MOVE.MIL INFORMATION

-Go to www.move.mil -Scroll down to the GREEN BANNER FOR NEW USERS ONLY !!

-Select "Create a new account"

-Type in all the GENERAL information

-Check the box "Attach Certificate?" if you would like to attach your CAC to your account (You will be able to log into your account via your CAC vs inputting a Username and password -SUBMIT

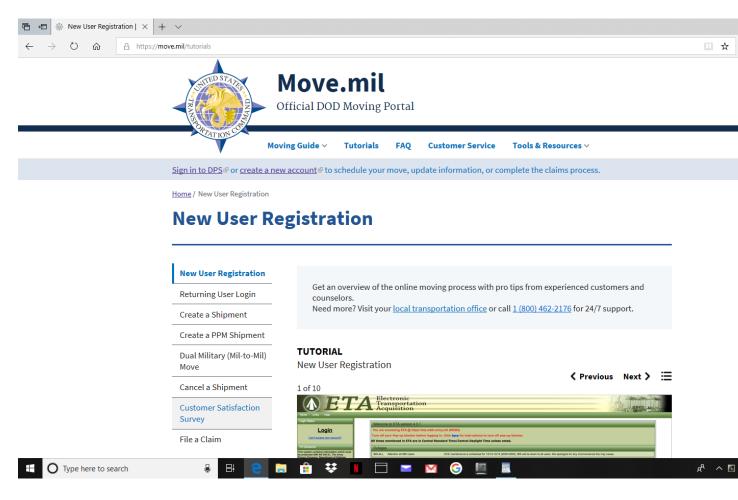
-DPS will give you your DPS Username and email you your password separately

-Once you have enabled your CAC or received your USERID and PW go back to www.move.mil -Scoll down to " **SCHEDULE YOUR MOVE**" highlighted in **BLUE**

-Click on "Follow online tutorials for help logging in or using DPS"

-This page lists Tutorials on how to: Returning User Login// Create a Shipment //Create a PPM

Shipment //Dual Military (Mil-to-Mil) Move //Cancel a Shipment //Customer Satisfaction Survey //File a Claim



-If after going through the tutorials, you are still having any issues, please contact our office at 573-596-0077 for further assistance.

****IT IS HIGHLY RECOMMENDED TO OBTAIN A USERID AND PASSWORD****

-DPS can be accessed from your government computer as well as your personal computer, laptop, tablet and smart phones

-You are able to make changes to your record by logging in

-You can upload all necessary documents needed to submit your record for booking

-You can check the status of your shipment

-ALL CLAIMS must be processed through DPS

-WHEN CREATING A HHG/UB SHIPMENT IN DPS PLEASE DO THE FOLLOWING TO EXPEDITE THE PROCESS (GOVERNMENT ARRAGED MOVE)

-UPLOAD YOUR ORDERS

-DPS generates two shipping forms once you have completed your record, and on the SUBMIT

PAGE : DD1299 and DD1797 , Please sign and date both forms and upload them into DPS

-Sign block 15a and 15b on the DD1299

-Sign block 9c and 9d on the DD1797

-If you are unable to upload your orders/documents in DPS, you can email them to us at usarmy.leonardwood.usag.mbx.dolhhg@mail.mil

-WHEN CREATING A PPM IN DPS PLEASE UPLOAD YOUR ORDERS (DITY MOVE)

-No documents are needed to sign in order to submit your PPM record -All necessary documents can be sent to you via email as you do not sign anything until you have reached your destination and completed your PPM move.

-If you are unable to upload your orders in DPS, you can email them to us at usarmy.leonardwood.usag.mbx.dolhhg@mail.mil

PPM Helpful Hints

-OBTAIN AN EMPTY AND FULL WEIGHT TICKET (IF MULTIPLE VEHICLES, AN EMPTY AND FULL WILL BE NEEDED FOR EACH VEHICLE) (IF ONE VEHICLE BUT MULTIPLE TRIPS, ONE EMPTY AND A FULL TICKET FOR EACH TRIP WILL BE NEEDED) -PLEASE LABEL YOUR WEIGHT TICKETS "TOYOTA FULL" "TOYOTA EMPTY", "UHAUL FULL""UHAUL EMPTY" -BRING YOUR RENTAL TRUCK RECEIPT IF APPLICABLE -MAKE SURE ALL YOUR DOCUMENTS ARE SIGNED AND DATED AFTER YOU HAVE COMPLETED YOUR MOVE -KEEP ALL RECIEPTS FOR YOUR RECORD AS YOU MAY BE AUDITED

PLEASE FEEL FREE TO CONTACT OUR OFFICE FOR ANY QUESTIONS OR CONCERNS YOU MAY HAVE THANK YOU <u>usarmy.leonardwood.usag.mbx.dolhhg@mail.mil</u> <u>573-596-0077</u>