

# Request an Account: Remote Proofing

A DS Logon ID premium account may be established through a remote proofing process administered online. Your identity is verified by correctly answering three personal questions, at which point your account will be established.

Please note that the appearance of the screens shown here may vary based on the manner in which DS Logon is accessed; the procedure, however, remains the same.

**1** From the **DS Logon** tab, click **Request an Account**. The **Registration Wizard** appears displaying the question **Do you have a Common Access Card (CAC) with accessible card reader?**

**2** Click **No**. The question **Do you have a DFAS myPay Login ID and password?** appears.

**3** Click **No**. The question **Do you currently have a Defense Self-Service (DS) Logon?** appears.

# Request an Account: Remote Proofing

- 4 Click **No**. The **Basic Registration (Level 1)** screen appears.
- 5 Click **Register**. The **Registration** screen appears.
- 6 Enter your **First Name** and **Last Name** in the text boxes.
- 7 Click the **Date of Birth** text box. A calendar appears.
- 8 Choose your birth month and birth year from the calendar's drop-down menus, and then click your birth date. Your **Date of Birth** automatically appears in the text box.
- 9 Choose from the **Id Type** drop-down menu the type of identification you wish to use to support your identity.
- 10 Enter your identification number in the **Id** text box.
- 11 Enter the words exactly as they appear in the reCAPTCHA in the **Type the two words** text box.
- 12 Click **Next**. The **Create Password** screen appears.

**Registration Wizard**

**Information on DS Logon**

DS Logon is a secure account providing access to a number of DoD/VA/MHS websites.

**Basic (Level 1) DS Logon Account**  
Provides simple access to a site but no access to Personally Identifiable Information (PII) or Personal Health Information (PHI).

**Premium (Level 2) DS Logon Account**  
Provides a high level of access as a result of the identity proofing that is required.

If you're not sure if you have a DS Logon account, click "Retrieve Username" on the main screen to perform a search or contact 800-477-8227 for assistance.

Please check the [About DS Logon](#) for more information.

**Do you currently have a Defense Self-Service (DS) Logon?**

**Registration Wizard**

You may obtain a DS Logon Basic account by completing a simple registration process online. However, many applications do not allow access with a Basic account. Therefore, it is recommended that you obtain a DS Logon account by completing one of the options listed below.

- [In Person Proofing at a VA Regional Office \(VARO\)](#)
- [RAPIDS \(DoD affiliates Only\)](#)
- [In Person Proofing at a TRICARE Service Center \(TSC\)](#)

**Basic Registration (Level 1)**

Sign up now and follow the steps to get a basic DS Logon account. You may upgrade your account at any time by having your identity proofed.

Fill out your information to begin creating your DS Logon. To obtain a DS Logon, you must be registered in the Defense Enrollment Eligibility Reporting System (DEERS). You may provide any of the following forms of ID to continue.

- A Foreign Identification Number (FIN) is generally obtained by eligible foreign military or foreign nationals who do not have an SSN.
- A Taxpayer Identification Number (TIN) is generally used by the Internal Revenue Service (IRS) in the administration of tax laws.
- A Social Security Number (SSN) is a common identifier issued by the Social Security Administration (SSA).
- A Service Number is created for U.S. military personnel and Veterans and generally was used prior to Social Security Numbers.

Please check the [About DS Logon](#) for more information.

**First Name** James

**Last Name** Armstrong

**Date of Birth (e.g. mm/dd/yyyy)** 10/30/1938

**Id Type (e.g. SSN, TIN, FIN)** Social Security Number

**Id (Do NOT enter any spaces or special characters)** \*\*\*\*\*

**Century**

Type the two words: century icsrke

**TIP:** Click the refresh icon to view new words. Click the speaker icon to listen to the words. Click the question mark icon to display additional information.

# Request an Account: Remote Proofing

13 Enter a new **Password** in the text box.



**TIP:** Passwords must be 9–20 characters and contain at least one uppercase letter, one lowercase letter, one special character, and one numeric character.

14 Re-enter your password in the **Confirm Password** text box.

15 Click **Next**. The **Select Challenge Questions** appear.

16 Answer at least five challenge questions.

17 Click **Next**. The **Select Personal Image** screen appears.

**Create Password**

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Please create a password. The password will be required every time you access the system. Passwords must be reset at least once every 150 days and must be different from your previous passwords.

You will be given a username once the activation process is complete. Usernames are automatically generated and cannot be changed for security reasons.

Please check the [About DS Logon](#) for more information.

Passwords must be 9-20 characters in length and contain the following:

1. At least one uppercase letter (e.g. 'A')
2. At least one lowercase letter (e.g. 'a')
3. At least one number (e.g. '2')
4. At least one of the following special characters: @\_#&\$%\*+0,;,:-|!/?[\*=<

Password 13

Confirm Password 14

15 Next Cancel

**Select Challenge Questions**

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You must answer at least 5 challenge questions. These challenge questions are needed when you want to reset or change your account password.

