

# DTIC USER REGISTRATION

## Defense Technical Information Center (DTIC)



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Signed by: FRENCH.CRISSTOFER.M.1007778399

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## DOCUMENT CHANGE HISTORY

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## Abbreviations and Acronyms Defined

<u>Abbreviation/Acronym</u>	<u>Definition</u>
DoD	Department of Defense
CAC	Common Access Card
PIV	Personal Identity Verification Card
ECA	External Certification Authority
DTIC	Defense Technical Information Center
OPM	Office of Personnel Management
DMDC	Defense Manpower Data Center

## 1 Introduction

User Registration is the process of requesting a login account for a DTIC-hosted web site. Currently there is only one application involved in the user registration process.

## 2 Registration Process Initiation

This is the entry point for all new user registrations (CAC, STOK, ECA, PIV and password-based). This section deals with how a registration request is started – particularly how a client PKI certificate may be used as proof of identity depending on the user's employment status.

### 2.1.1 Registration Initiation

Creating an Account... Step 1

Register with Smart Card

Register

DoD.CAC • ECA • PIV • PIV-I

Registering for this site requires a valid DoD-recognized X509 client certificate (smart card). For details on acquiring a client certificate, see [here](#).

Privacy Act Statement

AUTHORITY: 5 U.S.C. 301, Departmental Regulations; E.O. 13526, Classified National Security Information; DoDM 5200.01-Volume 3, DoD Information Security Program; Protection of Classified Information; DoD 5200.2-R, Personnel Security Program.

PURPOSE: To identify individuals who apply for, and are granted, access privileges to DTIC products and electronic information systems.

ROUTINE USES: Information is used for the purpose set forth above and may be disclosed outside the DoD pursuant to the "Blanket Routine Uses" set forth at the beginning of the OSD's compilation of Systems of Records Notices.

DISCLOSURE: Voluntary, but failure to provide the requested personal information may prevent the individual from gaining access to DTIC's controlled information services.

To read the full content of the DTIC System of Records Notice (SORN), [click here](#).

If you need assistance call our Customer Interaction Center at 1-800-225-3842.  
For access assistance call our Customer Interaction Center or email the Customer Access Team at [dtic.belvoir.us.mbx.dtic-access@mail.mil](mailto:dtic.belvoir.us.mbx.dtic-access@mail.mil).

## 3 DoD CAC Registration

DoD registrations are expected to register with their CAC (i.e. click Smart Card Registration Button). Any attempts to register for a password account, if permitted, with a .mil email address will be denied. Such users are told to register with their CAC.

CAC/STOK card info (when available) is used to pre-populate registration request information, to the extent possible, including the type of card that was used, the type of user (DoD employee vs DoD contractor), email address and the certificate expiration date.

### 3.1 *Seamless Registration*

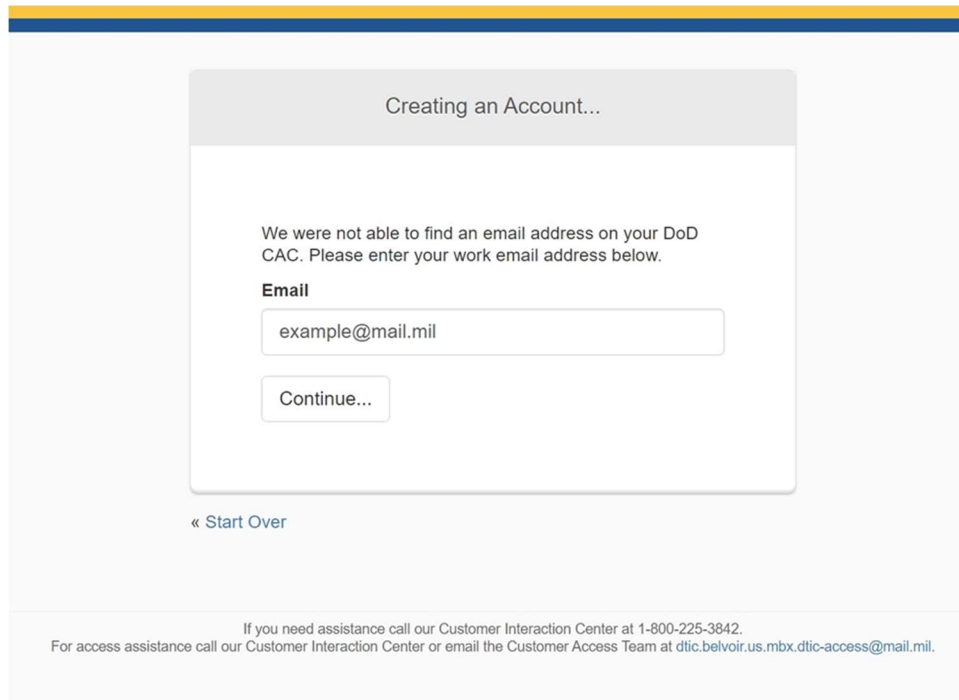
Registration requests from CAC holders are automatically submitted (i.e., not required to fill out a registration form). Note: Although registration request submission is automatic, in some

circumstances (e.g. when CAC does not contain an email address and the DMDC web service is down) approval must be done manually.

### 3.1.1 Registration Email Requirement

If the provided certificate is missing an email then the user is prompted to provide a valid email address.

When a CAC does not contain an email address and the DMDC web service is down, the registration request is put into the queue for manual registrar approval, with a "DMDC Pending" status.



