US Army IMCOM -> Portal Account Creation

Before you start make sure you have a signed AUP and PIIAUP electronically signed or scanned and filed on your computer where you can find it. The files are available in Step 5.

Insure that your browser settings (tools->compatability view settings) match the below:

![Compatibility View Settings]

Instructions for creating an account on the IMCOM Portal MIS Application Portal.

Close all other browser windows.
1.) Go to [https://www.mwr.army.mil](https://www.mwr.army.mil)

3. Click here to create an account
If you receive the following screen message, click (continue to website not recommended):

2.) Click on the accounts link in the top right hand corner.

3.) Please click on the DOD EMAIL CA-XX certificate and select ok
4.) Please follow the instructions to complete and upload your AUP form and PII forms. Then select continue (if you have inadvertently closed the accounts window and get an error that says the action is forbidden please close all Internet explorer windows then reopen and start again). If you cannot digitally sign the form, print it, sign it, and scan it to a file that can be uploaded to the IMCOM Portal. If you receive an IMPUT error message at any time during this process, contact the Helpdesk at: usarmy.mwr.helpdesk@mail.mil Subject line: IMPUT ERROR.
5.) Complete the second page, if the pull down menu for Garrison: and Position: are grayed out for you, then continue to the next selection, if you receive and error that the system is unable to find you, and they are not grayed out, specify your Garrison and position in the drop down menus. Once the form is complete please select continue at the bottom of the page.
6.) Select the applications you need access to by clicking in the boxes and select continue. (Please note: Assigned functional managers are the approving authority for your selection. Not The HelpDesk).

7.) You will receive a message that your account was successfully created.

8.) Log out and wait 24 hours for the HQ Staff to approve your access.

9.) Go back to the home page [https://www.mwr.army.mil](https://www.mwr.army.mil).
(Note: FMBSweb is access via a link on the Home Page)

**If you have not requested FMBS access from the manager, Please see the last page in this document (Pg15)**

All other applications, (Smirf, TLMS, Eventmaster, etc..) are accessed after you have CAC login to the site.)

*click the “CAC login” in the MIS Login box and select your DOD EMAIL CA-XX certificate.*
10.) You should now be able to log into the system.

11.) Your application will reside in one of the folders, depending on what you selected.

12.) Congratulations. You now will be able to access the New MWR Portal

13.) If after 24 hours you get the message stating there are no resources currently available,

![Message indicating no resources available]

or if you are still not able to get access please contact the helpdesk at usarmy.mwr.helpdesk@mail.mil ...

14.) Side note: After the account is set up, you must login at least once every 30 days to keep it active. After 180 days, of inactivity the account will be deleted.
15.) **FMBS Web Access.**

1--To access FMBS Web you use the link on the MWR Portal home page https://www.mwr.army.mil (see red arrow on the attached file "fmbs Link Page.jpg")

2--Once on the FMBS Web site, you will first see the Consent Page. You must click the "I Agree" button at the bottom. **NOTE:** You will see this page each time you access FMBS Web.
3--A page will appear telling you that you don't have access to FMBS Web, but if you want to request access to fill out the registration form. Click the link at the end of the sentence (the link is the blue word "here" at the end of the sentence)

4--The FMBS Web Registration page will come up. Complete the information.

   a --Select HEADQUARTERS access level...an e-mail will come to me so I know you have applied.

   b--In the COMMENT box please list all the Vet Clinics you need access to do.

5--Once the FMBS Web registration page is done, click the SUBMIT button at the bottom.

6--Mr. Kant will get an e-mail telling him you have applied for access. He will set the individual's access and they will get a system generated e-mail stating you have access. If you have any trouble, please give me a holler.