Please check the [About DS Logon](#) for more information.

16

What was the name of your first pet?  
[Sam]

What was the name of your first stuffed animal?  
[ ]

What is the name of your first girlfriend or boyfriend?  
[Jane]

What school did you attend for kindergarten?  
[Brown]

What was the make (Chevy, Ford, Honda, etc.) of your first car?  
[Chevy]

In what hospital were you born?  
[ ]

In what year was your mother born?  
[1901]

What is the full name of your very first employer?  
[ ]

What school did you attend for sixth grade?  
[ ]

What is your oldest sibling's middle name?  
[ ]

What is the first name of the boy or girl that you first kissed?  
[ ]

In what city or town did your mother and father meet?  
[ ]

In what town was your first job?  
[ ]

17 Next Back Cancel

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- 18 Click the radio button underneath the image you wish to have associated with your account.
- 19 Enter in the text box a **Personal Image Phrase** that will appear, along with your chosen image, when you log in to your account.
- 20 Click **Next**. The **Confirmation Activation** screen appears.

- 21 After reviewing your information to ensure it is correct, click **Activate My Account**. The **Activation Successful** screen appears displaying your username.

**TIP:** Click **Change** to edit your information in a particular section.

- 22 Click **Upgrade Account**.

**Note:** Your username, along with the password you created, will enable you to log in to DS Logon-supported sites.

**Select Personal Image**

Select one image and create a phrase. The image and phrase are used to personalize and identify your account. When you log into your account, make sure you see both the image and the phrase to ensure safety. Please check the [About DS Logon](#) for more information.

The personal image phrase may be up to 50 characters long.

**Personal Image Phrase**  
Time to ski

19

20 [Next](#) [Back](#) [Cancel](#)

**Confirm Activation**

Please ensure the following information is correct. Please check the [About DS Logon](#) for more information.

**DSLogon Password Valid** [\(Change\)](#) !

**Challenge Questions** [\(Change\)](#)

What school did you attend for kindergarten?  
 What was the make (Chevy, Ford, Honda, etc.) of your first car?  
 What is the name of your first girlfriend or boyfriend?  
 What was the name of your first pet?  
 In what year was your mother born?

**Personal Image** [\(Change\)](#)

21 [Activate My Account](#) [Cancel](#)

**Activation Successful**

Below is the username for your account. You will need both the username and password to log in. Please check the [About DS Logon](#) for more information.

**Your Username:** jane.smith

Would you like to upgrade your account now?

22 [Upgrade Account](#) [Finish](#)

# Request an Account: Remote Proofing

23 Click **Proceed**. The **Remote Proofing Quiz** screen appears.

24 Answer the three questions.

25 Click **Submit**. A confirmation message appears.

26 Click **Continue**. The **Upgrade Successful** screen appears.

27 Click **Logoff**. You will be able to use your premium account the next time you log in.

**Remote Proofing**

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To upgrade your existing DS Logon to a premium account, you must successfully complete the remote proofing process. Remote Proofing is a process that allows us to verify your identity by asking you personal questions. You are asked 3 questions and you must correctly answer all 3 within the time allowed to be successfully proofed. Once finished, your existing DS Logon will be a premium account. Please check the [About DS Logon](#) for more information.

Would you like to proceed with Remote Proofing?

23 **Proceed** **Cancel**

**Remote Proofing Quiz**

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Please answer the following questions to the best of your knowledge. Note: You may be presented with an extra question to confirm your identity. Please check the [About DS Logon](#) for more information.

24

**With which of the following PEOPLE are you most closely associated?**

- MELISSA MONAHAN
- KERMIT AXEL
- DAVID HITCH
- CHARLES MUNROE
- NONE OF THE ABOVE

**In what COUNTY do you currently live?**

- SIMPSON
- GOLIAD
- STEWART
- FREDERICK
- NONE OF THE ABOVE

**Which of the following colleges have you PREVIOUSLY OR CURRENTLY attended?**

- EASTERN SHORE COMMUNITY COLLEGE
- APPALACHIAN STATE UNIVERSITY
- THUNDERBIRD
- MASSACHUSETTS INSTITUTE OF TECHNOLOGY
- NONE OF THE ABOVE

25 **Submit**

**Remote Proofing**

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Please click Continue to proceed back to the application home page. Please check the [About DS Logon](#) for more information.

**Congratulations, you have successfully answered the questions provided.**

26 **Continue**

**Upgrade Successful**

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Your DS Logon account has been upgraded. You can now view secure, personal information from VA and DoD systems. Please check the [About DS Logon](#) for more information.

Please log in again to begin using your premium account.

27 **Logoff**