The screenshot shows a web interface for account creation. At the top, a grey header reads "Creating an Account...". Below this, a message states: "We were not able to find an email address on your DoD CAC. Please enter your work email address below." Underneath the message is a label "Email" followed by a text input field containing "example@mail.mil". Below the input field is a button labeled "Continue...". At the bottom left of the form area, there is a link "« Start Over". At the very bottom of the page, there is a footer with contact information: "If you need assistance call our Customer Interaction Center at 1-800-225-3842. For access assistance call our Customer Interaction Center or email the Customer Access Team at dtic.belvoir.us.mbx.dtic-access@mail.mil."

### 3.1.2 Email Verification

Users who are required to provide a valid email address must complete the email verification process which requires users to provide a security code which is sent to the provided email address.

The screenshot shows a web form titled "Creating an Account...". The form contains the following elements:

- A message: "A security code has been sent to **example@mail.mil**. Please look for that email and paste the code here:"
- A section header: "Security Code"
- A text input field with the placeholder text: "Paste the security code from the email message you received"
- A blue button labeled "Continue..."
- A link: "« Start Over"
- Footer text: "If you need assistance call our Customer Interaction Center at 1-800-225-3842. For access assistance call our Customer Interaction Center or email the Customer Access Team at [dtic.belvoir.us.mbx.dtic-access@mail.mil](mailto:dtic.belvoir.us.mbx.dtic-access@mail.mil)."

### 3.1.3 DMDC Verification

CAC/STOK Registrants who try to register are queried against the DMDC web service which uses the PKI certificates EDIPI property to lookup the users record.

All registration requests having the "Mismatch Pending" status (DMDC is down, DMDC data doesn't match CAC, etc., as described in "DMDC Data Collection" section above) are given a user type (employment affiliation) of "Contractor" in the database. Refer to Appendix A – DMDC Access Levels by Category Code for access level determinations.



## 4 DoD PIV and ECA Registration

While DoD CAC holders are expected to register with their provided CAC, some users are capable of registration using a PIV or ECA.

Certificate info (when available) is used to pre-populate registration request information, to the extent possible, including the type of card that was used, the type of user (DoD employee vs DoD contractor), email address and the certificate expiration date.

### 4.1 *DoD Contractor*

#### 4.1.1 Registration Email Requirement

If the provided certificate is missing an email then the user is prompted to provide a valid email address.

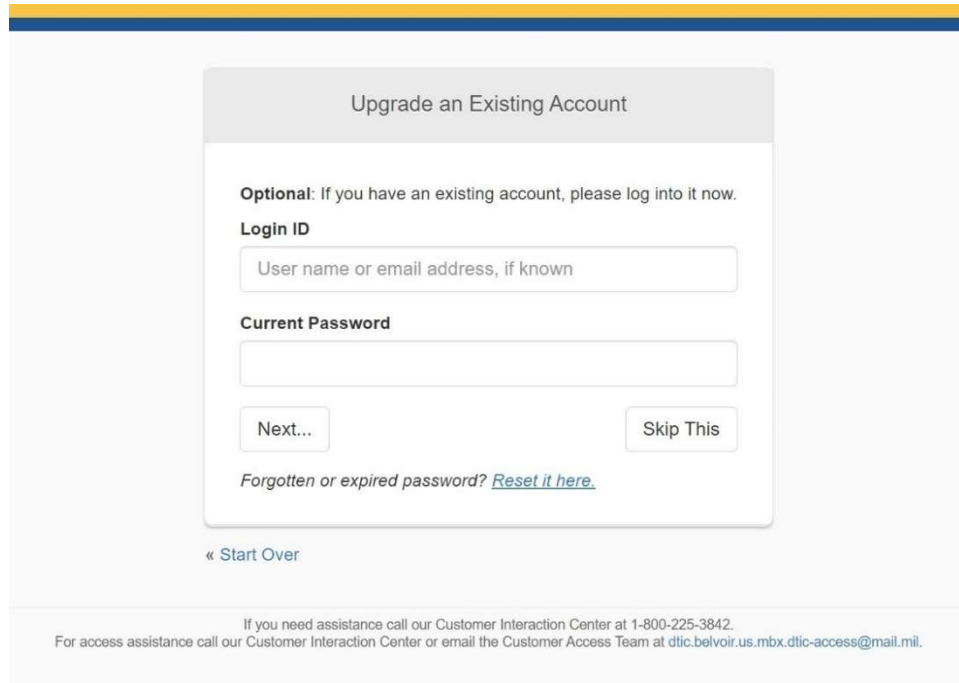
#### 4.1.2 Email Verification

Users who are required to provide a valid email address must complete the email verification process which requires users to provide a security code which is sent to the provided email address.

#### 4.1.3 Existing Account Lookup

The system attempts to identify any pre-existing account. The two automatic paths to account merging is a match on EDIPI or Email.

Additionally, PIV and ECA registrations allow for manual association of existing accounts if no account is automatically identified. The system gives the user an opportunity to say whether an existing account is available. If so, the system prompts for username (or email address) and password, and verifies it. If it verifies, and the existing LDAP account does not require a PKI certificate, then the registration request will apply to that existing account rather than creating a new one. If the existing LDAP account does require a PKI certificate then a message is displayed to the user and the process proceeds to register a new account (no merge occurs).



The screenshot shows a web form titled "Upgrade an Existing Account". The form contains the following elements:

- Optional:** If you have an existing account, please log into it now.
- Login ID:** A text input field with the placeholder text "User name or email address, if known".
- Current Password:** A password input field.
- Next...** and **Skip This** buttons.
- Forgotten or expired password? [Reset it here.](#)*
- « Start Over** link.

At the bottom of the form, there is contact information: "If you need assistance call our Customer Interaction Center at 1-800-225-3842. For access assistance call our Customer Interaction Center or email the Customer Access Team at dtic.belvoir.us.mbx.dtic-access@mail.mil."

