RFMSS Account Fact Sheet

The steps to request a **New** RFMSS users' account.

The user can submit their RFMSS account application online at:

CAC Users: https://rfmssbackup.atis.army.mil/Stewart/Pages/Default.aspx

Non-CAC Users https://rfmss.atis.army.mil/Stewart/Pages/Login.aspx

A. At the RFMSS Login Screen, the user will:

Step 1. Click on "Request New Account".

Step 2. Select the check box next to the role applicable to your job, i.e., UNIT. Then select "Continue".

Step 3. Type in your unit field then select the unit from the dropdown list.

Step 4. Fill out the mandatory information in RED* fields. Please include a good office phone number.

Step 5. Click on "Enable My CAC".

Step 6. Enter Username. Username should be the same as your AKO (Army) or Marine Net (USMC) format of "first.last name".

Step 7. Enter password. Passwords created (Army Standard), must be a minimum of 15 characters consisting of two uppercase letters, two lowercase letters, two numerals and two special characters.

Step 8. Select your security question and provide your answer. Note, it is important to remember your security question and answer. You will need to know this information if you forget your password and need to change it.

Step 9. Select email notification preferences.

Step 10. Click on "Save".

B. Once your request has been saved, Range Control will receive an email that your request has been submitted.

C. Upon approval of your request, you will receive an email back from RFMSS that your account is active.

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