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/.

News and Information Last updated March 24, 2016. 13.00 CDT	Smart Card Access
the U.S. CENTCOM Calvian Expeditionary Workfore (CEV) program. The takent and experience that DoD civilians have to offer are representative of how cour mission success is defined. The added value for employees who volumteer to deploy include: professional development, opportunity to participate in a diverse workforce of OCD and coation partners, financial incentives, and ultimately making a difference in the Department of Definise mission.	First time Smart Card (CAC) user? Bogister Here
Thank you for all of your feedback during the first year of MyBiz+I We appreciate the time and effort you took to let us know what was executing for you and what needed improvement. Throughout the tast year, and booking forward, we will continue to value your input to enhance MyBiz+	Returning Non-Smart Card (Non-CAC) User? Click the button below.
Attention GSU Users: The CSU application and database will be decommissioned in the next Ature. Data has been transitioned to the Current Record Data Marin in CMIS. DL/ALCU cultomer CSU Users will no longer have access to CSU as of June 30, 2016. This notice will be updated with dates for other agencies as they are amounced.	First time Non-Smart Card (Non-CAC) user? <u>Begister Here</u> Password problems? <u>Beset</u>
Component Help Desk Information	For technical problems, select the Contact List for your organization's computer
If you are having problems accessing this site, please select <u>Contact List</u> to locate and directly contact your Component Help Desk.	support Help Desk.
For additional information, check out our Erequently Asked Questions (FAQ)	

- 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".

Ω 😸 https://compo.deptic.cpm.exd.mil/iscogooda/ikcessi/legions.jd D × ê C 🖉 DCPGS PORTAL Χ	(c)
My Application/Database Add Additional Application/Databases	
To link your newly created DCPDS Portal 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.

🛞 🕒 Migle / Types/myn displat.com. And mei displayendi regil.lipskaspeciji 🖉 🖉 CCRSS FORTAL 🛛 Mylle+ x	0 ×
Privacy Act Statement	
e information you provide to the Defense Civilian Personnel Data System (DCPDS) is covered by the Privacy Act of 1974. For questions regarding your personal information please contact your local Human Resc uthereties: 50.8.C. Chapters 11, 13, 29, 31, 33, 41, 43, 43, 53, 56, 61, 63, 72, 75, 63, and 95, 50.8.C. 72011; 10.108C 156, DOD Institution 1400.25, volumes 1100 and 1401; 25 CFR 1614.601; and E.O.5997 integral Purposes: To allow Civilian (approximated human dan on appropriated human dan on appropriated human dan on appropriate human dan	ources Office.
Accessibility/Section 508 [Privacy and Security Policy [System Help Desk Contacts	

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

				Notific	tions
			Read / Unread	Title	Start Date
			No Notifications At This Time		
0		0			
		• *			
Welcome, Eric Hosmer		The information is current as of 22-Apr 2018			
				You have no un	ead notifications.
Home					*1
🛊 Provida Feedbaca					Manap
# Key Services		Other Responsibilities/Applications		\$ Insurance	
	Manage Key Services 🔛	Responsibilities:		Health Insurance:	Federal Employee Health Benefits Special Code (ZZ)
MyPerformance		CIVOOD PERSONNELIST		Life insurance.	Basic only
Request Employment Verification		Last Personnel Action		d David	
Ovilan Career Report		Type of Action: Change in Veteran's Preference	for Reduction in Porce Purposes	aray	1111.11
Update Contact Information		Effective Date 26-Jan-2016		Gross Pay.	1000.00
Update Professional Development				Net Pay.	1000.00
SF50 Personnel Actore				Pag Police Crie Date	ob-qe-to-to
Update MySupervisor					
Owtan Expeditionary Workforce (CEW)					
SLeave					
Annual Leave Balance	102.50				
Sck Leave Balance:	13.00				
Annual Leave Forfet Balance (Use or Lose):	0				
Detail Pages					
🚨 💲 🛜 🐔					
Des Deserves					

Click on the tab arrow labelled "Contact Information".

