSO

## File Types

We strongly recommend you upload PDF files when placing an order. When properly created, a PDF includes all formatting and font information needed to reproduce the document.

If you do not have the ability to create a PDF on your computer, other file types can be uploaded (see **Appendix: DSO File Type List**). When uploading a file you will be given the option to convert your file to PDF. If you do, both the original file and the PDF file will be attached to the order.



## File Size Limitations and Suggestions

The DSO application allows you to upload files up to **2GB** in size, but server and network limitations may cause your actual maximum file size to be much smaller. If your file is larger than **2GB** or you are experiencing high network traffic you can use DoDSafe.

- 1) Go to <https://safe.apps.mil/>
- 2) Click the **Drop Off** button to send a file

Sign in DoD SAFE

https://safe.apps.mil

This information system is approved for CUI and PII/PHI data

DoD SAFE

Logged on as user:  
Email: brian.fazio  
Last Login: 2023-1

Home Drop-Off Request a Drop-Off Pick-up Outbox Help Logout

<<< **ATTENTION - ALL U.S. ARMY AND U.S. ARMY AFFILIATED USERS** >>>

<< **Effective immediately, all U.S. ARMY and U.S. ARMY affiliated users should contact the ARMY Enterprise Service Desk Worldwide** <https://www.acomp.army.mil> OR 1-866-335-ARMY

**Drop-off**  
Upload files to send to others

**Request a Drop-off**  
Ask for files to be sent to you

**Pick-Up**  
Download files sent to you

**Outbox**  
View Drop-off details

**Help**  
Get help using DoD SAFE

**Announcements**

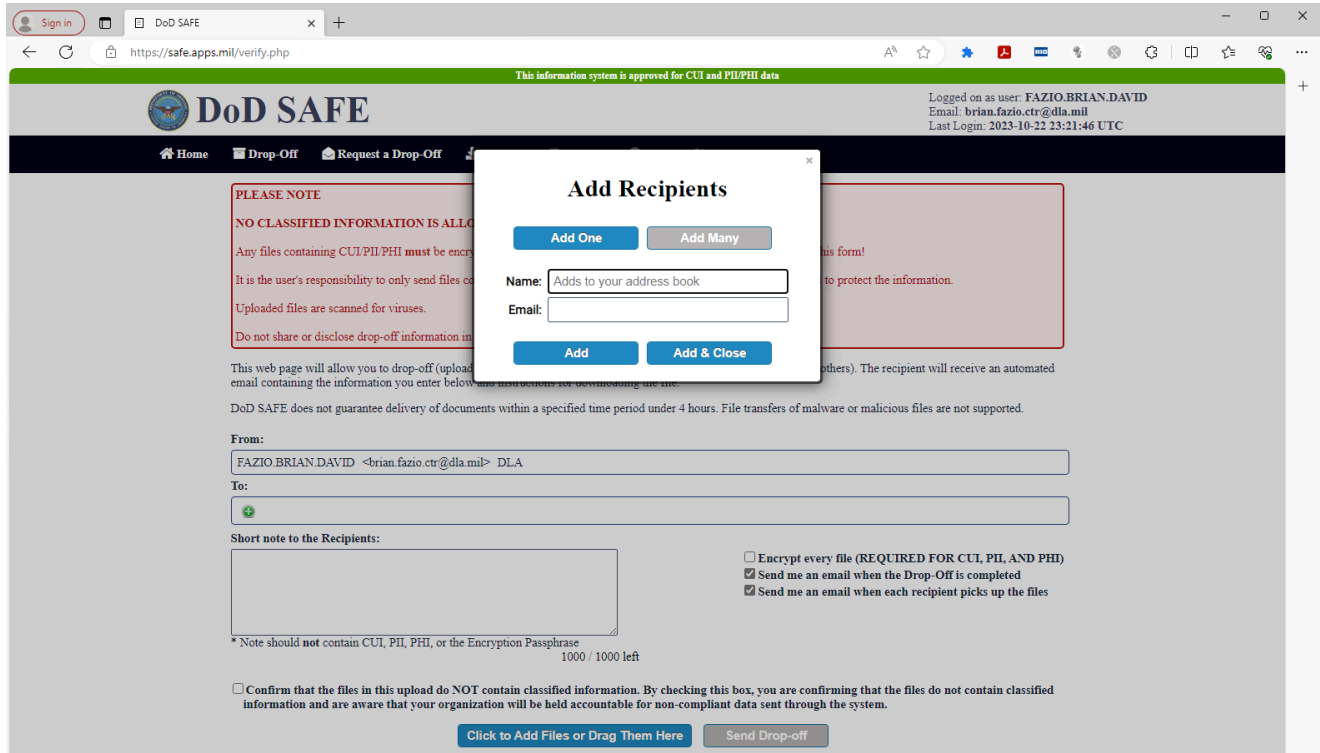
New features in DoD SAFE 1.7 such as:

