

Request an Account: Basic Registration

DS Logon offers two account types: basic and premium. A basic account is established online. Basic accounts, however, provide limited access to your personal information as well as the numerous applications available to premium account holders. A basic account may be upgraded to a premium account by completing the proofing process (either in person or remotely).

Please note that the appearance of the screens shown here may vary based on the manner in which DS Logon is accessed; the procedure, however, remains the same.

1 From the **DS Logon** tab, click **Request an Account**. The **Registration Wizard** appears displaying the question **Do you have a Common Access Card (CAC) with accessible card reader?**

DS Logon CAC DFAS

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You may log in with a DS Logon account. If you do not have an account, you may [Request a DS Logon](#). For assistance or to report problems, please call toll free 1-800-477-8227

Username

Password

Don't have an Account yet?
1 [Request an Account](#)

Want to activate your Account?
[Use an Activation Code](#)
[Unsuspend your Account](#)

What did you forget?
[Retrieve Username](#)
[Reset Password / Advanced Security](#)

2 Click **No**. The question **Do you have a DFAS myPay Login ID and password?** appears.

Registration Wizard

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Information about the Defense Common Access Card

Individuals who possess a CAC card with an accessible CAC card reader can apply for and receive their DS Logon immediately.

The Department of Defense Common Access Card (CAC) is a secure hard-token credential that is issued to active duty military personnel and DOD civilian employees and contractors. Each CAC card contains the following security features and personal information:

EXPIRATION DATE
FEDERAL IDENTIFIER
AFFILIATION
SERIES
PAY GRADE
RANK
INTEGRATED CIRCUIT CHIP (ICC)

MEDICAL
PHOTO IMAGE
DATE OF BIRTH
GENEVA CATEGORIES
SOCIAL SECURITY NUMBER

CAC cards are issued at thousands of RAPIDS centers around the world. To locate a RAPIDS center near you, please visit the RAPIDS Site Locator. For more information on the CAC, visit <http://www.cac.mil>

Do you have a Common Access Card (CAC) with accessible card reader?

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3 Click **No**. The question **Do you currently have a Defense Self-Service (DS) Logon?** appears.

4 Click **No**. The **Basic Registration (Level 1)** screen appears.

5 Click **Register**. The **Registration** screen appears.

TIP: Click the links to view information about the proofing process required to upgrade your account.

Registration Wizard

Information on DFAS

Defense Finance and Accounting Service (DFAS) myPay accounts allow active duty military, civilian employees, and military retirees to access and manage their pay information, leave and earnings statements and other financial information online.

For more information or questions regarding the DFAS myPay account, visit <http://mypay.dfas.mil>

Do you have a DFAS myPay Login ID and password?

3

Registration Wizard

Information on DS Logon

DS Logon is a secure account providing access to a number of DoD/VA/MHS websites.

Basic (Level 1) DS Logon Account
Provides simple access to a site but no access to Personally Identifiable Information (PII) or Personal Health Information (PHI).

Premium (Level 2) DS Logon Account
Provides a high level of access as a result of the identity proofing that is required.

If you're not sure if you have a DS Logon account, click "Retrieve Username" on the main screen to perform a search or contact 800-477-8227 for assistance.

Please check the [About DS Logon](#) for more information.

Do you currently have a Defense Self-Service (DS) Logon?

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Registration Wizard

You may obtain a DS Logon Basic account by completing a simple registration process online. However, many applications do not allow access with a Basic account. Therefore, it is recommended that you obtain a DS Logon account by completing one of the options listed below.

- [In Person Proofing at a VA Regional Office \(VARO\)](#)
- [RAPIDS \(DoD affiliates Only\)](#)
- [In Person Proofing at a TRICARE Service Center \(TSC\)](#)

Basic Registration (Level 1)

Sign up now and follow the steps to get a basic DS Logon account. You may upgrade your account at any time by having your identity proofed.

5

Request an Account: Basic Registration

6 Enter your **First Name** and **Last Name** in the text boxes.

7 Click the **Date of Birth** text box. A calendar appears.

8 Choose your birth month and birth year from the calendar's drop-down menus, and then click your birth date. Your **Date of Birth** automatically appears in the text box.

9 Choose from the **Id Type** drop-down menu the type of identification you wish to use to support your identity.

10 Enter your identification number in the **Id** text box.

11 Enter the words exactly as they appear in the reCAPTCHA in the **Type the two words** text box.

12 Click **Next**. The **Create Password** screen appears.

13 Enter a new **Password** in the text box.

TIP: Passwords must be 9–20 characters and contain at least one uppercase letter, one lowercase letter, one special character, and one numeric character.

