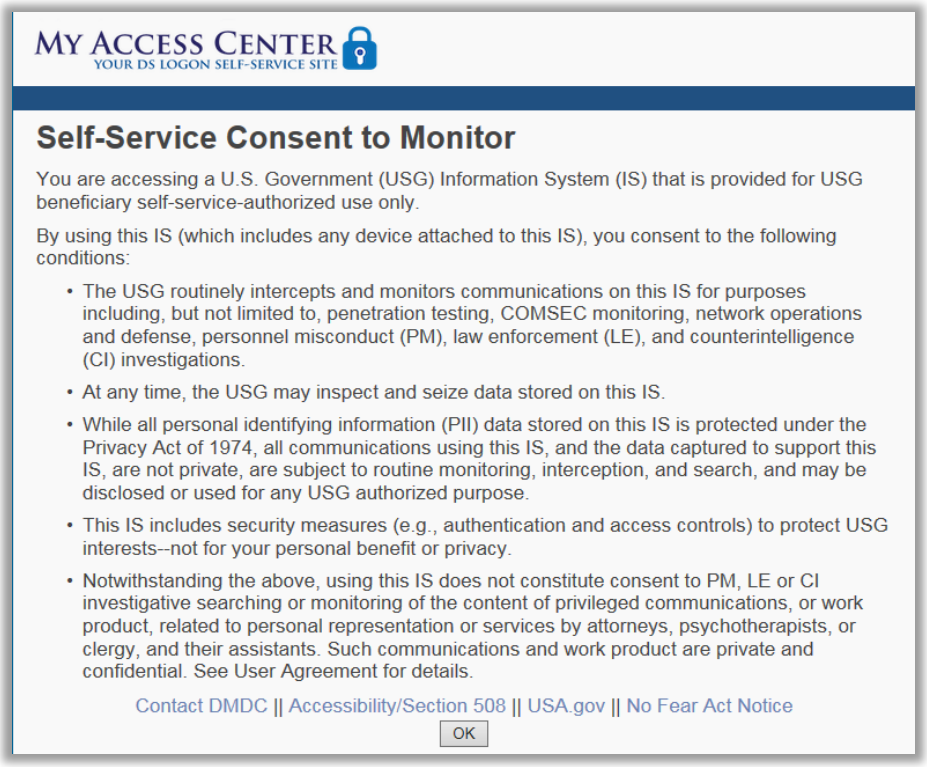
Remote Proofing Guide

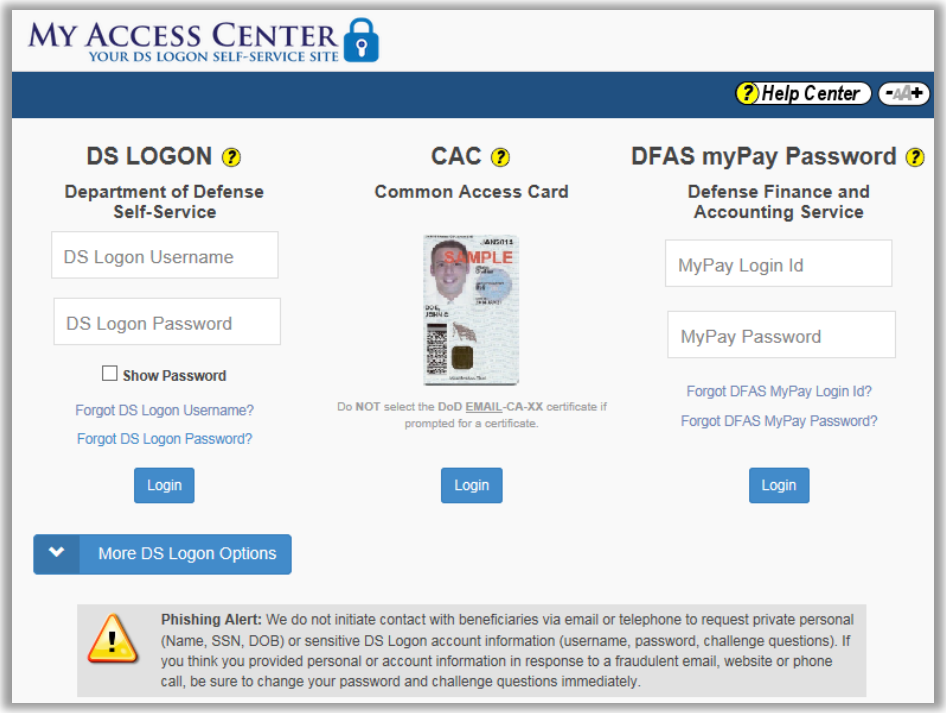
Individuals who lack CAC or DFAS credentials can use the Remote Proofing option in order to establish a Premium (Level 2) account. The purpose of proofing is to verify your identity. With remote proofing, we use an external vendor to help us perform this identity verification. A DS Logon Premium (Level 2) Account provides access to your personal information as well as numerous applications. A 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.