- Improved user guide now available directly on SAFE website.
- Expired drop-offs can be viewed.
- Subset of files in a drop-off can be downloaded in a zip.
- Selected recipients can be re-sent a drop-off.
- Drop-off screen UI enhancements to streamline file drop-off process.

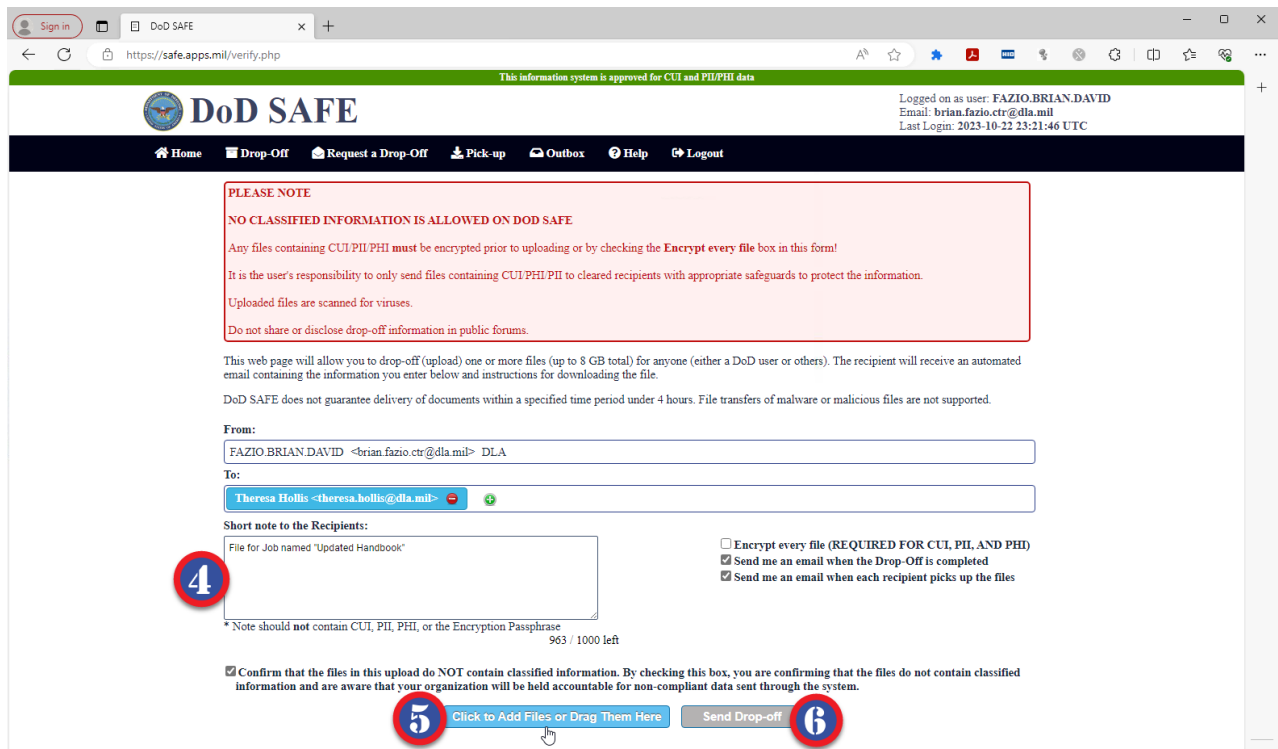
DoD SAFE is approved for CUI/PII/PHI file exchange, but files must be encrypted. How do I encrypt files?

**Send and receive up to CUI/PII/PHI files (up to 8 GB total) using Department of Defense (DoD) Secure Access File Exchange (SAFE)**

- 3) You will be prompted to **Add Recipients**. If you are unsure who to add, contact your local print shop.



- 4) In the **Short Note to Recipients** section input the same Job Name that you input in DSO.  
5) At the bottom of the page, the button **Click to Add Files or Drag Them Here** will allow you to attach files.  
6) Click the **Send Drop-Off** button to send the file to your print shop contact.



