

MyBiz Registration

1. Navigate to DCPDS portal. <https://compo.dcpds.cpmc.osd.mil>
2. Click OK for DOD NOTICE. See fig 1.

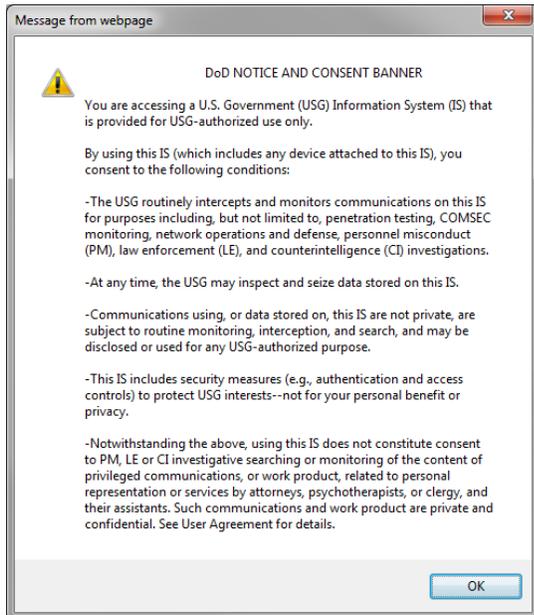


Fig 1

3. Click on “Register Here” for first time smart card user.

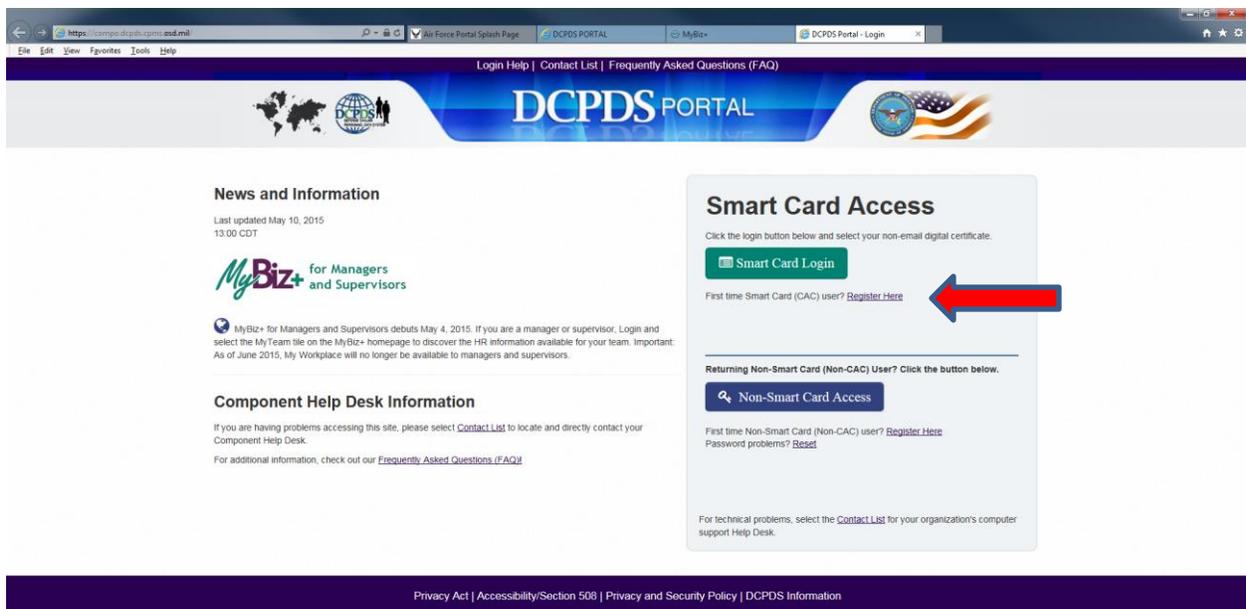


Fig 2

4. If you are prompt for your CAC certificate, Choose the non email one and if prompt for your Pin enter that as well and then select OK for each. See fig 3