We provide the remote proofing option at no cost to you. A soft inquiry will appear on your credit history report, but this will not impact your credit score. Soft inquiries are displayed in the version of the credit profile viewable only to consumers and are not reported to lenders.

1) Access the My Access Center homepage: https://myaccess.dmdc.osd.mil/identitymanagement. The Consent to Monitor screen appears.

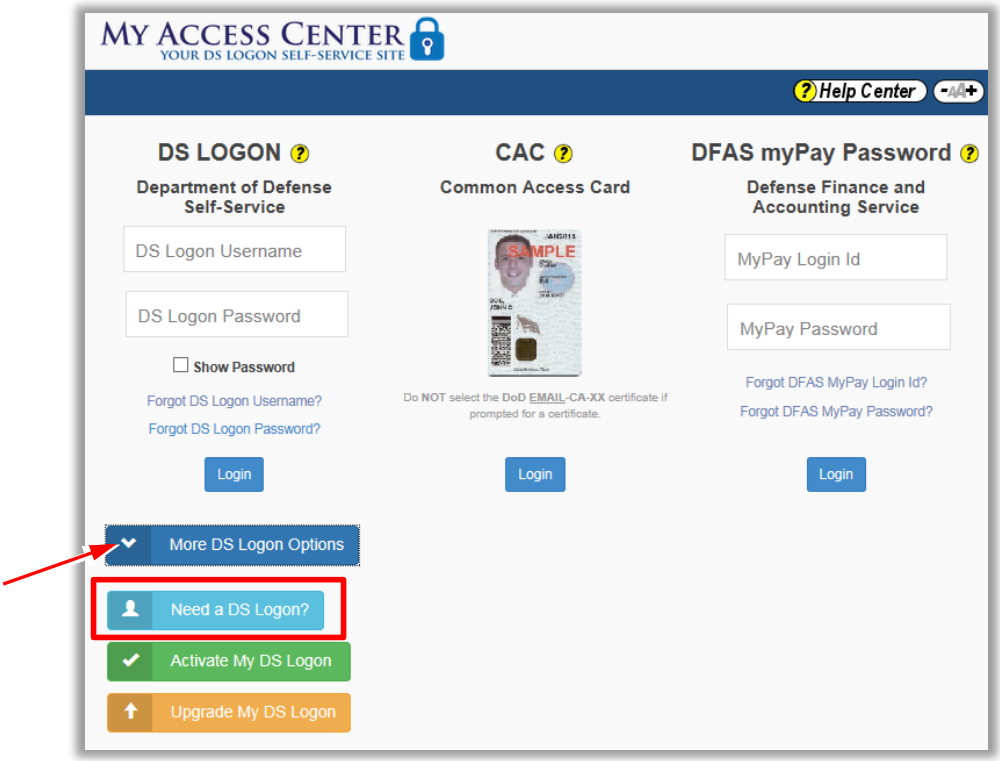


2) Select **OK** on the Consent to Monitor Screen. The Login screen appears.

