

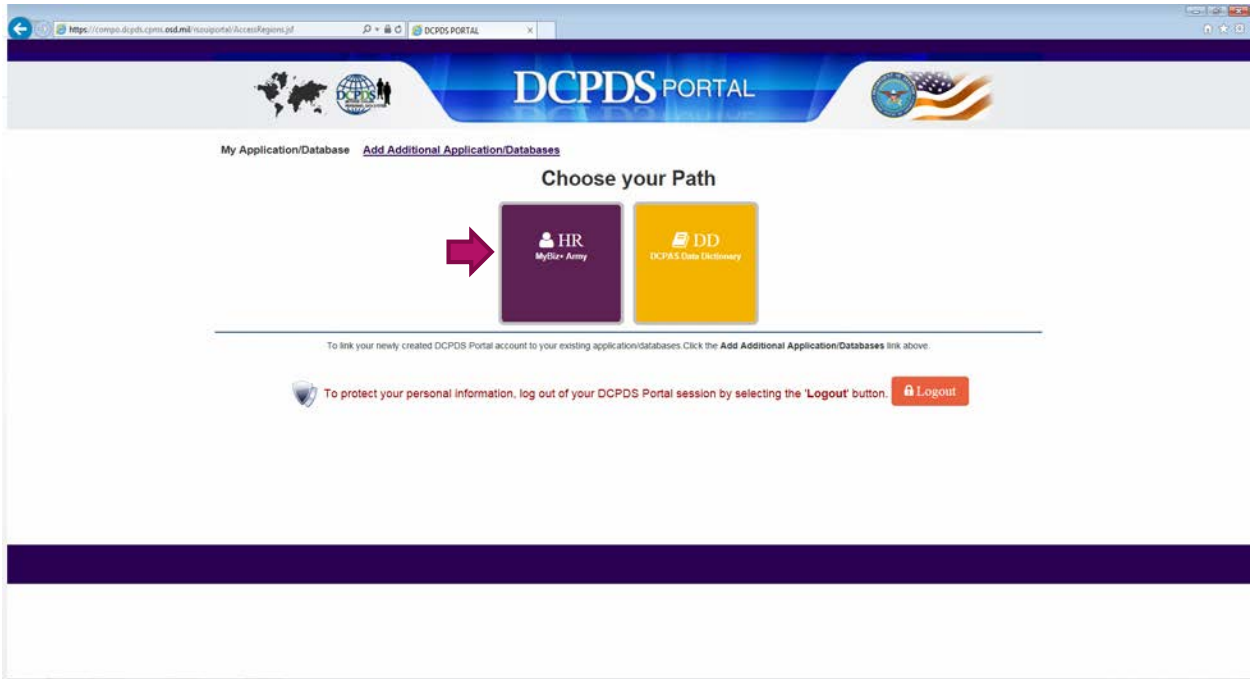
GUIDE TO UPDATE EMERGENCY CONTACT INFORMATION

This guide explains how to update an employee's emergency contact information in My Biz. The web address is located at <https://compo.dcpds.cpms.osd.mil/>.