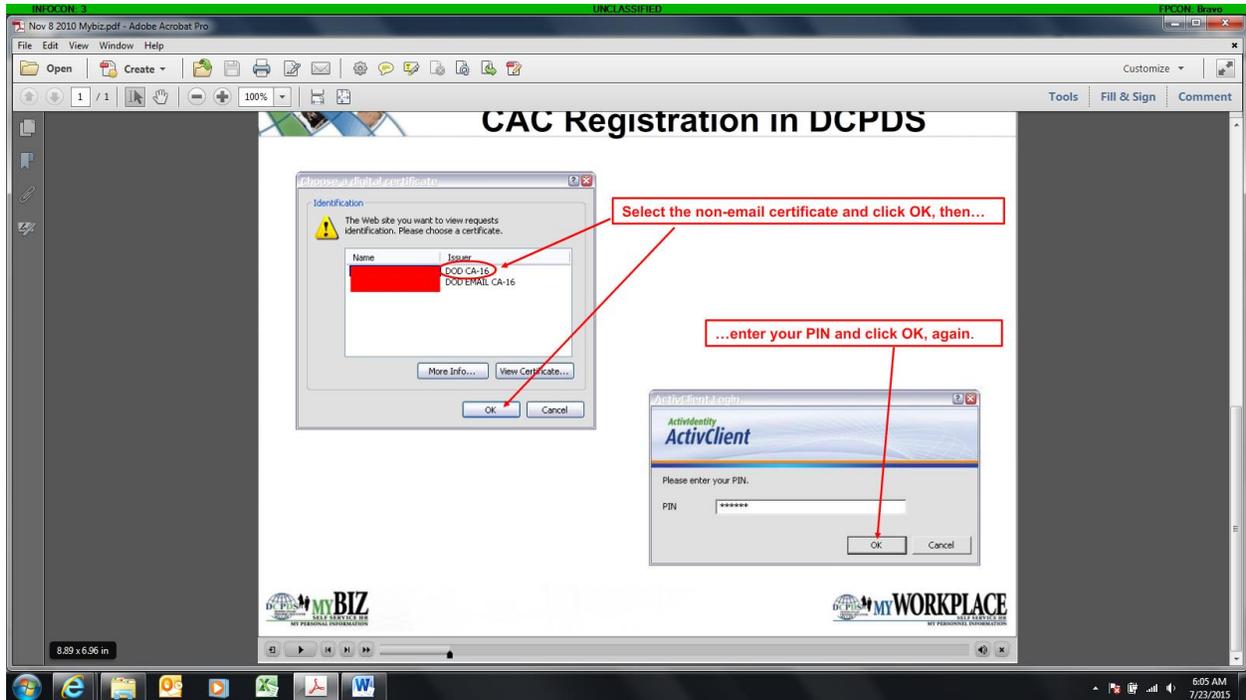


Fig 3

5. Under DCPDS Smart Card Registration, Enter you SSN with hyphens then tab and enter your SSN again to confirm. Click the Register button. See Fig 4