M.Biz.		Other DCRDS Andrakona (+ Departure - Contempor Support - 01b
ryear		Other DCPU's Appacations
Employee	Supervisor	Organization
Eric Hosmer	Ned Yost	US ARMY CIV PERSONNEL ADVISORY CENTER
Home / Personal		
Ours Carounel Vinw Depand an additional section on page		
Personal Information		
	Social Socialy Number Der Offster Categories U.S. Class., ectualies U.S. Nationals Categories U.S. Stationals Engelies (Stational) Review Categories Station Class. In A Service Categories Station Class. In A Service Categories Station Class. In A	
Contact Information		
Appointment Information		
Retained Grode Details		
Disability		
Ethnicity and Race		
Language Information		
Veteran Information		
Service Computation Date Information		
SF50 Personnel Actions		
Entermore Decommend and Exectional Communities		
	Accessibility/Section 508 Privacy and Security Policy System Help Dekk Contacts	

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

iz+				Other DCPDS Applications - # Favorites - Co	ustomer Support - O Help - Logo
Employee		Supervisor		Organization	
Eric Hosmer		Ned Yost		US ARMY CIV PERSONNEL A	ADVISORY CENTER
/ Personal					*****
wousel Vew					
5 en additional section on page					
al treasmances					
LEDOUNDERD					
rk Emeil Address					Actions
eric.hosmer@pretend.mil					658
ne Add					
208			Type		Actions
			1 atom		Ent Outsite
rgency and Diversed with several mit	85) 239-0000 In that are present in the Kneigheny Control, but any one Printery Control tower of Notice of Stationar Information Companies.	It is suggested at least less semants is identified, one should be local at House Phone	treatily assessible and the other sumetime who is not house twittin a 100 mile Work Phone	in nation of your home or pince of work. The information you provide with be viewed in by Mobile Phone	yer separation that and Human Resources DHD Emergency Constant Hope Actions
rgency Add To have y despensive of the over 1 in the sector 1	85) 239-0000 In that two press is an Enlargency Control full only we Minary Conservation of Namar Descence in Name Conservations.	t it is suggested at least sec contents its cleatified, one should be took or Home Phone	work Creatly accessible and the other summaries a too is not include within a 100 mills Work Plane	in tables of year home or place of book. The information year provide well be intended by Mobile Physice	yer scention that and human features (Ho Energing Consts frequency Actions
regency Add The The The The may begin an and the sector in	85) 239-0000 In the tag general as in Energieury Caract, but my ven Princy Caract Level of Turburd Dataman - Turburd Energieures. Emeil Emeil pretend@mail.mil	It is suggested at least two estructs is strendfact, one should be lead at House Phone. (785) 239-0000	vous treadily assession and the other surveyer acts is not located within a 100 mill Work Phone (785) 239-0000	in tables of your home or piece of least. The Information you prevails will be versatile by Mobile Physice (785) 239-0000	yer supervises that and Human Resources (HD) Emergency Contexts (HD) Actions East. Dateio
rgency Add The Ton Ya Heapson more than and the series of	85) 239-0000 It that the generation is the foreigness Careta, but only your Princey Careta to the set of the	It is suggested at least two estructs is strendfed, one should be load at Haster Phatee (785) 239-0000	van tractig naaroole wie is of holms wien is 100 mile Wark Place (785) 239-0000	In tables of your home or piece of work. The information you prevails will be verwalite by Mobility Physics (785) 239-0000	Los Desa yes basetery stell and Huner Resulted 10% Energy consci flags Actions Edit Debis
Igency Add De tron way need you want of the merity of the	SS) 239-0000 In their has prevent, as in Exceptions Schwart, had into our Princey Content one of Princey Content Company, and the Schwart Company Exception Company, and the Schwart Company, and the Schwart Company pretered defmail Imilian an update that four schwart by going in the Interpret of Antomore Schwart	t it is augusted at least two anticuts to stretched, one obtaid the total of Harme Phone (785) 239-0000	voin f walky assessible and the lifer summary and a feet function of the func- Weak Piloner (785) 239-0000	te satula di por future o place d'auto. The informatio yau provide al be vanadot fo Malalite Physics (785) 239-0000	yer basetery stell and Huner Results (HD) Genegery Category Address Address Edd. Dates
Tigency Add Det Tom way analysis with the time of the	SS) 239-0000 that the generation is the Energency Seniari, but inty une Prince Comercenter of Marcel Telephone. Energi pretend@mail.mil an update that forms appress to going to the Images discriming on	 It is suggested at sources the strength is strengther, was shourd be source at the strengther in the streng	van ready seaache wel die die serie van die ook ook het het die die statie is 100 mit Werk Phone (785) 239-0000	In natural of your former or passe of event. The information you provide with be variable for the Miduality Phones: (783) 239-00000	ver bekninger stelle ald Hone Resultes (HD) Emergency Canada Hay Activité Est Dates
Ingenicy Add United The way length on the start in the st	SS) 239-0000 In the range years the in Energieury Context. Init way was Printery Context Lateral of Initial Deserve - Tableout Energieures. Energi Pretend@mail.miil an uddan ther forms solved by gang to high Initial Printer Universe.	n it is angewind at war two extremes is therefore, was should be tool of Heater Phane: (785) 239-0000	wark f seatly exceeded with the time service while is not locate whith a 150 mills Werk Planne (755) 239-0000	in national of your frame or places of least. This information you prevails will be variable to p Middlein Phones (785) 239-0000	ver talenting state and Human Resources (Hitti Emergency Connects Hitti Actions Etat. Debris