14 Re-enter your password in the **Confirm Password** text box.

15 Click **Next**. The **Select Challenge Questions** appear.

Fill out your information to begin creating your DS Logon. To obtain a DS Logon, you must be registered in the Defense Enrollment Eligibility Reporting System (DEERS). You may provide any of the following forms of ID to continue:

- A Foreign Identification Number (FIN) is generally obtained by eligible foreign military or foreign nationals who do not have an SSN.
- A Taxpayer Identification Number (TIN) is generally used by the Internal Revenue Service (IRS) in the administration of tax laws.
- A Social Security Number (SSN) is a common identifier issued by the Social Security Administration (SSA).
- A Service Number is created for U.S. military personnel and Veterans and generally was used prior to Social Security Numbers.

Please check the [About DS Logon](#) for more information.

6 First Name: James
Last Name: Armstrong

7 Date of Birth (e.g. mm/dd/yyyy): 10/30/1938

9 Id Type (e.g. SSN, TIN, FIN): Social Security Number

10 Id (Do NOT enter any spaces or special characters): *****

8 Calendar: Dec 2011

11 reCAPTCHA: Type the two words: century icrskel

12 Next Back Cancel

TIP: Click the refresh icon to view new words. Click the speaker icon to listen to the words. Click the question mark icon to display additional information.

Create Password

Please create a password. The password will be required every time you access the system. Passwords must be reset at least once every 150 days and must be different from your previous passwords.

You will be given a username once the activation process is complete. Usernames are automatically generated and cannot be changed for security reasons.

Please check the [About DS Logon](#) for more information.

13 Password: []

14 Confirm Password: []

15 Next Cancel

Passwords must be 9-20 characters in length and contain the following:

- At least one uppercase letter (e.g. 'A')
- At least one lowercase letter (e.g. 'a')
- At least one number (e.g. '2')
- At least one of the following special characters: @_#&\$%*+(){}.,:~|!/?<=>

Request an Account: Basic Registration

- 16 Answer at least five challenge questions.
- 17 Click **Next**. The **Select Personal Image** screen appears.

Select Challenge Questions

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You must answer at least 5 challenge questions. These challenge questions are needed when you want to reset or change your account password.
Please check the [About DS Logon](#) for more information.

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What was the name of your first pet?
[Sam]

What was the name of your first stuffed animal?
[]

What is the name of your first girlfriend or boyfriend?
[Jane]

What school did you attend for kindergarten?
[Brown]

What was the make (Chevy, Ford, Honda, etc.) of your first car?
[Chevy]

In what hospital were you born?
[]

In what year was your mother born?
[1901]

What is the full name of your very first employer?
[]

What school did you attend for sixth grade?
[]

What is your oldest sibling's middle name?
[]

What is the first name of the boy or girl that you first kissed?
[]

In what city or town did your mother and father meet?
[]

In what town was your first job?
[]

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- 18 Click the radio button underneath the image you wish to have associated with your account.
- 19 Enter in the text box a **Personal Image Phrase** that will appear, along with your chosen image, when you log in to your account.
- 20 Click **Next**. The **Confirmation Activation** screen appears.

Select Personal Image

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Select one image and create a phrase. The image and phrase are used to personalize and identify your account. When you log into your account, make sure you see both the image and the phrase to ensure safety.
Please check the [About DS Logon](#) for more information.


















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The personal image phrase may be up to 50 characters long.

Personal Image Phrase
[Time to ski]

19

20

Request an Account: Basic Registration

21 After reviewing your information to ensure it is correct, click **Activate My Account**. The **Activation Successful** screen appears displaying your username.

TIP: Click **Change** to edit your information in a particular section.

22 Click **Finish**.

Note: Your username, along with the password you created, will enable you to log in to DS Logon-supported sites.

TIP: See the quick guide entitled “Upgrade an Account: Remote Proofing” for instructions on upgrading from a basic to a premium account.

Confirm Activation

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Please ensure the following information is correct.
Please check the [About DS Logon](#) for more information.

DSLogon Password Valid [\(Change\)](#) !

Challenge Questions [\(Change\)](#)

What school did you attend for kindergarten?
What was the make (Chevy, Ford, Honda, etc.) of your first car?
What is the name of your first girlfriend or boyfriend?
What was the name of your first pet?
In what year was your mother born?

Personal Image [\(Change\)](#)



21 **Activate My Account** **Cancel**

Activation Successful

?

Below is the username for your account. You will need both the username and password to log in.
Please check the [About DS Logon](#) for more information.

Your Username: jane.smith

Would you like to upgrade your account now?

! **Upgrade Account** **Finish** **22**