

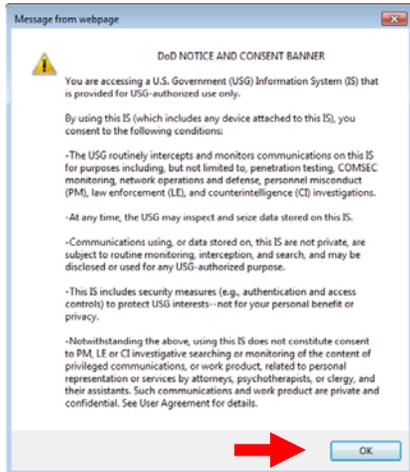


# CAC Enable MyBiz+ and DCPDS Registration - Quick Guide for Employees

This guide is meant to be a two page reference that will walk you through the basic steps of the ONE TIME registering of your CAC for use of MyBiz+ and DCPDS.

**Step 1** Go to the DCPDS Portal at <https://compo.dcpds.cpmc.osd.mil/>. This is the authentication page which allows access.

**Step 2** Is a **one-time only process**. Review Department of Defense (DoD) Notice and Consent Banner and select the OK button to continue.

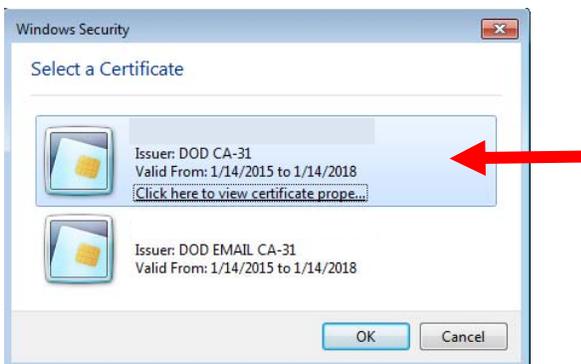


**Note:** Ensure that your Common Access Card (CAC) is inserted into your CAC reader.

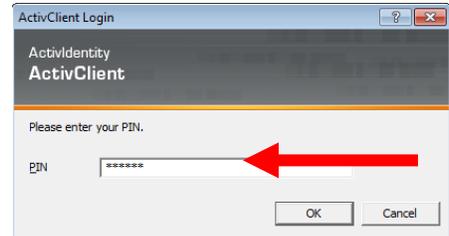
**Step 3** Click on the button "Register Here", beneath the Smart Card login button.



**Step 4** Choose a Digital Certificate. **Note: Always select the non-email certificate.** Select the OK button



**Step 5** Enter your PIN and select 'OK'.



**Note:** After selection OK button you will be at the Registration page.



**Step 6** The *DCPDS Smart Card Registration* screen displays. Enter data within the SSN/LN Employee ID Number field and the Confirm SSN/LN Employee ID Number fields:

a. In the SSN (SSN)/Local National (LN) Employee ID enter your SSN with dashes, for LN Employees enter your Employee ID. (Use hyphens if applicable)

b. In the Confirm SSN (SSN)/Local National (LN) Employee ID re-enter your SSN with dashes, for LN Employees re-enter your Employee ID. (Use hyphens if applicable)

c. Select the Register button

The *Validating Your My Biz+/HR Database Information* screen displays. You must complete and submit this information to finalize the Registration process.

**Step 7** Enter your HR/My Biz+ Username. (For most Army Employees with only a My Biz+ account, this would be your SSN with dashes or for DCPDS Users enter your DCPDS UserID (i.e. john.smith-mgr))

**Step 8** Confirm your My Biz/HR Username. (For most Army Employees this would be re-entering your SSN with dashes or for LN Employees your Employee ID (Use hyphens if applicable)).

**Step 9** Select the Submit button-You have now completed the registration, the Privacy Act Statement screen is displayed

When you log into MyBiz+ the next time you will be directed to the Privacy Act Statement, select Accept and you will see the MyBiz+ page.

**NOTE:** Those users with additional Responsibilities will see the Tile Page where they will select the application they would like to access.