MyBiz+/DCPDS CAC Registration - Quick Guide for Employees

This guide is meant to be a reference that will walk you through the basic steps of the ONE TIME registering of your CAC for use of MyBiz+ and DCPDS.

Step 1 Go to the DCPDS Portal at https://compo.dcpds.cpms.osd.mil/. This is the authentication page which allows access.

Step 2 is a one-time only process. Review Department of Defense (DoD) Notice and Consent Banner and select the OK button to continue.

Note: Ensure that your Common Access Card (CAC) is inserted into your CAC reader.
Step 3 Click on the “Register” link, beneath the “Smart Card login” button.

Step 4 Choose a Digital Certificate. **Note: Always select the non-email certificate.** Select the OK button

Step 5 Enter your PIN and select ‘OK’.
Note: After selection OK button you will be at the Registration page.

Step 6 The **DCPDS Smart Card Registration** screen displays (see above). Enter data within the SSN/LN Employee ID Number field and the Confirm SSN/LN Employee ID Number fields:

a. In the SSN (SSN)/Local National (LN) Employee ID **enter your SSN with dashes** (LN Employees enter your Employee ID - Use hyphens if applicable)

b. In the Confirm SSN (SSN)/Local National (LN) Employee ID **re-enter your SSN with dashes** (LN Employees enter your Employee ID - Use hyphens if applicable)

c. Select the **Register** button
The **Validating Your My Biz+/HR Database Information** screen displays (see below). You must complete and submit this information to finalize the Registration process.

**Step 7** Enter your HR/My Biz/MyWorkplace Username. *(For most Army Employees, this would be your SSN with dashes. If you have been given a DCPDS Username - enter your DCPDS Username (i.e. JOHN.SMITH-MGR, JANE.DOE-RMM or SUZIE.QUE-COH))*

**Step 8** Confirm your HR/My Biz/MyWorkplace Username. *(For most Army Employees, this would be your SSN with dashes. If you have been given a DCPDS Username - enter your DCPDS Username (i.e. JOHN.SMITH-MGR, JANE.DOE-RMM or SUZIE.QUE-COH))*

**Step 9** Select the **Submit** button-You have now completed the registration.

The Privacy Act Statement screen is displayed
When you log into MyBiz+ the next time you will be directed to the Privacy Act Statement, select Accept and you will see the DCPDS Portal page (see below). Choose the purple “HR MyBiz+ ARMY” tile.