#### 4.1.4 Affiliation Type Selection

If a affiliation type can not be determined automatically based on the information provided by the users certificate, then the users is prompted to select their affiliation. Based on the affiliation selected additional steps may be taken to verify the validity of the selection through two external web services.

Creating an Account...

**I am a:**

- DoD Contractor
- U.S. Federal Government employee
- U.S. Federal Government contractor
- Foreign government employee
- Foreign embassy employee

If you are not one of the above then you are not eligible for an account.

[Continue...](#)

[« Start Over](#)

If you need assistance call our Customer Interaction Center at 1-800-225-3842.  
For access assistance call our Customer Interaction Center or email the Customer Access Team at dtic.belvoir.us.mbx.dtic-access@mail.mil.

#### 4.1.5 DMDC Affiliation Verification Service

The DMDC web service is utilized to verify DoD affiliation users. The service utilizes the EDIPI of a users certificate if present or attempts to match a user based on Lastname, Date of Birth, and Social Security Number.

Employment Verification

You indicated that you are a **DoD Contractor**. Please provide the following information for verification of your employment affiliation and citizenship.

**Last Name**

**Date of Birth**

Example: 19760704 (July 4, 1976)

**Social Security Number**

[Continue...](#)

Note: your date of birth and social security number are used only for employment and citizenship verification, and then discarded.

[« Go Back](#)

If you need assistance call our Customer Interaction Center at 1-800-225-3842.  
For access assistance call our Customer Interaction Center or email the Customer Access Team at dtic.belvoir.us.mbx.dtic-access@mail.mil.

### 4.1.6 Basic Registration Form

This represents the standard registration form which will be pre-populated with any available information retrieved from the users certificate.

Account Creation...

NOTE that after submission your account request will be on hold until your employment/affiliation with DoD is verified.

Asterisks (\*) denote required fields

Instructions

General Information

First Name *	Middle Initial
TestFirst	M
Last Name *	Job Title
TestLast	
Are you a U. S. Citizen? *	Organization *
<input type="radio"/> Yes <input type="radio"/> No	
Email Address *	
example@mail.gov	

Phone/Fax

Commercial Phone *	Commercial Fax
DSN Phone	DSN Fax

Work Mailing Address

Office Symbol (Attention)	City *
Street Address 1 *	State *
	- select -
Street Address 2	ZIP Code *
Street Address 3	Country *
	UNITED STATES

Contract Information (Contractors ONLY)

Prime Contract Number *	MCTDA Number <sup>1</sup>	Cage Code <sup>1</sup>
		NNNNN
Contract Classification *	MCTDA Expiration Date <sup>1</sup>	Contract Expiration Date *
- select -	MM/DD/YYYY	MM/DD/YYYY

Type of Access Required

Public Release Only  Unclassified/Limited

U.S. Government Approving Official (GAO)

This must be your contract's Program Manager, Contracting Officer, Contracting Officer's Technical Representative, or Contracting Officer's Representative.

First Name *	Phone Number *
Last Name *	Position Title
	- select -
Email *	Organization *

Create Account

[Start Over](#)

AGENCY DISCLOSURE NOTICE: OMB CONTROL NUMBER: 0704-0184 OMB EXPIRATION DATE: 12/31/2025

The public reporting burden for this collection of information, OMB Control Number 0704-0184, is estimated to average 12 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and reviewing the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at www.mca-ster and mca-00-dod-information-collectors@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

If you need assistance call our Customer Interaction Center at 1-800-225-3842.  
For access assistance call our Customer Interaction Center or email the Customer Access Team at ddc.befvo@us.mbx.dtic-access@mail.mil.

### 4.1.7 Request Classified Access

Any requests for access to classified data sources requires the user to set their contract classification level and select the “I am also requesting Classified access” check box. This will display the Classified Access Request and require the user to provide contact information for their respective Security Officer who will be required to confirm/authorize the user's access request.

**Contract Information (Contractors ONLY)**

Prime Contract Number\*  MCTDA Number  Cage Code

**1** Contract Classification \*  MCTDA Expiration Date  Contract Expiration Date \*

**Type of Access Required**

Public Release Only  Unclassified/Limited

**U.S. Government Approving Official (GAO)**

This must be your contract's Program Manager, Contracting Officer, Contracting Officer's Technical Representative, or Contracting Officer's Representative.

First Name \*  Phone Number \*

Last Name \*  Position Title

Email \*  Organization \*

**2**  I am also requesting Classified access

Classified access requires that you provide the additional information below.

**Classified Access Request**

Confidential  Secret  CNWDI  Restricted Data

Security Officer First Name \*  Security Officer Email \*

Security Officer Last Name \*  Security Officer Phone \*

[Start Over](#)

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The public reporting burden for this collection of information, OMB Control Number 0704-0546, is estimated to average 12 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at [whs.mc-alex.end.mbx.dod-information-collections@mail.mil](mailto:whs.mc-alex.end.mbx.dod-information-collections@mail.mil). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

## 5 Federal Government PIV and ECA Registration

Federal employees are capable of registration using a PIV or ECA.

Certificate info (when available) is used to pre-populate registration request information, to the extent possible, including the type of card that was used, the type of user (Federal employee vs Federal contractor), email address and the certificate expiration date.

### 5.1 *Federal Employee*

#### 5.1.1 Registration Email Requirement

If the provided certificate is missing an email then the user is prompted to provide a valid email address.

Creating an Account...

We were not able to find an email address on your PIV.  
Please enter your work email address below.

**Email**  
example@mail.gov

Continue...

« Start Over

If you need assistance call our Customer Interaction Center at 1-800-225-3842.  
For access assistance call our Customer Interaction Center or email the Customer Access Team at dtic.belvoir.us.mbx.dtic-access@mail.mil

#### 5.1.2 Email Verification

Users who are required to provide a valid email address must complete the email verification process which requires users to provide a security code which is sent to the provided email address.