## Appendix: DSO File Type List

### Extension / File Type

ai	Illustrator File	lwp	Lotus WordPro	rft	IBM DCA
ami	Ami Pro	lwp7	Lotus WordPro	rfx	Reflex
bmp	Bitmap	lzh	LZH	rnd	AutoShade Rendering
cdr	Corel Draw	m11	Mass 11	rtf	Rich Text Format
cgm	Computer Graphics Metafile	manu	Lotus Manuscript	sam	Samna
cmv	FrameMaker vector	mcw	MacWrite	sc5	SuperCalc 5
cmx	Corel Clipart	met	OS/2 Metafile	sdw	Ami Draw
cpy	Adobe PDF	mif	FrameMaker MIF	shw3	Novell Presentations
csv	Comma Separated	mm	MultiMate	smd	Smart Database
dbf	DBase	mm4	MultiMate	sms	Smart Spreadsheet
dez	DataEase	mmfn	MultiMate Note	smt	Smartware
dif	DIF	mobi	Mobipocket file format	snap	Lotus Snapshot
doc	Microsoft Word Document	mp	Multiplan	soc	StarOffice Calc
docx	Microsoft Word Document	mpp	Microsoft Project text	soi	StarOffice Impress
drw	Micrografx	msg	Microsoft Outlook	sow	StarOffice Writer
dsf	Micrografx Designer	mwkd	Mac Works Database	spt	Sprint
dx	DEC DX	mwks	Mac Works Spreadsheet	taz	Unix Compress
dxg	AutoCad	mwp2	Mac WordPerfect	tga	Targa
emf	Enhanced Windows Metafile	mwpf	Mac WordPerfect	tif	TIFF
en4	Enable Word Processor	mwrk	Mac Works	tiff	TIFF
ens	Enable Spreadsheet	odp	PowerPoint Presentation	tw	Total Word
enw	Enable WordProcessor	ods	Excel Spreadsheet	txt	Text Document
eps	Encapsulated PostScript	odt	Microsoft Word Document	vcrd	vCard
epub	Electronic Publication	ow	OfficeWriter	viso	Visio
eshr	Escher	pbm	Portable bitmap	vsd	Visio
fax	Group 3 Fax	pcd	Kodak Photo CD	vsd	Visio
fcd	First Choice DB	pcx	Paintbrush	vw3	Volkswriter
fcs	First Choics SS	pdf	Adobe PDF	wbmp	Wireless graphics format
fft	IBM FFT	pdx	Paradox	wg2	Lotus 123 for OS/2
flw	Freelance	pfs	PFS	wk4	Lotus 123
fmv	FrameMaker Vector	pgl	HP Graphics	wk6	Lotus 123
fpx	Kodak Flash Pix	pic	Lotus PIC	wks	Lotus 123
fwk	Framework	pict	Mac PICT	wm	WordMarc
gdf	IBM Graphics	pif	Picture Interchange Format	wmf	Windows Metafile
gdsf	Interface for FLT	plt	plt	wml	Wireless Markup Language
gem	GEM Vector	png	PNG	work	Microsoft Works
gif	Graphics Interchange Format	pntg	MacPaint	wp5	WordPerfect
gp4	CALS	ppkg	ppkg	wp6	WordPerfect
gzip	UNIX GZIP	ppl	PFS Plan	wpd	WordPerfect Documents
hgs	Harvard Graphics	ppt	PowerPoint Presentation	wpf	WordPerfect
hgw	Harvard Graphics	pptx	PowerPoint Presentation	wpg	WordPerfect Graphic
ich	Ichitaro	ps	PostScript	wpg2	WordPerfect Graphic
ich6	Ichitaro	psd	PhotoShop	wpl	Dec WPS
igs	IGES Drawing	psp	Paintshop Pro	wpw	PerfectWorks
img	GEM Image	psp6	Paint Shop Pro	ws	WordStar
iwp	Wang IWP	pub	Microsoft Publisher Document	ws2	WordStar
jpeg	Joint Photographics Experts Group Format	pub	Microsoft Publisher Document	xbm	X-Windows Bitmap
jpg	Joint Photographics Experts Group Format	qa	Q&A Write	xls	Excel Spreadsheet
jw	JustWrite	qad	Q&A Database	xlsx	Excel Spreadsheet
leg	Legacy Wordstar	qp6	Quattro Pro	xpm	X-Windows Pixmap
		qp9	Quattro Pro	xwd	X-Windows Dump
		ras	Sun Raster	xy	XyWrite
		rbs	R-Base	zip	PKZIP