## 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 <a href="https://compo.dcpds.cpms.osd.mil/">https://compo.dcpds.cpms.osd.mil/</a>.

News and Information Last updated March 24, 2016 13.00 CDT	Smart Card Access
the U.S. CENTCOL Curvian Expeditionary Workforce (CEW) opegram. The takent and experience that DoD civiliant have to offer are representative of how our mission success is defined. The added value for employees who valunteer to deploy include: professional development, opportunity to participate a development of DOD and coalition pathers, financial incentives, and utilimately making a difference in the Department of Defense mission.	Flist time Smart Card (CAC) user? Begister Here
Thanky you for and or your feedback during the first year of Nylbur-H We appreciate the time and effort you took it     is took know what was working for you and what needed improvement. Throughout the last year, and looking forward     we will commune to value your input to enhance MyBer.     Section 2010 Users: The CSU application and database will be decommissioned in the near huture. Data ha	4 Non-Smart Card Access
• Animato voltas, interación de la construcción	First time Non-Strant Card (Non-CAC) user? <u>Register Here</u> Password problems? <u>Resist</u>
Component Help Desk Information	For technical problems, select the <u>Contact List</u> for your organization's computer
If you are having problems accessing this site, please select <u>ContactList</u> to locate and directly contact your Component Help Desk. For additional information, check out our Frequently Asked Questions (FAQ)	support Help Desk
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- 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".

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My Application/Database Add Additional Application/Databases Choose your Path	
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To link your newly created DCPDS Potal account to your existing application/databases Click the Add Additional Application/Databases link above.	

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

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Privacy Act Statement				
he information you provide to the Defense Chritian Personnet Data Syste uthorities: 5 U.S.C. Chapters 11, 15, 29, 31, 53, 41, 43, 51, 53, 56, 61, 6 rinelipal Purposes: To allow civilian (appropriated fund and non-appropri- outine Uses: Non-The DoD Statistic Noutine Use's set form at the heg isolosure: Voluntary. However, failure to provide or update your informat	<ol> <li>72. 75, 83, and 99, 5 U.S.C. 7201; 10 USG ated fund) employees in the Department of D nning of OSD's compilation of systems of rec</li> </ol>	2 135, DoD Instruction 1400.25, volumes 1100 and 1 elense (DoD) to update personal information, ords notices apply to this system.		
	Accessibility	Section 508   Privacy and Security Policy   Syste	em Help Desk Contacts	

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

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Click on the tab arrow labelled "Contact Information".

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

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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.

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