



**Subject:** Distribution Agreement Instructions

**Applicability:** OneSAF and Bifrost Distribution Agreements

- 1) Download the OneSAF Distribution Agreement (DA) and/or the Bifrost DA from the PEO STRI website <https://www.peostri.army.mil/onesaf> and save to your computer.
- 2) Navigate to where you saved the document.
- 3) Open the document and fill in the text boxes as applicable.  
**NOTE:** Please DO NOT edit the document.
- 4) Sign page three with your digital ID using your government issued CAC.
- 5) Save the document to your computer and, if required, send to your sponsoring organization for signature as described in the document.
- 6) Ensure that these signatures did not lock the document after signing. Check that all the text fields and additional signature fields can still be edited.
- 7) Send the completed and signed document to the following email for review and approval:  
[usarmy.orlando.peo-stri.list.onesaf-product-support@army.mil](mailto:usarmy.orlando.peo-stri.list.onesaf-product-support@army.mil).

\*\*Please note that if the document is locked when submitted or if the document has been altered, it will be returned to you for a new signature.