

Defense Personal Property System (DPS)

CREATING ACCOUNT

1. Go to <https://www.militaryonesource.mil/personalproperty>
2. USE CHROME or EDGE
3. Scroll down and select "log in to DPS".
4. View the DPS Log in options tab under customer select "**Register as Customer**".
5. Read the privacy act screen and then completely fill out the DPS user registration.
 - a. A non-military e-mail (Gmail, Yahoo, Hotmail, etc.) is preferred.
 - b. Ensure to select your CAC certificate.
6. Once you complete the registration then select "Register". Please allow up to 1 hour to receive an email. If you do not receive an email, contact the DPS Help Desk.
7. You will receive an email with your **USER ID** and **DPS** access instructions.
 - a. **CAC**: If registered with a certificate, click on the provided link, select 'Log in with Certificate' then choose a PIV or authentication certificate.
 - b. **Non-CAC**: Optional Method - Create a Password (DoD Customers Only), click on the provided link received in the email under optional method. The URL link is only valid for 24 hrs. Open the URL link in a browser and follow the instructions to set the initial user password. A security code will be sent to your e-mail in order to finish password creation and to log in.
8. After logging into DPS you will appear in the home screen.
9. Select "Start a New Move" to begin your shipment.

CREATING SHIPMENT

1. Create / Update customer profile (mailing address, civilian e-mail, phone number)
2. As you input the required information for each page, simply click "**Next**" at the bottom of that page to proceed."
3. Once you arrive at the counseling page. Select "Create a Shipment" located to the right of the screen if your orders are already added into the system. If your orders are not added, then select next and enter your order information.
4. Enter your order information, duty station locations, order type and additional information (POV, Boat, NTS).
5. After entering order information, you will be prompted to select a shipment. How are you moving your personal property? (For overseas PCS you can do a **HHG**, **UB** and **NTS** shipment.)

I want to move myself (Full or Partial)

Select "**HHG**" shipment
Is this created as a PPM? Click "**Yes**"

After shipment is created, click on PPM
on the left side, click on the printer on
the top right of screen, PRINT 2
COPIES OF THE **DD 2278, DD 1351-2,**
1 COPY OF
THE PPM Checklist.

I want the movers to move my HHG

Select
"**HHG**" shipment
Is this created as a PPM?
Click "**NO**"
To complete
shipment go to Step
6 below

6. After selecting the move type, enter your pickup and delivery information.
7. Once you complete the scheduling, choose "**Personal Property Shipping Office (PPPO)** as your Counseling Office
8. Please **upload a Complete Copy of Orders and Amendments before submitting application, (if this is your home of record move, please provide your ERB OR 4/1 ENLISTMENT CONTRACT).**
9. **Editing an existing Shipment:** Click on Edit My Orders / Shipment Information

DPS Help Desk 1-800-462-2176

Fort Cavazos Customer Service 1-800-521-9959