



# 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 logging 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
<b>Step 1: Register for a DS Logon Account</b>	First, navigate to the <a href="http://www.ebenefits.va.gov">www.ebenefits.va.gov</a> webpage. Select the <b>Register</b> button at the top right of the screen.
<b>Step 2: Select Registration Method</b>	Select the <b>I have a Common Access Card (CAC) with accessible card reader</b> radio button, and then select the <b>Continue</b> button.
<b>Step 3: Select Register</b>	The <b>Registration Process</b> screen appears. Select the <b>Register</b> button.
<b>Step 4: Select a Certificate</b>	The <b>Select a Certificate</b> window appears. Select your DoD certificate, and then select the <b>OK</b> button.
<b>Step 5: Create Password</b>	Create your password according to the security requirements. Enter it in the <b>Password</b> field and enter it again in the <b>Confirm Password</b> field. <ul style="list-style-type: none"> <li>To view the password as you enter it, select the <b>Show Passwords</b> check box.</li> <li>Green check marks appear when the password has met each of the password security requirements listed.</li> </ul> Select the <b>Continue</b> button.
<b>Step 6: Select Security Questions</b>	The <b>Challenge Question</b> screen appears. Select your challenge questions from the drop-down menus and enter your answers in the fields provided below each question. Select the <b>Continue</b> button.
<b>Step 7: Review Security Image Options</b>	The <b>Security Image</b> screen appears. You have the option to set a security image for your account. <ul style="list-style-type: none"> <li>If you do not want to select a security image, select <b>No</b> (skip to Step 9).</li> <li>To set a security image, select <b>Yes</b>.</li> </ul>
<b>Step 8: Select Security Image (Optional)</b>	If you selected <b>Yes</b> in Step 7, the <b>Security Image Selection</b> screen appears. <ul style="list-style-type: none"> <li>To view additional images, select the arrow at the bottom right of the screen.</li> <li>Select a security image, and then select the <b>Save</b> button.</li> </ul>
<b>Step 9: DS Logon Confirmation</b>	A confirmation screen appears. Select the <b>Continue</b> button.
<b>Step 10: Add Email (Optional)</b>	A screen listing your email address(es) on file in the Defense Enrollment Eligibility Reporting System (DEERS) appears. <ul style="list-style-type: none"> <li>If you do not want to add an email address, select the <b>Continue</b> button.</li> <li>If you want to add an email (recommended), select the <b>Add E-mail</b> button. Enter an email address and select the <b>Save E-mail</b> button.</li> </ul>
<b>Step 11: Log in with New Account</b>	A confirmation screen appears. The next time you log 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 login with your new DS Logon username and password. Select the <b>Continue</b> button to log in with your new account.

Table 1: DS Logon