

## REGISTER FOR DPS ACCOUNT

-LOGIN TO: [www.Move.mil](http://www.Move.mil)  
-CLICK "First Time DPS Users Click Here!"  
-CLICK "Obtain User ID and Password"  
-CLICK "DOD SERVICE MEMBER AND CIVILIAN REGISTRATION"  
(ETA MANAGES THE PASSWORD AND LOGIN PROCESS. THIS IS A SECURE MILITARY WEBSITE)

-FILL IN THE APPLICATION ENTIRELY  
-WHEN FINISHED CLICK "SUBMIT"  
-THE PAGE WILL REFRESH WITH A FINAL CONFIRMATION. CHECK THE "YES" BLOCK, THEN CLICK THE "CONFIRM" BUTTON.

### FORGOT YOUR PASSWORD (In ETA)

**To avoid waiting to be e-mailed a password in 3-5 days**

-CLICK ON "FORGOT PASSWORD" (At the ETA login)  
-CLICK ON "NEW PASSWORD"  
-TYPE IN YOUR USER ID (SSN/EIN) AND THE CODE. CLICK "NEXT"  
-ANSWER THE SECURITY QUESTIONS AND YOUR NEW PASSWORD WILL BE DISPLAYED.

### \*\*\*IMPORTANT NOTES\*\*\*

DUE TO SYSTEM UPGRADES, ONCE LOGGED INTO ETA YOU MUST GO TO "TOOLS", COMPATIBILITY VIEW SETTINGS AND ADD THE ARMY.MIL SITE. SECOND GO TO "TOOLS" AND TURN OFF POP-UP BLOCKER.

**\*\*TURN YOUR POP-UP BLOCKER OFF\*\***

-INPUT YOUR ETA USER ID AND PASSWORD.

**\*\*DO NOT USE CERTIFICATES\*\***



## LOGGING INTO DPS

-LOGIN TO: [www.Move.mil](http://www.Move.mil)  
-CLICK THE ON THE "LOGIN TO DPS"  
Or "FIRST TIME DPS USERS CLICK HERE!"

-IF YOU RECEIVE THE CERTIFICATE ERROR CLICK "CONTINUE TO THIS WEBSITE". YOU ARE ACCESSING A HTTPS SECURED/CONTROLLED WEBSITE; IT IS SAFE TO PROCEED.

-FROM THE ETA PAGE CLICK ON "DEFENSE PERSONAL PROPERTY SYSTEM (DPS)" THE LEFT SIDE OF THE PAGE UNDER "MY APPROVED APPLICATIONS".

### \*\*\*IMPORTANT NOTES\*\*\*

DUE TO SYSTEM UPGRADES, ONCE LOGGED INTO ETA YOU MUST GO TO "TOOLS", COMPATIBILITY VIEW SETTINGS AND ADD THE ARMY.MIL SITE. SECOND GO TO "TOOLS" AND TURN OFF POP-UP BLOCKER.

**\*\*TURN YOUR POP-UP BLOCKER OFF\*\***

-YOU WILL BE REDIRECTED TO THE DPS SITE  
-CLICK ON "CLICK HERE TO ACKNOWLEDGE SERVICE SPECIFIC INFORMATION"

-CLICK ON "YOUR SERVICE INFORMATION".

-ON THE DPS WEBSITE YOU WILL CLICK ON THE **BIG RED BUTTON** AT THE BOTTOM RIGHT OF YOUR SCREEN "TO BEGIN SELF-COUNSELING CLICK HERE".

### ONCE IN DPS:

USE YOUR PERSONAL E-MAIL ADDRESS (NOT YOUR GOVERNMENT)

PLEASE CALL THE DPS HELP DESK AT 1-800-462-2176, OPTION 5, IF ANY OTHER PROBLEMS COME UP IN DPS.

**YOU MUST BRING A COPY OF ORDERS TO THE TMO OFFICE AFTER COMPLETE YOUR DPS SHIPMENT REQUEST**

## CREATE SHIPMENT IN DPS

-CLICK ON THE "SELF COUNSELING" TAB AT THE TOP OF THE SCREEN.

-CLICK ON THE "CUSTOMER PROFILE" AT THE LEFT OF YOUR SCREEN. THE SYSTEM WILL ASK YOU A SERIES OF QUESTIONS TO BUILD YOUR PROFILE.

-BY CLICKING ON "NEXT" AT THE BOTTOM OF YOUR SCREEN IT WILL TAKE YOU THE "POINT OF CONTACT" SCREEN. THIS IS WHERE YOU WILL ENTER RECEIVING/RELEASING AGENTS AND POA'S INFORMATION.

-(LEFT HAND SIDE) CLICK ON "ENTER ORDER INFORMATION" TO INPUT NEW ORDERS INFORMATION.

**IF UNABLE TO GENERATE CITY AND STATE FOR ORDERS OR PICKUP ADDRESS. ADD ARMY.MIL TO YOUR COMPATIBILITY VIEW SETTINGS.**

AS YOU INPUT THE REQUIRED INFORMATION FOR EACH PAGE, SIMPLY CLICK "NEXT" AT THE BOTTOM OF THAT PAGE TO PROCEED.

- YOU MUST CREATE A SEPARATE SHIPMENT FOR EACH OF THE FOLLOWING:  
PPM/HHG/UB/NTS.

### \*\*\*IMPORTANT NOTES\*\*\*

FOR A GOVERNMENT PICKUP, YOU WILL CLICK HHG AND "NO" TO CREATING A PERSONALLY PROCURED MOVE (PPM)

FOR PERSONALLY PROCURED MOVE (DITY MOVE) YOU WILL CLICK HHG AND "YES" FOR CREATING A PPM

ALL REQUEST PICK UP DATES MUST GIVE AT LEAST 3 WEEKS NOTICE FROM THE DATE YOU SIGN AND SUBMIT WITH A TMO REP FACE TO FACE