



Log into Army Career Tracker at <https://actnow.army.mil>

1 ASSIGNMENT NOTIFICATION

- Within 72 hours of assignment, **SPONSORSHIP** will appear in the left navigation panel
- Additionally, you will receive an Email and Message in ACT notifying you of your assignment
- Select **TRACK** from the left navigation, then click **MESSAGES** to view your Assignment Notification

2 SPONSOR ASSIGNMENT & WELCOME LETTER

- Select **TRACK** from the left navigation, then click **MESSAGES** to view your Sponsor Assignment and Welcome Letter
- Open the message and read the Welcome Letter; you must the message for the ACT to track this action

3 COMPLETE DA FORM 5434

- Select **SPONSORSHIP** from the left navigation, then click **DA FORM 5434**
- Once a new form is opened, complete **Sections 1, 2, 4, and 5**
- You need to digitally sign the form with your CAC to complete this action
- Once all fields are complete and you have signed the form, click **SAVE**

4 FAMILY TRAVEL STATUS

- If you have family members and are traveling overseas, this will notify you of the status of your Family Travel packet
- You will receive an Email and Message in ACT notifying you as the status is updated

5 COMPLETE OUT-PROCESSING SURVEY

- Select **SPONSORSHIP** from the left navigation, then click **SURVEY**
- Click **TASP OUT-PROCESSING SURVEY**
- Answer all questions
- Click **SUBMIT**
- Review the Completion Certificate
- Print your Certificate by clicking **PRINT CERTIFICATE**

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