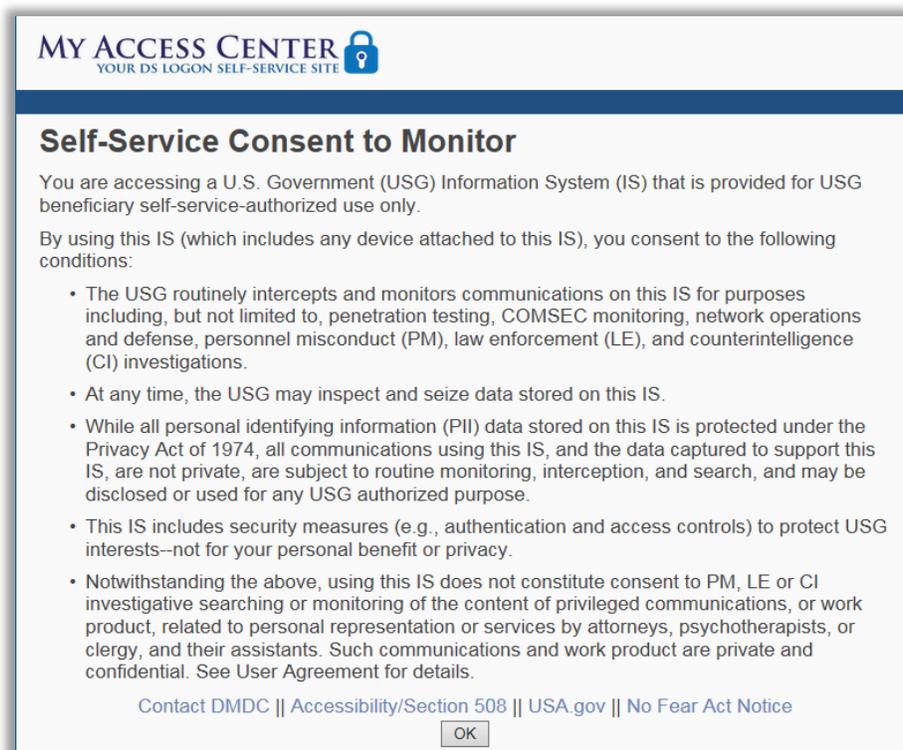


## Remote Proofing Guide

Individuals who lack CAC or DFAS credentials can use the Remote Proofing option in order to establish a Premium (Level 2) account. The purpose of proofing is to verify your identity. With remote proofing, we use an external vendor to help us perform this identity verification. A DS Logon Premium (Level 2) Account provides access to your personal information as well as numerous applications. A DS Logon Premium (Level 2) Account allows you to view personal data about yourself in VA and DoD systems, apply for benefits online, check the status of your claims, update your address information, and much more.

We provide the remote proofing option at no cost to you. A soft inquiry will appear on your credit history report, but this will not impact your credit score. Soft inquiries are displayed in the version of the credit profile viewable only to consumers and are not reported to lenders.

- 1) Access the My Access Center homepage: <https://myaccess.dmdc.osd.mil/identitymanagement>. The Consent to Monitor screen appears.



The screenshot shows a web page titled "MY ACCESS CENTER YOUR DS LOGON SELF-SERVICE SITE" with a padlock icon. Below the header is a blue bar with the text "Self-Service Consent to Monitor". The main content area contains the following text:

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG beneficiary self-service-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- While all personal identifying information (PII) data stored on this IS is protected under the Privacy Act of 1974, all communications using this IS, and the data captured to support this IS, are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

At the bottom of the screen, there is a link: "Contact DMDC || Accessibility/Section 508 || USA.gov || No Fear Act Notice" and an "OK" button.

- 2) Select **OK** on the Consent to Monitor Screen. The Login screen appears.

## DS Logon Quick Guide

The screenshot shows the 'MY ACCESS CENTER' website with the tagline 'YOUR DS LOGON SELF-SERVICE SITE'. At the top right, there is a 'Help Center' link and a user profile icon. The main content area is divided into three columns:

- DS LOGON** (Department of Defense Self-Service): Includes input fields for 'DS Logon Username' and 'DS Logon Password', a 'Show Password' checkbox, and links for 'Forgot DS Logon Username?' and 'Forgot DS Logon Password?'. A blue 'Login' button is at the bottom.
- CAC** (Common Access Card): Features a sample CAC image and a warning: 'Do NOT select the DoD EMAIL-CA-XX certificate if prompted for a certificate.' A blue 'Login' button is at the bottom.
- DFAS myPay Password** (Defense Finance and Accounting Service): Includes input fields for 'MyPay Login Id' and 'MyPay Password', and links for 'Forgot DFAS MyPay Login Id?' and 'Forgot DFAS MyPay Password?'. A blue 'Login' button is at the bottom.