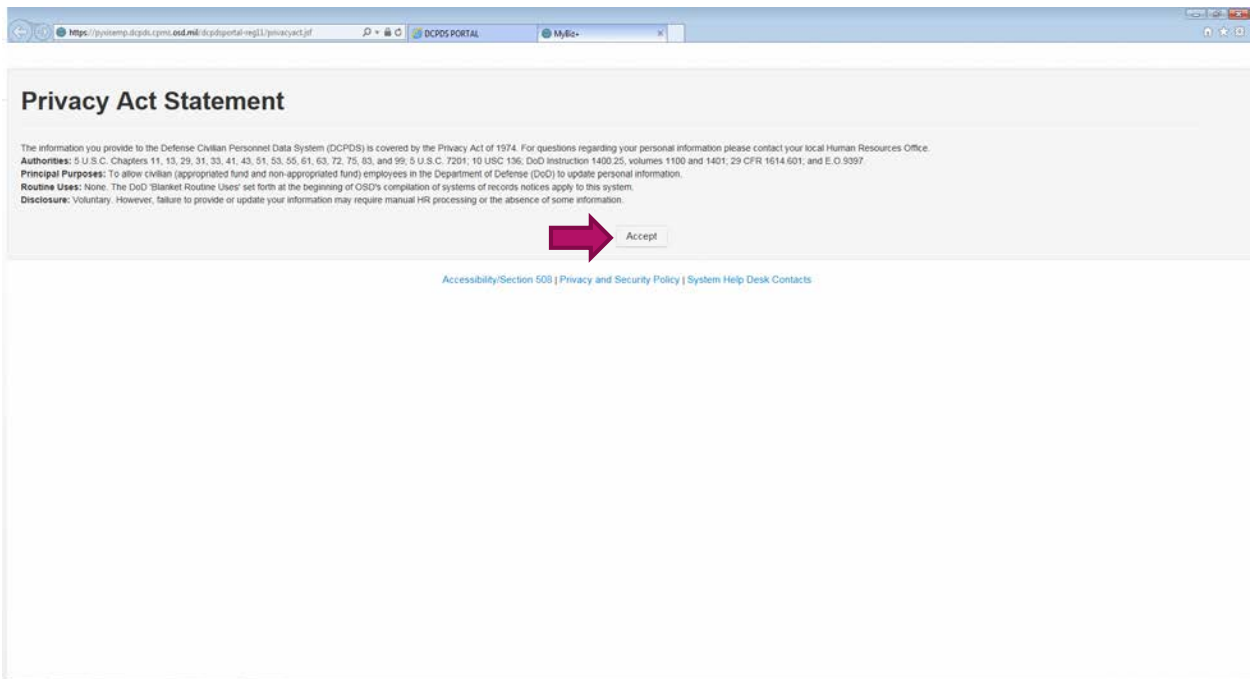


The screenshot shows the DCPDS Portal website. The header includes the URL <https://compo.dcpds.cpms.osd.mil/>, navigation links for "Login Help", "Contact List", and "Frequently Asked Questions (FAQ)", and the "DCPDS PORTAL" logo. The main content area is divided into two columns. The left column contains "News and Information" with a date of "Last updated March 24, 2016 13:00 CDT" and three news items. The right column features a "Smart Card Access" box with a "Smart Card Login" button and a "Non-Smart Card Access" button. Red arrows point to the "Smart Card Login" button and the "Register Here" link for first-time users. A footer at the bottom contains links for "Privacy Act", "Accessibility/Section 508", "Privacy and Security Policy", and "DCPDS Information".

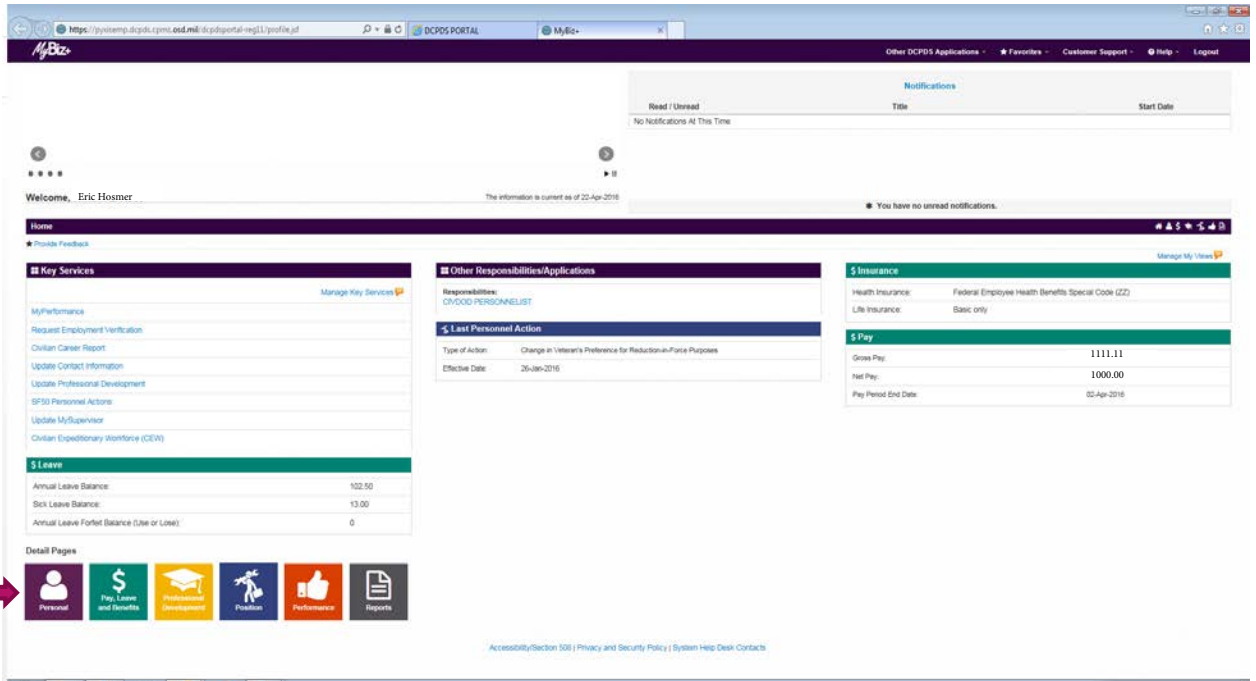
- ✚ If you are a first time user, please click the appropriate "Register Here" hyperlink. You will be prompted to enter information related to your account, and personal information.
- ✚ Returning CAC users will need to click the box labeled "Smart Card Login". You will then be prompted to verify your login credentials.
- ✚ Upon credential validation, you will be prompted to choose an application/database path. You will select "HR MyBiz+ Army".