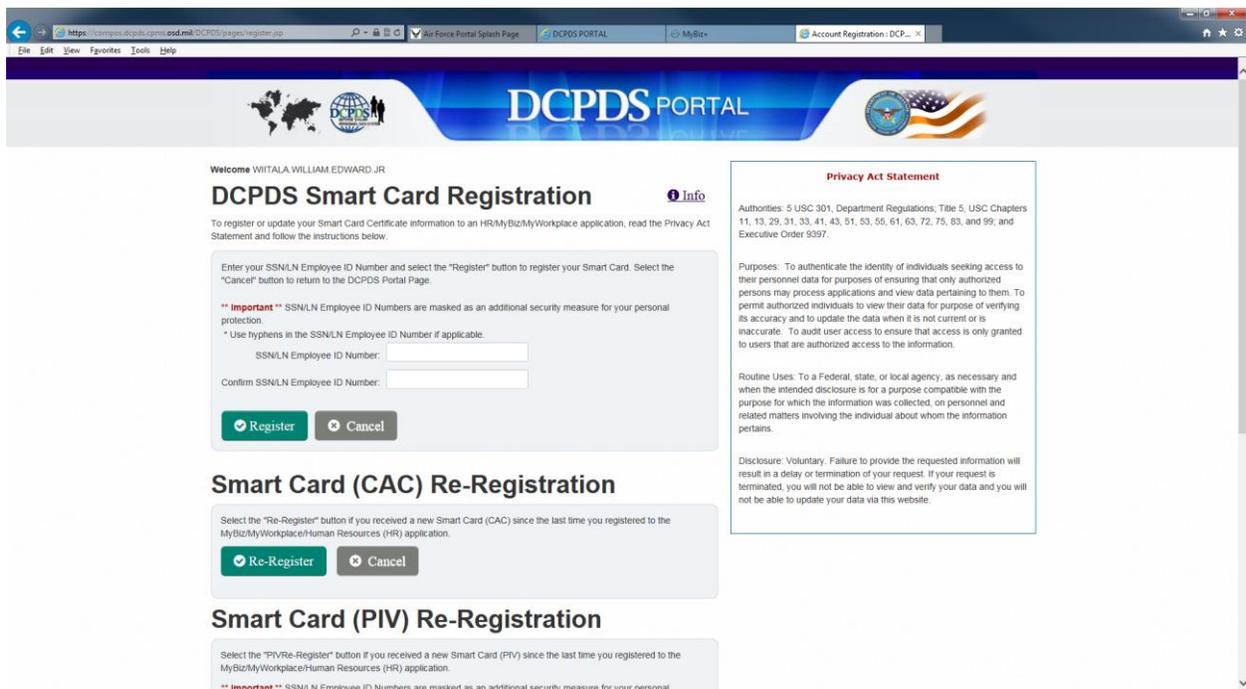


Fig 4

6. Click “Add Additional Application Databases” tab, and enter you SSN with hyphens, tab and enter SSN again to confirm. To complete the registration process click the submit button. See Fig 5

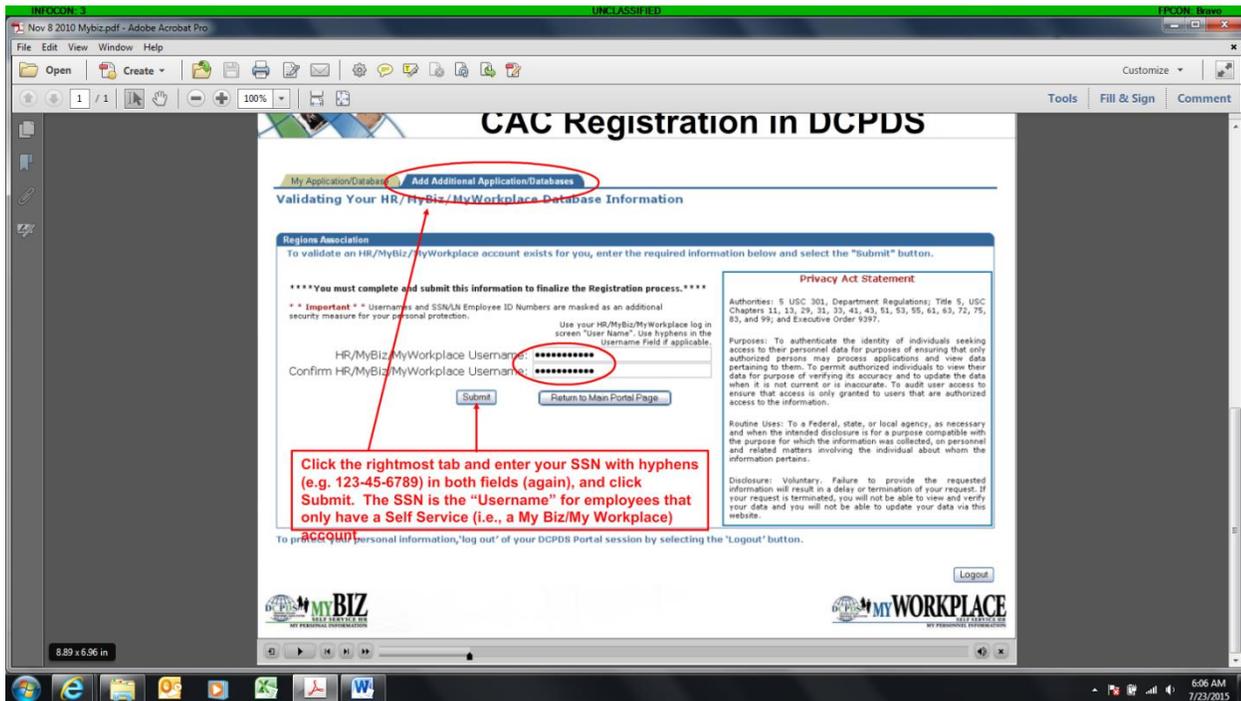


Fig 5.

