




# Submit documents using SmartVault

The IDJC changed how we receive commitment and community treatment information (community packet) for juveniles committed to the department.

In 2022, we rolled out SmartVault as the secure document sharing option for the courts and probation departments. SmartVault is a secure and easy way to transmit documents. Contact us and we will work with you to make the transition as smooth, as possible.

## Benefits of Using SmartVault

- ◆ Secure
- ◆ Accommodates file size up to 1  gigabyte
- ◆ Web based
- ◆ Login based
- ◆ Access for multiple users in your agency (with personalized email or a shared agency email)

## How do I use SmartVault?

You access SmartVault via a web browser or mobile phone. We will add you to our SmartVault account as a guest, and you activate your account in order to complete the sign-up process. Then, follow a few easy steps to start sharing documents securely!

- ◇ *Email submission will no longer be available, as of 1/1/2023. Please let us know if you believe this will be an issue.*

For a review on submitting documents to the department, visit the IDJC website/About/ Submitting Court and Other Documents at [www.idjc.idaho.gov](http://www.idjc.idaho.gov)

Visit [help.smartvault.com](http://help.smartvault.com) and review the “SmartVault for Guest Users” tutorial

Contact Estela Cabrera ([estela.cabrera@idjc.idaho.gov](mailto:estela.cabrera@idjc.idaho.gov)) with your questions about SmartVault or use the ContactUs link on our website