



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	
Step 1: Register for a DS Logon Account	First, navigate to the www.ebenefits.va.gov webpage. Select the Register button at the top right of the screen.
Step 2: Select Registration Method	Select the I have a Common Access Card (CAC) with accessible card reader radio button, and then select the Continue button.
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.
Step 11: Log in with New Account	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 Continue button to log in with your new account.

Table 1: DS Logon