At the bottom left, there is a 'More DS Logon Options' button with a dropdown arrow. Below this, a 'Phishing Alert' is displayed with a warning icon and text: 'We do not initiate contact with beneficiaries via email or telephone to request private personal (Name, SSN, DOB) or sensitive DS Logon account information (username, password, challenge questions). If you think you provided personal or account information in response to a fraudulent email, website or phone call, be sure to change your password and challenge questions immediately.'

- 3) If you already have a DS Logon Basic (Level 1) account, login, select **Upgrade My Account Level** at the upper-right-hand section of the Profile screen, and then skip to **step11**. Alternatively, select **More DS Logon Options** and then select **Upgrade My DS Logon** from the list of options.
- If you do not have a DS Logon Basic account, select the down arrow on the left side of the More DS Logon Options button to expand the options.



## DS Logon Quick Guide

MY ACCESS CENTER  
YOUR DS LOGON SELF-SERVICE SITE

Help Center

### DS LOGON ?

Department of Defense Self-Service

DS Logon Username

DS Logon Password

Show Password

Forgot DS Logon Username?

Forgot DS Logon Password?

Login

### CAC ?

Common Access Card

Do NOT select the DoD EMAIL-CA-XX certificate if prompted for a certificate.

Login

### DFAS myPay Password ?

Defense Finance and Accounting Service

MyPay Login Id

MyPay Password

Forgot DFAS MyPay Login Id?

Forgot DFAS MyPay Password?

Login

More DS Logon Options

Need a DS Logon?

Activate My DS Logon

Upgrade My DS Logon

4) Select **Need a DS Logon?** The DS Logon Registration screen appears.

MY ACCESS CENTER  
YOUR DS LOGON SELF-SERVICE SITE

Help Center

## DS LOGON Registration

Welcome to the registration wizard.  
Here you can create your DS LOGON account,  
whether you are a service member, veteran, or family member. ?

Select registration method

I have a Common Access Card (CAC) with accessible card reader. ?

I have a Defense Finance and Accounting Service (DFAS) myPay account. ?

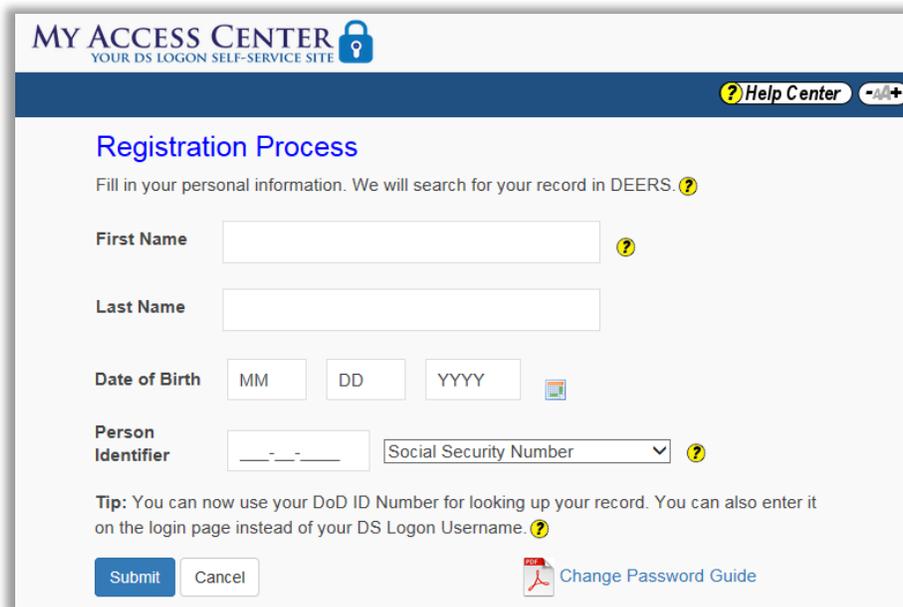
None of the above conditions apply, however at least one of the following conditions is true:

1. I am a Veteran
2. I am a Dependent of a Veteran
3. I am a Survivor of a Veteran
4. I am registered in the Defense Enrollment Eligibility Reporting System (DEERS) ?