Creating an Account...

A security code has been sent to **example@mail.gov**. Please look for that email and paste the code here:

**Security Code**

Paste the security code from the email message you received

Continue...

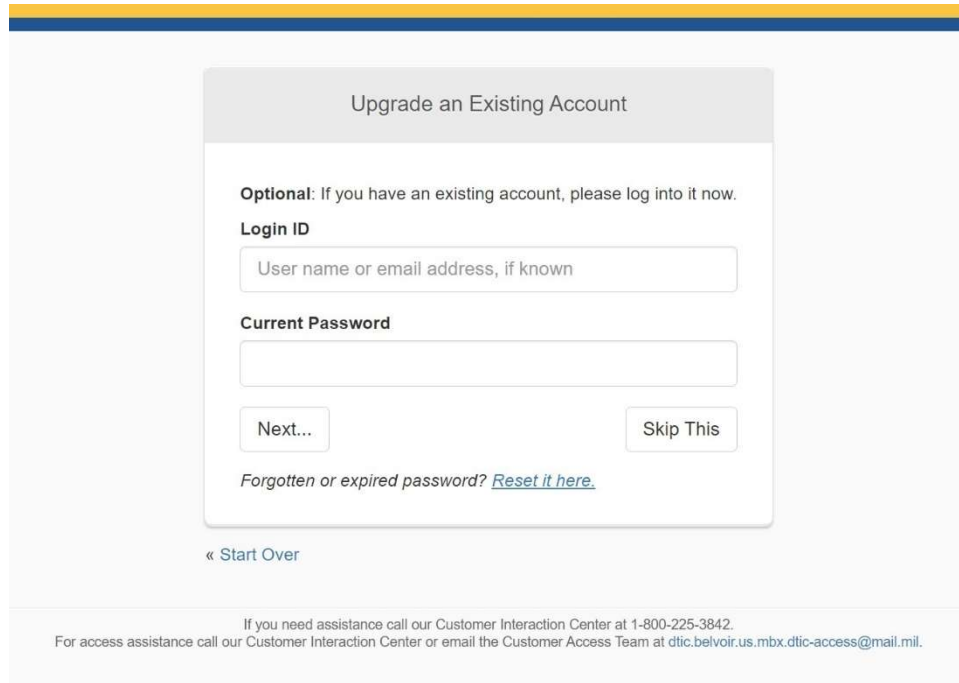
« Start Over

If you need assistance call our Customer Interaction Center at 1-800-225-3842.  
For access assistance call our Customer Interaction Center or email the Customer Access Team at dtic.belvoir.us.mbx.dtic-access@mail.mil

### 5.1.3 Existing Account Lookup

The system attempts to identify any pre-existing account. The two automatic paths to account merging is a match on EDIPI or Email.

Additionally, PIV and ECA registrations allow for manual association of existing accounts if no account is automatically identified. The system gives the user an opportunity to say whether an existing account is available. If so, the system prompts for username (or email address) and password, and verifies it. If it verifies, and the existing LDAP account does not require a PKI certificate, then the registration request will apply to that existing account rather than creating a new one. If the existing LDAP account does require a PKI certificate then a message is displayed to the user and the process proceeds to register a new account (no merge occurs).



Upgrade an Existing Account

**Optional:** If you have an existing account, please log into it now.

**Login ID**

**Current Password**

Next...

Skip This

Forgotten or expired password? [Reset it here.](#)

« Start Over

If you need assistance call our Customer Interaction Center at 1-800-225-3842.  
For access assistance call our Customer Interaction Center or email the Customer Access Team at dtic.belvoir.us.mbx.dtic-access@mail.mil.

### 5.1.4 Affiliation Type Selection

If a affiliation type can not be determined automatically based on the information provided by the users certificate, then the users is prompted to select their affiliation. Based on the affiliation selected additional steps may be taken to verify the validity of the selection through two external web services.

Creating an Account...

I am a:

- DoD Contractor
- U.S. Federal Government employee
- U.S. Federal Government contractor
- Foreign government employee
- Foreign embassy employee

If you are not one of the above then you are not eligible for an account.

[Continue...](#)

[« Start Over](#)

If you need assistance call our Customer Interaction Center at 1-800-225-3842.  
For access assistance call our Customer Interaction Center or email the Customer Access Team at [dtic.belvoir.us.mbx.dtic-access@mail.mil](mailto:dtic.belvoir.us.mbx.dtic-access@mail.mil).

### 5.1.5 OPM Affiliation Verification Service

OPM info is used to pre-populate registration request form, including the first and last names, U.S. citizenship, and the fact that employment has been OPM-verified.

Employment Verification

You indicated that you are a **Federal Employee**. Please provide the following information for verification of your employment affiliation and citizenship.

**Last Name**

**Date of Birth**

Example: 19760704 (July 4, 1976)

**Social Security Number**

[Continue...](#)

Note: your date of birth and social security number are used only for employment and citizenship verification, and then discarded.

[« Go Back](#)

If you need assistance call our Customer Interaction Center at 1-800-225-3842.  
For access assistance call our Customer Interaction Center or email the Customer Access Team at [dtic.belvoir.us.mbx.dtic-access@mail.mil](mailto:dtic.belvoir.us.mbx.dtic-access@mail.mil).



### 5.1.6 Basic Registration Form

Account Creation...

NOTE that after submission your account request will be on hold until your employment/affiliation with DoD is verified.