regency Au Use Au Constraints	SS) 239-0000 In their has greater, as the Energiancy Contact, but into your Printing Contact control Division Origination Contact Transportance. Energin pretered.@mail.muil art.ucdem.their home soleteds by gang to high Integer, the interceptor	It is arrangement at least two sometics is strengther, one should be used an Manue Phone (785) 239-0000	voin f walky assessible and the lifer samelane and a fair function Weak Please (785) 239-0000	te satula di por fune e plane d'auto. The informatio yau product al be vanable fo Malalite Physics (785) 239-0000	ret scienting start lief funda features stat Brengers Concerns fligt Actions East Davies
And the set of the set	SS) 239-0000 In that the general as in Energency Center, but inty use Princes Center town of Manual Teaching Annual Energies and Ener	B is suggested at least two strength is strengthelic way should be tool at Bases Phone: (785) 239-0000	ware creatly assaultive and the time constance who is not found which is 100 mill Week Planne (785) 239-0000	In national of your former or places of events. The information you provide with be reasonable for Middline Phones (78:5) 2239-00000	ver baanstery state and Hone Resources Defin Emergency Conservs Hep AEDIS E.C.C. Dates
Igency Add United States and Stat	SS) 239-0000 In their one prevent as in: Entergency: Context, that inty unes Printers Context terms of Public Deservations - Trained Deservations Deal pretend@mail.mil an update that how earlies by gang to the Interpret divertimence	It is arrangement of inter two extension is thereford, was should be tool of Masser Phone. (785) 239-0000	van reachty waarening wel die sinder werdene wels is oof kontree welden is stijl wels Week Phones (785) 239-0000	In setting of your funder or place allows. The information you provide with the variable in the Middle Physics (783) 239-0000	ere sciences unte set house factores files Grouper Connects files Actions Edit Delets
An and a second	In their has greaters as the Energietry Schwart, that into our Printing Content on the other and the same in the same of the greaters. Energy pretend @mail.mil an update their home soleted by gang to the Integrater the international an update their home soleted by gang to the Integrater the international	It is acquired at local two services is developed at local and an Home Phone (785) 239-0000	vani franklij vaanselse and the infor samene arts is for historie witen a 100 mil Week Pitoore (785) 239-0000	Notation of your home or place of least. The information you provide will be released to by Middle Physics (785) 239-0000	re Landon van kan ken kan kan kan kan kan kan kan kan kan ka
Ingency Advances with the second seco	SS) 239-0000 In their the generation is the Endergroup Context. The inity uses Printers Context to the of Marcel Tokana in the Endergroup Context. The Inity uses Printers Context Ender pretend@mail.mil an usedem their terms adapted is going it inits impress diverseming to market their terms adapted is going it inits impress diverseming to market their terms adapted is going it inits impress diverseming to market their terms adapted is going it inits impress diverseming to market their terms adapted is going it inits impress diverseming to market their terms adapted in the same adapted in the adapted into market terms adapted in the same adapted in the adapted in the adapted into market terms adapted in the adapted in the adapted into a first terms	It is suggested at hours two somethies is strengther, way should be tool at Houses Phone: (785) 239-0000	van trackly seaaclike net die die samere wie is net hoefen witten is 100 mit Werk Phone (785) 239-0000	In national of your homes or places alreade. The information you provide with be exemuted in type Multilite Physics (7855) 239-0000	ver beentrievy take and Hoven Resources Date Energy Conserving AEDris Etit. Date
Constraints of the second	ISS 239-0000 In that the general as in Energency Const. Us inty was Prince Const. Energy Protein Company Const. Us inty was Prince Company. Inter Company Const. In the Company Const. Inter Company Company Company Company Company Company Inter Company Company Company Company Company Company Inter Company Company Company Company Company Company Inter Company Company Company Company Company Inter Company Company Company Company Company Inter Company Company Company Company Inter Company Int	It is a suggested at tests two solutions to stephilites, was soluted to total of Hostel Photoe (785) 239-0000 Address army, and then use the Solid balancia splates autoexpertience at	tready searche and the time content who is not function who is 100 million (785) 239-0000	In national of your homes or places of leaves. The information you provide will be reasonable for Middle Physics (7785) 2339-0000	yer banning tah ini funa faarana bit Demony Conness filo Actions Etit Davie
Ingenicy Add Under State and State a	ISS 239-0000 In their one preserve as in Enforcing two Collects. Unit sity ware Printers Collects Insert Printer Deserve - Transmit Deservations Preserve - Transmit Deservations Insert - Transmit Deserve - Transmit Deservations Insert - Transmit Deserve -	It is suggested at hear two semants is theritality was should be tool at Heart Phone: (785) 239-0000 A stream any, and have an Its Edit better is uptrase subsequent such a	man f mantly assessible and the similar samples area is for indexed within a 100 mill Weak Pitose (735) 239-0000 Million and American and American and American and No.	th satisfies of your home or place of basis. The information you provide with the research to Modules Physics (785) 239-0000	ren Lacensen und eine Annue facturen führ Andiora tot Cat Dakes