Continue Cancel

5) Select the option **None of the above conditions apply...** and then select **Continue**. The Registration Process screen appears, prompting you to enter your personal information.





**MY ACCESS CENTER**  
YOUR DS LOGON SELF-SERVICE SITE

[? Help Center](#) [-AA+](#)

### Registration Process

Fill in your personal information. We will search for your record in DEERS. ?

**First Name**  ?

**Last Name**

**Date of Birth**    

**Person Identifier**   ?

**Tip:** You can now use your DoD ID Number for looking up your record. You can also enter it on the login page instead of your DS Logon Username. ?

[Change Password Guide](#)

- 6) Enter your personal information and then select **Continue**. You will be prompted to create a password.

The screenshot shows the 'Registration Process' page of the 'MY ACCESS CENTER' website. The page header includes the site name and a lock icon, and navigation links for 'Help Center', 'Log Off', and a font size adjuster. The main content area is titled 'Registration Process' and includes a welcome message for 'John Doe'. It instructs the user to create a personalized password and lists seven security requirements, each with a green checkmark. Below the requirements are three numbered 'Important Points to Remember'. The password creation section features two input fields: 'Password' and 'Confirm Password', both with green checkmarks indicating they meet requirements. A 'Show Passwords' checkbox is present, and 'Continue' and 'Cancel' buttons are at the bottom. A 'Password Tips' link with a PDF icon is also visible.

MY ACCESS CENTER  
YOUR DS LOGON SELF-SERVICE SITE

Help Center -AA+ Log Off

## Registration Process

Welcome John Doe.  
Create your personalized password. Please note security requirements.

**Password Security Requirements:**

- ✓ At least **one lowercase letter** (a to z)
- ✓ At least **one uppercase letter** (A to Z)
- ✓ At least **one digit** (0 to 9)
- ✓ At least **one special character** (@\_#!&\$`%\*+()./,:;~}|?{>=<)
- ✓ At least **9** (and no more than **20**) valid characters as described above
- ✓ Cannot contain any words in the **Dictionary** that are more than three letters
- ✓ Cannot contain **personal information**

**Important Points to Remember:**

1. Must not contain any **common dictionary words**, **personal information** (like parts of your name, SSN, or date of birth), nor invalid characters.
2. Password will expire in **60** days.
3. Start entering the confirmation password to ensure password requirements have been met.

Password  ✓

Confirm Password  ? ✓

Show Passwords

Password Tips

- 7) Create your password according to the **Security Tips**, enter it in the Password field, and then reenter it in the Confirm Password field. You can select the **Show Passwords** button to view the password characters as you enter them. Select **Continue**. The Challenge Questions screen appears.

MY ACCESS CENTER  
YOUR DS LOGON SELF-SERVICE SITE

Help Center

### Registration Process

Select challenge questions and enter personalized answers.

These questions will be asked if you need to retrieve or change your password.

Question 1

Question 2

Question 3

Question 4

Question 5

Continue Cancel

- 8) Select your challenge questions and enter your answers in the fields provided. Select **Continue**. The Security Image screen appears.

MY ACCESS CENTER  
YOUR DS LOGON SELF-SERVICE SITE

Help Center

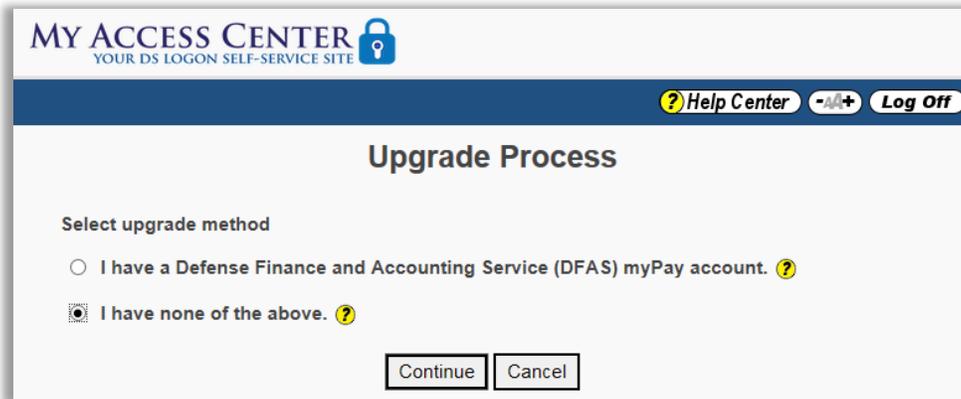
### Security Image

To increase the security of your account, you can use an image during the login process. Would you like to use an image during the login process?