Asterisks (\*) denote required fields Instructions

**General Information**

<b>First Name *</b> <input type="text" value="TestFirst"/>	<b>Middle Initial</b> <input type="text" value="M"/>
<b>Last Name *</b> <input type="text" value="TestLast"/>	<b>Job Title</b> <input type="text"/>
<b>Are you a U. S. Citizen? *</b> <input type="radio"/> Yes <input type="radio"/> No	<b>Organization *</b> <input type="text"/>
<b>Email Address *</b> <input type="text" value="example@mail.gov"/>	

**Phone/Fax**

<b>Commercial Phone *</b> <input type="text"/>	<b>Commercial Fax</b> <input type="text"/>
<b>DSN Phone</b> <input type="text"/>	<b>DSN Fax</b> <input type="text"/>

**Work Mailing Address**

<b>Office Symbol (Attention)</b> <input type="text"/>	<b>City *</b> <input type="text"/>
<b>Street Address 1 *</b> <input type="text"/>	<b>State *</b> <input type="text" value="- select -"/>
<b>Street Address 2</b> <input type="text"/>	<b>ZIP Code *</b> <input type="text"/>
<b>Street Address 3</b> <input type="text"/>	<b>Country *</b> <input type="text" value="UNITED STATES"/>

**Type of Access Required**

Public Release Only  Unclassified/Limited

I am also requesting Classified access

[Create Account](#)

[← Start Over](#)

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If you need assistance call our Customer Interaction Center at 1-800-225-3842.  
For access assistance call our Customer Interaction Center or email the Customer Access Team at [dtic.belvoir.us.mbx.dtic-access@mail.mil](mailto:dtic.belvoir.us.mbx.dtic-access@mail.mil).

### 5.1.7 Request Classified Access

Any requests for access to classified data sources requires the user to select the “I am also requesting Classified access” check box. This will display the U.S. Government Approving Official and Classified Access Request sections which require the user to provide contact information for their respective point of contacts who will be required to confirm/authorize the users access request.

I am also requesting Classified access

Classified access requires that you provide the additional information below.

**U.S. Government Approving Official (GAO)**

Provide supervisor or next higher in your chain of command.

<b>First Name *</b>	<input type="text"/>	<b>Phone Number *</b>	<input type="text"/>
<b>Last Name *</b>	<input type="text"/>	<b>Position Title</b>	<input type="text" value="- select -"/>
<b>Email *</b>	<input type="text"/>	<b>Organization *</b>	<input type="text"/>

**Classified Access Request**

Confidential  Secret  CNWDI  Restricted Data

<b>Security Officer First Name *</b>	<input type="text"/>	<b>Security Officer Email *</b>	<input type="text"/>
<b>Security Officer Last Name *</b>	<input type="text"/>	<b>Security Officer Phone *</b>	<input type="text"/>

[Create Account](#)

[« Start Over](#)

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OMB CONTROL NUMBER: 0704-0546 OMB EXPIRATION DATE: 12/31/2021

## 5.2 Federal Contractor

### 5.2.1 Registration Email Requirement

If the provided certificate is missing an email then the user is prompted to provide a valid email address.

The image displays two side-by-side screenshots of a web form titled "Creating an Account...".

- Left Screenshot:** The form contains the text: "We were not able to find an email address on your PIV. Please enter your work email address below." Below this is a label "Email" and a text input field containing "example@mail.gov". A "Continue..." button is located below the input field. At the bottom left of the form area is a link: "« Start Over".
- Right Screenshot:** The form contains the text: "We were not able to find an email address on your ECA. Please enter your work email address below." Below this is a label "Email" and a text input field containing "example@mail.gov". A "Continue..." button is located below the input field. At the bottom left of the form area is a link: "« Start Over".

Below each form is a footer with contact information: "If you need assistance call our Customer Interaction Center at 1-800-225-3842. For access assistance call our Customer Interaction Center or email the Customer Access Team at dtic.belvoir.us.mbx.dtic-access@mail.mil."

### 5.2.2 Email Verification

Users who are required to provide a valid email address must complete the email verification process which requires users to provide a security code which is sent to the provided email address.

The image shows a screenshot of a web form titled "Creating an Account...".

- The form displays the message: "A security code has been sent to **example@mail.gov**. Please look for that email and paste the code here:"
- Below this is a label "Security Code" and a text input field containing the placeholder text: "Paste the security code from the email message you received".
- A blue "Continue..." button is located below the input field.
- At the bottom left of the form area is a link: "« Start Over".

Below the form is a footer with contact information: "If you need assistance call our Customer Interaction Center at 1-800-225-3842. For access assistance call our Customer Interaction Center or email the Customer Access Team at dtic.belvoir.us.mbx.dtic-access@mail.mil."

### 5.2.3 Existing Account Lookup

The system attempts to identify any pre-existing account. The two automatic paths to account merging is a match on EDIPI or Email.

Additionally, PIV and ECA registrations allow for manual association of existing accounts if no account is automatically identified. The system gives the user an opportunity to say whether an existing account is available. If so, the system prompts for username (or email address) and password, and verifies it. If it verifies, and the existing LDAP account does not require a PKI certificate, then the registration request will apply to that existing account rather than creating a

new one. If the existing LDAP account does require a PKI certificate then a message is displayed to the user and the process proceeds to register a new account (no merge occurs).

The screenshot shows a web form titled "Upgrade an Existing Account". At the top, it says "Optional: If you have an existing account, please log into it now." Below this are two input fields: "Login ID" with the placeholder text "User name or email address, if known" and "Current Password". There are two buttons: "Next..." and "Skip This". A link "Forgotten or expired password? [Reset it here.](#)" is located below the password field. At the bottom left of the form area is a link "« Start Over". Below the form, there is a footer with contact information: "If you need assistance call our Customer Interaction Center at 1-800-225-3842. For access assistance call our Customer Interaction Center or email the Customer Access Team at dtic.belvoir.us.mbx.dtic-access@mail.mil."

