# MIL-CONNECT Update Procedures

Mil-Connect must be updated properly to provide the proper contact information for programs such as OUTLOOK, REMEDY Help Desk, AHLTA/CHCS, and more.

Mil-Connect has Personal Information for you and your family, but has also your work information.

As a bonus <u>some</u> members can select to get TSA Pre-Check privileges.

Though this is written for work purposes please complete the information for "personnel information" on yourself and your family members.

Go to next page to begin.

## 1. Go to the Mil-Connect web page:

### https://www.dmdc.osd.mil/milconnect

# 2. Select "Sign In"

			Sign In New User? Start here
A FAQ -			
I want to			
Update personal contact info	View Primary Care Manager (PCM)	Oupdate family members in DEER	s
Transfer my education benefits	Update work contact info (GAL)	Oupdate my name in DEERS	
→ View my health care coverage	Obtain proof of health coverage	Retrieve my correspondence	
Don't see what you are looking for? Brows Wondering about our new look? Watch the	se the menus or check our FAQ. e video.		/lore Goals ❤

#### 3. Select "OK"



4. Select your EMAIL certificate or DOD ID if you used that before.

Windows Security	y	×
Select a Certifi	cate	
	Issuer: DOD ID CA-43 Valid From: 11/7/2016 to 11/7/2019	
	Issuer: DOD EMAIL CA-43 Valid From: 11/7/2016 to 11/7/2019 Click here to view certificate properties	
🚹 Caps	Lock is on	
	OK Cancel	

5. Select CAC "Login"

	nnect who serve our country.	
		?)Help Center -44+
DS LOGON 🤊	CAC 🥐	DFAS myPay Password 🤇
Department of Defense Self-Service	Common Access Card	Defense Finance and Accounting Service
DS Logon Username		MyPay Login Id
DS Logon Password		MyPay Password
Forgot DS Logon Username?	district Tai	Forgot DFAS MyPay Login Id?
Forgot DS Logon Password?	Login	Forgot DFAS MyPay Password?
✓ More DS Logon Options		
Phishing Alert: We do no (Name, SSN, DOB) or ser you think you provided pe call, be sure to change yo	ot initiate contact with beneficiaries via emain sittive DS Logon account information (userr rsonal or account information in response to ur password and challenge questions imme	I or telephone to request private personal name, password, challenge questions). If o a fraudulent email, website or phone idiately.

6. Select "Update work contact info (GAL)

NOTE: This selection will allow you to select Personal Information, and your current status information such as MIL, CTR, CIV, and RET.

	milConnect			You are signed in as a sponsor:	Melton Hobbs
	Serving those who serve our country.				Sign Out
A My Profile →	Correspondence/Documentation -	Benefits <del>•</del>	FAQ +		
I want to					
→ Update perso	onal contact info	→ View Prim	nary Care Manager (PCM)	Oupdate family members in DEERS	
→ Transfer my	education benefits	→ Update weependenteeren	ork contact info (GAL)	OUpdate my name in DEERS	51
✓ View my hea	ith care coverage	A Obtain pro	pof of health coverage	Retrieve my correspondence	
Don't see wha Wondering abo	t you are looking for? Browse th out our new look? Watch the vic	he menus or o deo.	check our FAQ.	More Goa	ls 🕶

7. The tab that applies to you:

CIV for Civilian GS Employees



8. Complete/Verify the Personnel Status fields:

Personal Information	RET CIV
Personnel Status	
Persona Type:	Civilian
DoD Association:	DoD/Uniformed Service Civil Service employee
Administrative Organization:	USN
Duty Organization:	United States Navy
Duty Suborganization:	Naval Hospital Lemoore CA
Office Symbol:	DFA
Job Title:	IT Systems Specialist
uty Installation/Location:	Naval Air Station Lemoore, CA
Building:	937
Room:	2354
Begin Date:	2011-01-03
Projected End Date:	Unknown
Pay Grade:	
Persona Username:	
Persona Display Name:	
TSA Pre-Check Program:	By checking this box, I voluntarily opt to participate in the TSA Pre-Check program and agree to the release of personal information (name, date of birth, gender, and DoD ID Number) to TSA's Secure Flight database. Learn More
Station and the Li	For units

NOTE: If available check the TSA Pre-Check Program to faster boarding on airlines. Benefits include less personal search and a designated line for TSA Pre-Checks.

9. Complete the Address with your work info.

*indicates rei	quired field S				
		CIV Duty Address			
	* Address Line 1	937 Franklin Blvd			
	Address Line 2				Find execute DADIOC learning
	* City	Lemoore			Find hearest RAPIDS location
	State	CA 🗸			
	Zip	93246 - 4700			
	* Country	United States	~	]	
Personne	l Email Address	es			
Please desig	nate a permission	preference. If your preferen	e is "Yes", you will be i	notifie	ed of benefit correspondence via email from the DoD and VA, when available.
Primary	/ Personnel Email:		● Yes ○ No		

Phone/Fax Numbers		
Duty:	(559) 998-4424	Ext.
Mobile:		
TTY/TDD:		
Relay:		
Fax:		
Secure:		
Pager:		
	<u>S</u> ubmit	
f the above information is incor	rrect then contact Navy Per	nnel Center

10. Complete the Phone/Fax Numbers, only the DUTY phone is required at minimum.

# 11. Select "SUBMIT"!

Thanks for your cooperation.