Yes No

- 9) You have the option to set a security image for your account. If you do not want to select a security image, select **No** and skip to step **11**. If you want to select a security image, select **Yes**. The Select Security image screen appears. Proceed to step **10**.





MY ACCESS CENTER  
YOUR DS LOGON SELF-SERVICE SITE

[? Help Center](#) [-AA+](#) [Log Off](#)

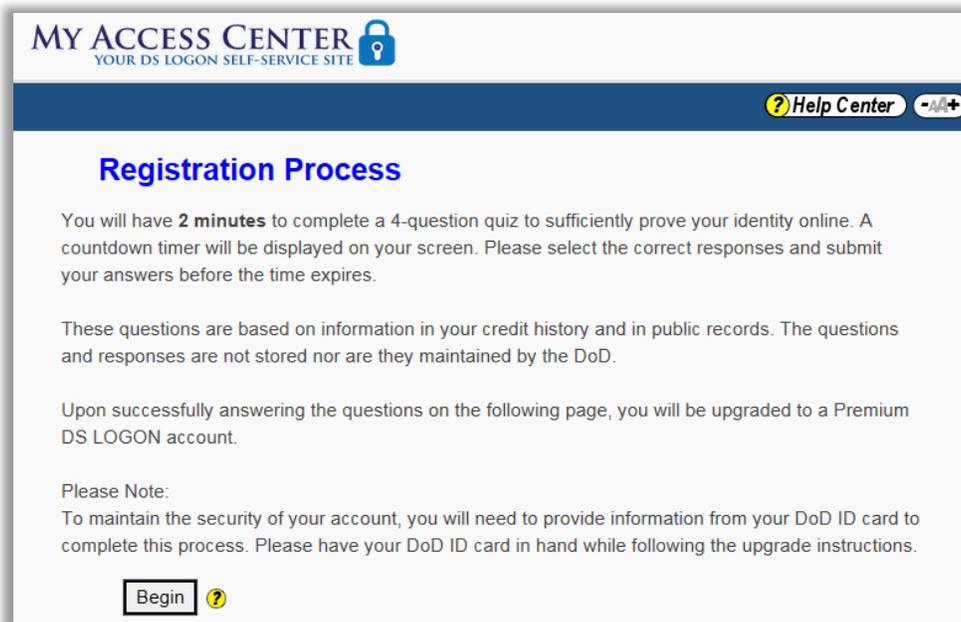
### Upgrade Process

Select upgrade method

I have a Defense Finance and Accounting Service (DFAS) myPay account. ?

I have none of the above. ?

12) Select **I have none of the above** if you do not have a **DFAS** account.



MY ACCESS CENTER  
YOUR DS LOGON SELF-SERVICE SITE

[? Help Center](#) [-AA+](#)

### Registration Process

You will have **2 minutes** to complete a 4-question quiz to sufficiently prove your identity online. A countdown timer will be displayed on your screen. Please select the correct responses and submit your answers before the time expires.

These questions are based on information in your credit history and in public records. The questions and responses are not stored nor are they maintained by the DoD.

Upon successfully answering the questions on the following page, you will be upgraded to a Premium DS LOGON account.

Please Note:  
To maintain the security of your account, you will need to provide information from your DoD ID card to complete this process. Please have your DoD ID card in hand while following the upgrade instructions.

?

13) Select **Begin**. The Consent screen appears.

**MY ACCESS CENTER**  
YOUR DS LOGON SELF-SERVICE SITE

[? Help Center](#) [-AA+](#)

### Registration Process

You understand that by clicking on the "I AGREE" button immediately following this notice, you are providing "written instructions" to (U.S. Government) under the Fair Credit Reporting Act authorizing (U.S. Government) to obtain information from your personal credit profile or other information from Contractor. You authorize (U.S. Government) to obtain such information solely to Remote Proof your identity so that you may be issued a DS Logon Credential.

The U.S. Government, specifically the Defense Manpower Data Center, uses information from your credit report to help verify your identity. This could result in what is known as a "soft inquiry" on your credit report. Soft inquiries should not affect your credit score, and you should not incur any charges related to them. Soft inquiries are displayed in the version of the credit profile viewable only to consumers and are not reported to lenders. The soft inquiry should be displayed as DMDC EAST.