#### 5.2.4 Affiliation Type Selection

If a affiliation type can not be determined automatically based on the information provided by the users certificate, then the users is prompted to select their affiliation. Based on the affiliation selected additional steps may be taken to verify the validity of the selection through two external web services.

The screenshot shows a web form titled "Creating an Account...". It asks "I am a:" and provides five radio button options: "DoD Contractor", "U.S. Federal Government employee", "U.S. Federal Government contractor", "Foreign government employee", and "Foreign embassy employee". Below the options, it states "If you are not one of the above then you are not eligible for an account." There is a blue "Continue..." button. At the bottom left of the form area is a link "« Start Over". Below the form, there is a footer with contact information: "If you need assistance call our Customer Interaction Center at 1-800-225-3842. For access assistance call our Customer Interaction Center or email the Customer Access Team at dtic.belvoir.us.mbx.dtic-access@mail.mil."

### 5.2.5 OPM Affiliation Verification Service

OPM info is used to pre-populate registration request form, including the first and last names, U.S. citizenship, and the fact that employment has been OPM-verified.

---

**Upgrade an Existing Account**

**Optional:** If you have an existing account, please log into it now.

**Login ID**

**Current Password**

*Forgotten or expired password? [Reset it here.](#)*

[« Start Over](#)

---

If you need assistance call our Customer Interaction Center at 1-800-225-3842.  
For access assistance call our Customer Interaction Center or email the Customer Access Team at [dtic.belvoir.us.mbx.dtic-access@mail.mil](mailto:dtic.belvoir.us.mbx.dtic-access@mail.mil).

5.2.6 Basic Registration Form

Account Creation...

Asterisks (\*) denote required fields
Instructions

General Information

<p><b>First Name *</b> <input type="text" value="TestFirst"/></p> <p><b>Last Name *</b> <input type="text" value="TestLast"/></p> <p><b>Are you a U. S. Citizen? *</b> <input type="radio"/> Yes <input type="radio"/> No</p> <p><b>Email Address *</b> <input type="text" value="example@mail.gov"/></p>	<p><b>Middle Initial</b> <input type="text" value="M"/></p> <p><b>Job Title</b> <input type="text"/></p> <p><b>Organization *</b> <input type="text"/></p>
---	--

Phone/Fax

<p><b>Commercial Phone *</b> <input type="text"/></p> <p><b>DSN Phone</b> <input type="text"/></p>	<p><b>Commercial Fax</b> <input type="text"/></p> <p><b>DSN Fax</b> <input type="text"/></p>
--	--

Work Mailing Address

<p><b>Office Symbol (Attention)</b> <input type="text"/></p> <p><b>Street Address 1 *</b> <input type="text"/></p> <p><b>Street Address 2</b> <input type="text"/></p> <p><b>Street Address 3</b> <input type="text"/></p>	<p><b>City *</b> <input type="text"/></p> <p><b>State *</b> - select -</p> <p><b>ZIP Code *</b> <input type="text"/></p> <p><b>Country *</b> UNITED STATES</p>
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Contract Information (Contractors ONLY)

<b>Prime Contract Number*</b> <input type="text"/>	<b>MCTDA Number ⓘ</b> <input type="text"/>	<b>Cage Code ⓘ</b> <input type="text" value="NNNNN"/>
<b>Contract Classification *</b> - select -	<b>MCTDA Expiration Date ⓘ</b> <input type="text" value="MM/DD/YYYY"/>	<b>Contract Expiration Date *</b> <input type="text" value="MM/DD/YYYY"/>

Type of Access Required

Public Release Only  Unclassified/Limited

U.S. Government Approving Official (GAO)

This must be your contract's Program Manager, Contracting Officer, Contracting Officer's Technical Representative, or Contracting Officer's Representative.

<p><b>First Name *</b> <input type="text"/></p> <p><b>Last Name *</b> <input type="text"/></p> <p><b>Email *</b> <input type="text"/></p>	<p><b>Phone Number *</b> <input type="text"/></p> <p><b>Position Title</b> - select -</p> <p><b>Organization *</b> <input type="text"/></p>
---	---

[Create Account](#)

[« Start Over](#)

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If you need assistance call our Customer Interaction Center at 1-800-225-3842.  
For access assistance call our Customer Interaction Center or email the Customer Access Team at [dfic.belvoir.us.mbx.dfo-access@mail.mil](mailto:dfic.belvoir.us.mbx.dfo-access@mail.mil).

### 5.2.7 Request Classified Access

Any requests for access to classified data sources requires the user to set their contract classification level and select the “I am also requesting Classified access” check box. This will display the Classified Access Request and require the user to provide contact information for their respective Security Officer who will be required to confirm/authorized the users access request.

**Contract Information (Contractors ONLY)**

Prime Contract Number\*

MCTDA Number

Cage Code

**1** Contract Classification \*

MCTDA Expiration Date

Contract Expiration Date \*

**Type of Access Required**

Public Release Only  Unclassified/Limited

**U.S. Government Approving Official (GAO)**

This must be your contract's Program Manager, Contracting Officer, Contracting Officer's Technical Representative, or Contracting Officer's Representative.

First Name \*

Last Name \*

Email \*

Phone Number \*

Position Title

Organization \*

**2**  I am also requesting Classified access

Classified access requires that you provide the additional information below.

**Classified Access Request**

Confidential  Secret  CNWDI  Restricted Data

Security Officer First Name \*

Security Officer Email \*

Security Officer Last Name \*

Security Officer Phone \*

[« Start Over](#)

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OMB CONTROL NUMBER: 0704-0546 OMB EXPIRATION DATE: 12/31/2021

## 6 International Registration

Federal employees are capable of registration using a CAC, PIV or ECA.