7. Click the Accept button to continue. See Fig 6

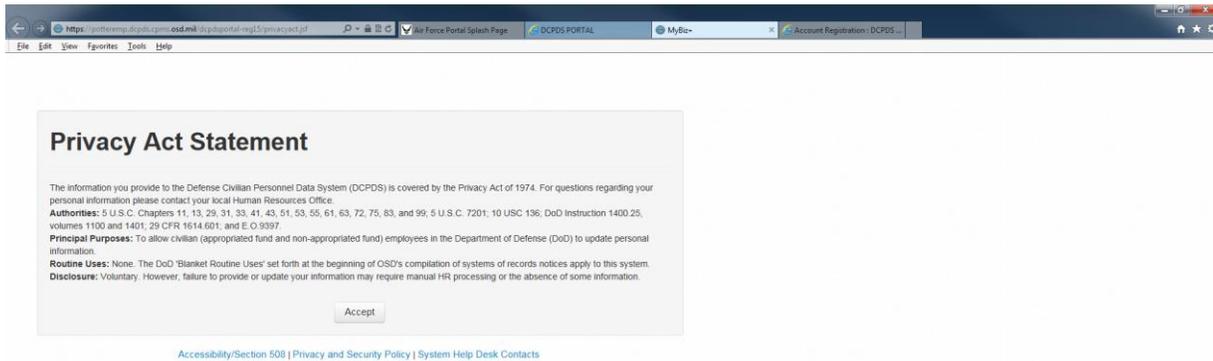


Fig 6.

8. My Biz Home Screen will look similar to this one. See Fig 7

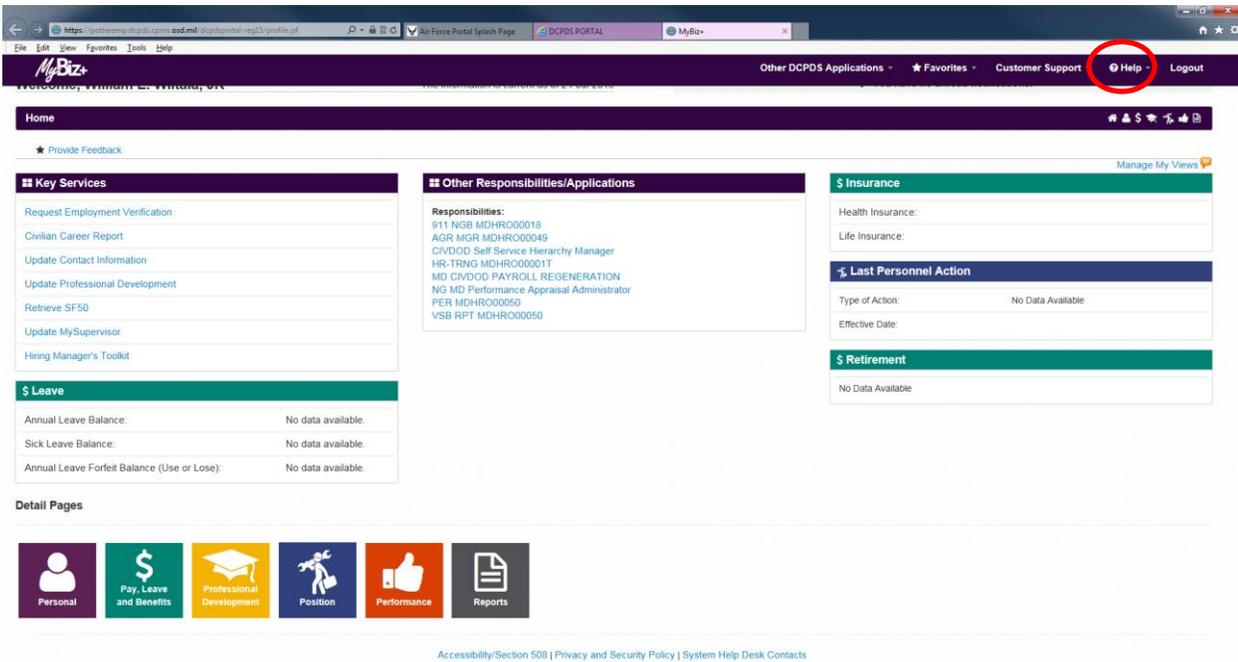


Fig 7

Once you are at the home screen, you can click the Help button on the menu bar at the upper right for the user guides for more detailed instructions on how to use My Biz.

NOTE: This application is constantly being revised, so images and layout may change.

If you have any problems accessing / logging in to MyBiz, please contact

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