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.

			Supervisor Ned Yost				Organization US ARMY OV PERSONNEL ADVISORY CENTER	
			Ned Yost				US ARMY CIV PERSONNEL ADVISORY CENTER	
								CONTRACTOR OF THE
								Actions
il								6:8
						Туре	,	Actions
						Work	Eat	Deteta
*06	R.	Add Another Phone	Time		Automa a			
State	- Seed	U Prese	type	100	Actions			
Zip or Postal Code	1. 	(785) 239-0000	See	3	Coore			
Country Code	E Greet Screet							
Primary Contact	= EII							
UNE Same Access								
il	mg) Anguna mus the res power on to for fail to east the same of Market Danses - the res age of 13 20 of Parkat Color County Color Use Same Address	reg Angeles men taat se preven is in Geogrep Center, ha ang an Alla Sal ta sast it is a sant Manuel Davien in Yalawai Enreganos. Iar Ma agar et Si. 	mg Anguren mus fait se prest as a Excepting Consta fui any Anary Consta II is sugarant at each see sen fait is east of the sense fully interference interpretations. Inter the age of 15 20 or Particle Codes Construct Codes Construct Codes Presenty Codes Use Same Address:	mg Angelom men fast ses areas as a foregares Const. M any em Prince Const. It is suggested at least two sendeds is destribut, one where it for the age of 15 	mg Angelom men fast sea areas as a foregares Contex ful any one Prince Contex it is suggested it hard to sender to exhibit a one should be had out with a sea fast its uses of the search of the search one should be had out out with a search of the fast out of a fast ou	mg Angelom mon fast areas as a foregamp Control fol any one Prince Control It is suggested it hard two insteads to not be not extra the second be not	Type Voce Type Voce Type Voce Type Voce Type Voce Type Construct Construct Construct Construct A suggest of Asset one simula is instituted to use and to use and suggest of the site construct of the site constr	Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type Nom Type

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