Certificate info (when available) is used to pre-populate registration request information, to the extent possible, including the type of card that was used, the type of user (Foreign Affiliate), email address and the certificate expiration date.

### 6.1 *Foreign Affiliate*

#### 6.1.1 Registration Email Requirement

If the provided certificate is missing an email then the user is prompted to provide a valid email address.

#### 6.1.2 Email Verification

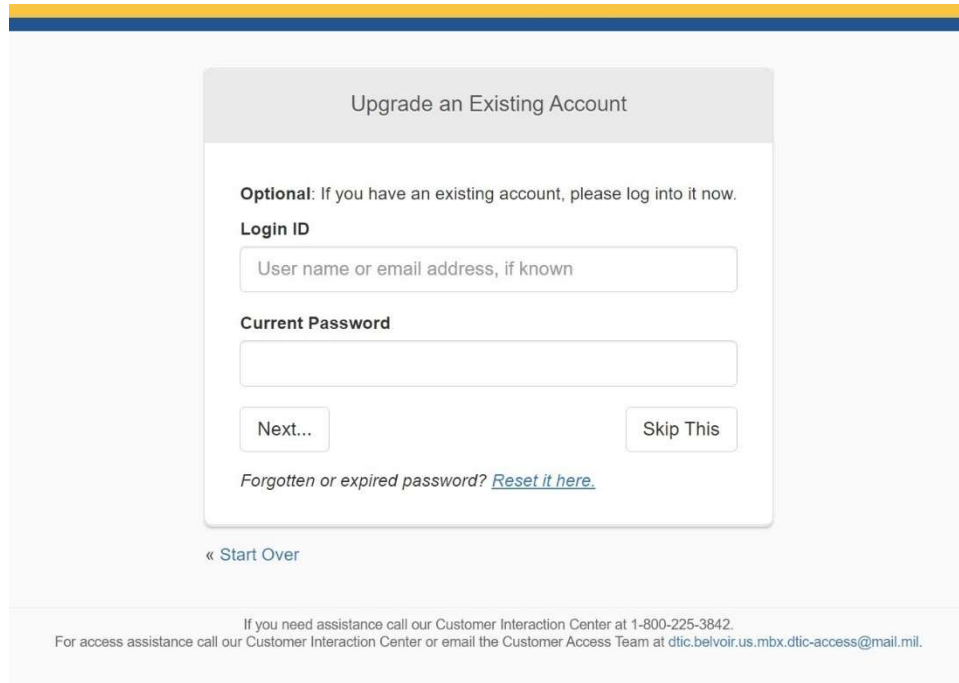
Users who are required to provide a valid email address must complete the email verification process which requires users to provide a security code which is sent to the provided email address.



### 6.1.3 Existing Account Lookup

The system attempts to identify any pre-existing account. The two automatic paths to account merging is a match on EDIPI or Email.

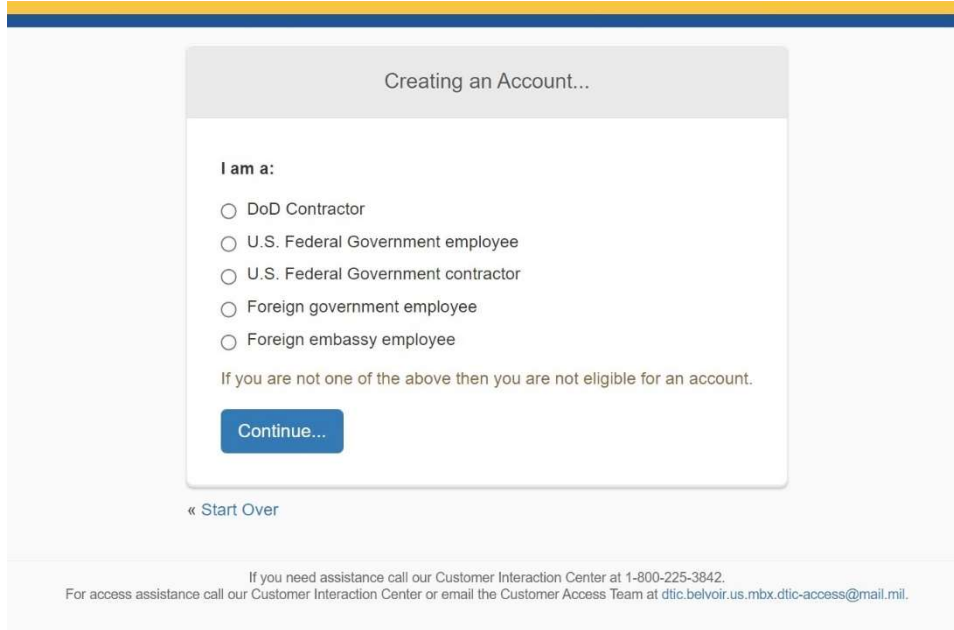
Additionally, PIV and ECA registrations allow for manual association of existing accounts if no account is automatically identified. The system gives the user an opportunity to say whether an existing account is available. If so, the system prompts for username (or email address) and password, and verifies it. If it verifies, and the existing LDAP account does not require a PKI certificate, then the registration request will apply to that existing account rather than creating a new one. If the existing LDAP account does require a PKI certificate then a message is displayed to the user and the process proceeds to register a new account (no merge occurs).