The soft inquiry will appear in your credit report as follows:  
Name: Defense Manpower Data Center  
Address: 4800 Mark Center Drive, Suite 04E25-01  
Inquiry Date: Mar 7, 2017

- 14) You must give your consent to access your credit profile in order to use the Remote Proofing service. Select **I agree**. You will be prompted to enter your address.

**MY ACCESS CENTER**  
YOUR DS LOGON SELF-SERVICE SITE

[? Help Center](#) [-AA+](#)

### Registration Process

A U.S. domestic address is required to be eligible for the remote proofing service. Enter your current or most recent U.S. domestic address.

\*Address Line 1

Address Line 2

\*City

\*State

\*Zip

Country United States

\* Indicates required field

- 15) You must have a U.S. domestic address in order to use the Remote Proofing service. Enter your address and then select **Submit**. A timed quiz consisting of four questions appears.

[? Help Center](#) [-AA+](#) [Log Off](#)

## Upgrade Process

**Quiz Expires:**  
**02 : 00**  
MINUTES SECONDS

According to your credit profile, you may have opened an auto loan in or around August 2016. Please select the lender for this account. If you do not have such an auto loan, select 'NONE OF THE ABOVE/DOES NOT APPLY'.

- VOLKSWAGEN CREDIT
- BANK AMERICA
- MITSUBISHI MOTORS CRED OF AMERICA
- HSBC BANK USA
- NONE OF THE ABOVE/DOES NOT APPLY

You may have opened a mortgage loan in or around August 2005. Please select the dollar amount range in which your monthly mortgage payment falls. Refer only to the regular monthly payment which includes principal, interest, and escrow (escrow could include taxes and insurance if collected by lender). If you have not had a mortgage payment now or in the past, please select 'NONE OF THE ABOVE/DOES NOT APPLY'.

- \$1870 - \$2169
- \$2170 - \$2469
- \$2470 - \$2769
- \$2770 - \$3069
- NONE OF THE ABOVE/DOES NOT APPLY

Which of the following businesses have you been associated with? If there is not a matched business name, please select 'NONE OF THE ABOVE'.

- COLLEEN
- TEXAS LAWNS & COLOR
- GUERNSEY CO
- BOTANICA
- NONE OF THE ABOVE/DOES NOT APPLY

According to your credit profile, you may have opened a Home Equity Line of Credit type loan in or around April 2013. Please select the lender to which you currently make your payments or made your payments.

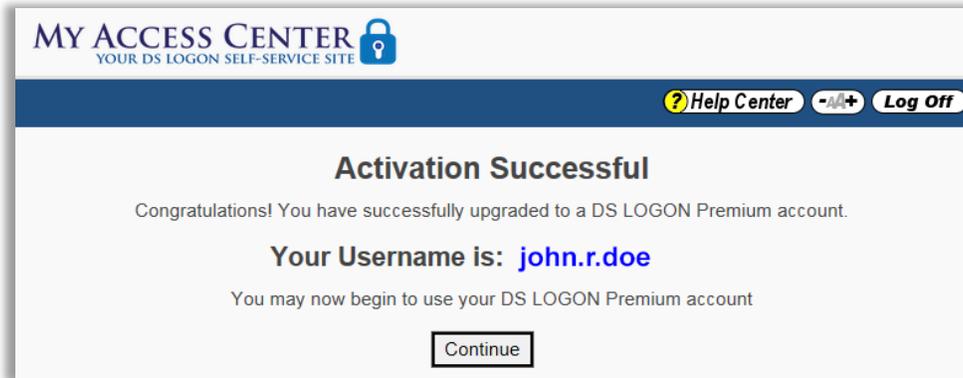
- WASHINGTON MUTUAL
- GMAC MORTGAGE
- CALIFORNIA FEDERAL
- WORLD SAVINGS AND LOAN
- NONE OF THE ABOVE/DOES NOT APPLY



## DS Logon Quick Guide

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- 16) Your answers must be submitted within two minutes for the Remote Proofing process to be successful. You have two chances to answer the question successfully. Select the radio buttons next to the correct responses and then select **Submit**.



- 17) If you have answered the quiz questions successfully, the Activation Successful screen appears to confirm that you now have a **Premium** DS Logon account. Select **Continue** and login to access the DS Logon Premium account features.

If you fail to answer the questions correctly, an error screen appears. Select **Cancel**. You can login with your Basic DS Logon account and attempt to remote proof a second time. If you fail the Remote Proofing quiz again, you must pursue a different upgrade path.

