donotreply@aafes.com
Exchange Onboarding - Profile Created
To ☐ test@prof.com;
Retention Policy   7 Year Retention AAFES (7 years)
ⓘ This message was sent with High importance.

Hello Test Prof,

This email has been sent from the Exchange Resource OnBoarding Application (ROBA). A profile has been created for you, which will allow you to enter information required for your assignment at the Exchange.

Please use the following link and credentials to login to complete ROBA:

https://hqs-odin-beta.aafes.com/ROBAex/

Temporary Credentials will expire in 72 hours:
UserName: ProfT
Password: OH2#Lm@5
Note: Password is case sensitive.

Below is a list of documents that may be needed when completing ROBA:

- Non-US citizens need official employment authorization documentation.
- Naturalized citizens need to provide proof of citizenship.
- US citizens need a valid driver's license or state issued ID.

The ROBA application is not designed for mobile devices, so please use a desktop or laptop. Also, you will need to use **Chrome or Firefox browser(s)** to complete your ROBA questionnaire. Once you have provided answers to all the questions, click '**Submit**' to release your information to the Exchange. This will start your onboarding process.

Thank you.