The screenshot shows a web form titled "Upgrade an Existing Account". The form is contained within a light gray box with a white background. At the top of the form, it says "Optional: If you have an existing account, please log into it now." Below this, there are two input fields: "Login ID" with a placeholder "User name or email address, if known" and "Current Password". At the bottom of the form, there are two buttons: "Next..." and "Skip This". Below the buttons, there is a link: "Forgotten or expired password? [Reset it here.](#)". Below the form box, there is a link: "« Start Over". At the bottom of the page, there is a footer with contact information: "If you need assistance call our Customer Interaction Center at 1-800-225-3842. For access assistance call our Customer Interaction Center or email the Customer Access Team at dtic.belvoir.us.mbx.dtic-access@mail.mil."

#### 6.1.4 Affiliation Type Selection

If a affiliation type can not be determined automatically based on the information provided by the users certificate, then the users is prompted to select their affiliation. Based on the affiliation selected additional steps may be taken to verify the validity of the selection through two external web services.



The screenshot shows a web form titled "Creating an Account...". Under the heading "I am a:", there are five radio button options: "DoD Contractor", "U.S. Federal Government employee", "U.S. Federal Government contractor", "Foreign government employee", and "Foreign embassy employee". Below these options is a note: "If you are not one of the above then you are not eligible for an account." A blue "Continue..." button is positioned below the note. At the bottom left of the form area, there is a link: "« Start Over". At the bottom of the page, there is contact information: "If you need assistance call our Customer Interaction Center at 1-800-225-3842. For access assistance call our Customer Interaction Center or email the Customer Access Team at dtic.belvoir.us.mbx.dtic-access@mail.mil."

### 6.1.5 Basic Registration Form

Account Creation...

Asterisks (\*) denote required fields Instructions

**General Information**

<b>First Name *</b> <input type="text" value="TestFirst"/>	<b>Middle Initial</b> <input type="text" value="M"/>
<b>Last Name *</b> <input type="text" value="TestLast"/>	<b>Job Title</b> <input type="text"/>
<b>Are you a U. S. Citizen? *</b> <input type="radio"/> Yes <input type="radio"/> No	<b>Organization *</b> <input type="text"/>
<b>Email Address *</b> <input type="text" value="example@mail.gov"/>	

**Phone/Fax**

<b>Commercial Phone *</b> <input type="text"/>	<b>Commercial Fax</b> <input type="text"/>
<b>DSN Phone</b> <input type="text"/>	<b>DSN Fax</b> <input type="text"/>

**Work Mailing Address**

<b>Office Symbol (Attention)</b> <input type="text"/>	<b>City *</b> <input type="text"/>
<b>Street Address 1 *</b> <input type="text"/>	<b>State *</b> - select -
<b>Street Address 2</b> <input type="text"/>	<b>ZIP Code *</b> <input type="text"/>
<b>Street Address 3</b> <input type="text"/>	<b>Country *</b> UNITED STATES

**Type of Access Required**

Public Release Only  Unclassified/Limited

I am also requesting Classified access

[Create Account](#)

[« Start Over](#)

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 For access assistance call our Customer Interaction Center or email the Customer Access Team at [dtic.belvoir.us.mbx.dtic-access@mail.mil](mailto:dtic.belvoir.us.mbx.dtic-access@mail.mil).

### 6.1.6 Request Classified Access

Any requests for access to classified data sources requires the user to select the “I am also requesting Classified access” check box. This will display the U.S. Government Approving Official and Classified Access Request sections which require the user to provided contact

information for their respective point of contacts who will be required to confirm/authorized the users access request.

I am also requesting Classified access

Classified access requires that you provide the additional information below.

**U.S. Government Approving Official (GAO)**

Provide supervisor or next higher in your chain of command.

<b>First Name *</b>	<input type="text"/>	<b>Phone Number *</b>	<input type="text"/>
<b>Last Name *</b>	<input type="text"/>	<b>Position Title</b>	<input type="text" value="- select -"/>
<b>Email *</b>	<input type="text"/>	<b>Organization *</b>	<input type="text"/>

**Classified Access Request**

Confidential  Secret  CNWDI  Restricted Data

<b>Security Officer First Name *</b>	<input type="text"/>	<b>Security Officer Email *</b>	<input type="text"/>
<b>Security Officer Last Name *</b>	<input type="text"/>	<b>Security Officer Phone *</b>	<input type="text"/>

[Create Account](#)

[« Start Over](#)

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OMB CONTROL NUMBER: 0704-0546 OMB EXPIRATION DATE: 12/31/2021

**Appendix A. – DMDC Access Levels by Category Code**

	<b>DoD Employee (A B C K M N V)</b>	<b>DoD Contractor (E)</b>	<b>Non-DoD Civilian (I), Non-DoD Contractor (O), DoD OCONUS Hire (U)</b>	<b>Retired/Unaffiliated (D F H J L Q R W Y)</b>	<b>Foreign Affiliate (T)</b>
<b>DoD Employee (A B C K M N V)</b>	DoD Employee	DoD Contractor Pending	DoD Contractor Pending	DoD Contractor Pending	DoD Contractor Pending
<b>DoD Contractor (E)</b>		DoD Contractor	DoD Contractor Pending	DoD Contractor Pending	DoD Contractor Pending
<b>Non-DoD Civilian (I), Non-DoD Contractor (O), DoD OCONUS Hire (U)</b>			Contractor	Denied	DoD Contractor Pending
<b>Retired/Unaffiliated (D F H J L Q R W Y)</b>				Denied	DoD Contractor Pending

## **Appendix B. – OMB Statement**

Create Account

« Start Over

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OMB CONTROL NUMBER: 0704-0546 OMB EXPIRATION DATE: 12/31/2021

If you have questions or need assistance, email [dtic.belvoir.us.mbx.dtic-access@mail.mil](mailto:dtic.belvoir.us.mbx.dtic-access@mail.mil) or telephone DTIC's Customer Access Team at: 1-800-225-3842 (Menu Selection 2) or (703) 767-8273 or DSN 427-8273.

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