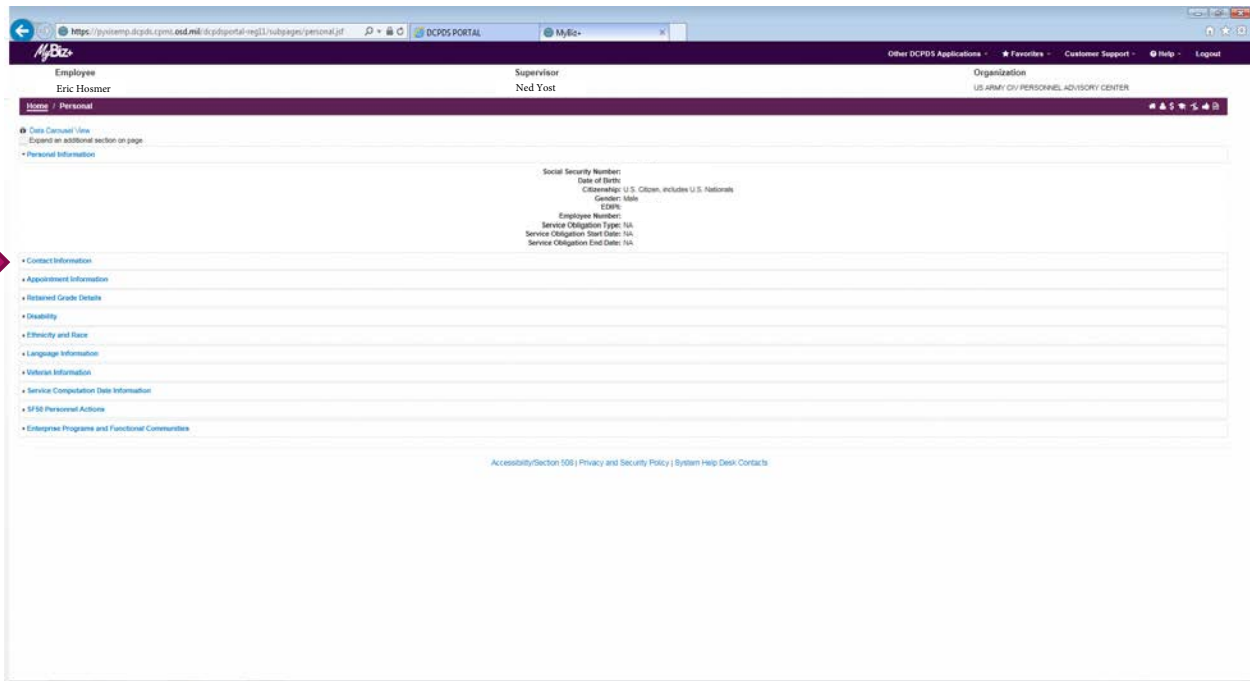
You will then be prompted to review the Privacy Act Statement. Once you have reviewed this information, press the "Accept" button.



Look for the box at the bottom of the page labelled "Personal".



Click on the tab arrow labelled "Contact Information".



You can start adding Emergency Contacts by clicking the "Add" button under the section titled Emergency Contacts.

Employee: Eric Hosmer
Supervisor: Ned Yost
Organization: US ARMY CIV PERSONNEL ADVISORY CENTER

Work Email Address: eric.hosmer@pretend.mil

Phone: (785) 239-0000 (Type: Work)

Emergency Contacts:

Primary	Use My Address	Full Name	Email	Home Phone	Work Phone	Mobile Phone	Actions
<input type="checkbox"/>	<input type="checkbox"/>	Mrs. Hosmer	pretend@mail.mil	(785) 239-0000	(785) 239-0000	(785) 239-0000	Exit Delete

Address: 2015 Royals Way, Kansas City, MO

Physical Work: Fort Riley, KS 66442, United States

Fill out the appropriate information, and click save at the bottom. Some of this information is required in order to add individuals as an emergency contact, which are marked with an asterisk.

Emergency Contacts:

Do not add any contacts that are under the age of 18.

* First Name: * City: Add Another Phone

* Last Name: State: Phone: Type: Actions

* Email Address: Zip or Postal Code: (785) 239-0000

* Address Line 1: Country Code: United States

Address Line 2: Primary Contact:

Use Same Address:

Cancel Save

* indicates required field

Once you have clicked "Save", the new contacted will be listed under your emergency contact section.