



Activity Worksheet: Create a DS Logon

A DOD Self-Service Logon (DS Logon) Premium (Level 2) account allows you to view personal data about yourself in VA and DOD systems, apply for benefits online, check the status of your claims, update your address information and much more. **If you already have an account, but forgot your DS Logon or have other issues signing in, follow the links at the sign-in screen to reset your password or get help with any issues.** To create a DS Logon, follow the step-by-step instructions provided in Table 1.

	Instruction
Step 1: Initiate DS Logon Account Registration	First, navigate to VA.gov . Select the Sign in button at the top right of the screen and select the Sign in with DS Logon button. Then select the Need an Account? button.
Step 2: Select Registration Method	The DS LOGON Registration Procedures screen appears. Select the I have my Common Access Card (CAC) WITH access to a card reader option. Then select Continue .
Step 3: Select Register	The Registration Process screen appears. Select the Register button.
Step 4: Select a Certificate	The Select a Certificate window appears. Select your DOD certificate, and then select the OK button.
Step 5: Create Password	Create your password according to the security requirements. Enter it in the Password field and enter it again in the Confirm Password field. <ul style="list-style-type: none"> To view the password as you enter it, select the Show Passwords check box. Green check marks appear when the password has met each of the password security requirements listed. Select the Continue button.
Step 6: Select Security Questions	The Challenge Question screen appears. Select your challenge questions from the drop-down menus and enter your answers in the fields provided below each question. Select the Continue button.
Step 7: Review Security Image Options	The Security Image screen appears. You have the option to set a security image for your account. <ul style="list-style-type: none"> If you do not want to select a security image, select No (skip to Step 9). To set a security image, select Yes.
Step 8: Select Security Image (Optional)	If you selected Yes in Step 7, the Security Image Selection screen appears. <ul style="list-style-type: none"> To view additional images, select the arrow at the bottom right of the screen. Select a security image, and then select the Save button.
Step 9: DS Logon Confirmation	A confirmation screen appears. Select the Continue button.
Step 10: Add Email (Optional)	A screen listing your email address(es) on file in the Defense Enrollment Eligibility Reporting System (DEERS) appears. <ul style="list-style-type: none"> If you do not want to add an email address, select the Continue button. If you want to add an email (recommended), select the Add E-mail button. Enter an email address and select the Save E-mail button. NOTE: You can update your home address, email address or phone number by logging in to milConnect or calling 1-800-538-9552 (TTY/TDD: 1-866-363-2883).
Step 11: Sign in with New Account	A confirmation screen appears. The next time you sign in, the system will prompt you to enter the validation token that it sent to the email address provided. Your registration is complete. You can now sign in with your new DS Logon username and password. Select the Continue button to sign in with your new account.

Table 1: DS Logon

Note: If you have any issues with the DS Logon, check with your Benefits Advisor during a break or schedule a One-On-One Assistance session.