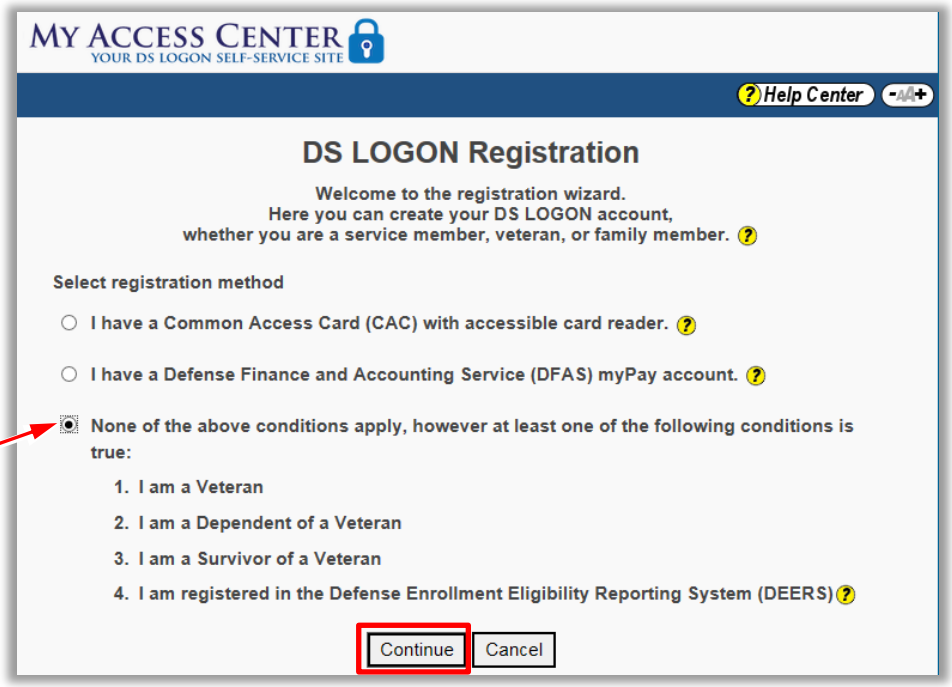


3) If you already have a DS Logon Basic (Level 1) account, login, select **Upgrade My Account Level** at the upper-right-hand section of the Profile screen, and then skip to **step11**. Alternatively, select **More DS Logon Options** and then select **Upgrade My DS Logon** from the list of options.

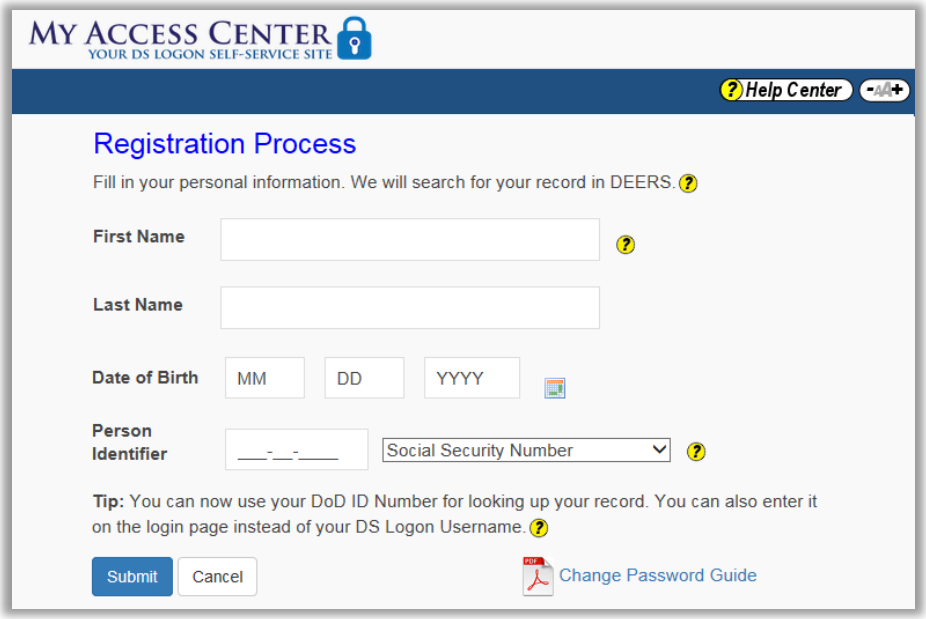
If you do not have a DS Logon Basic account, select the down arrow on the left side of the More DS Logon Options button to expand the options.



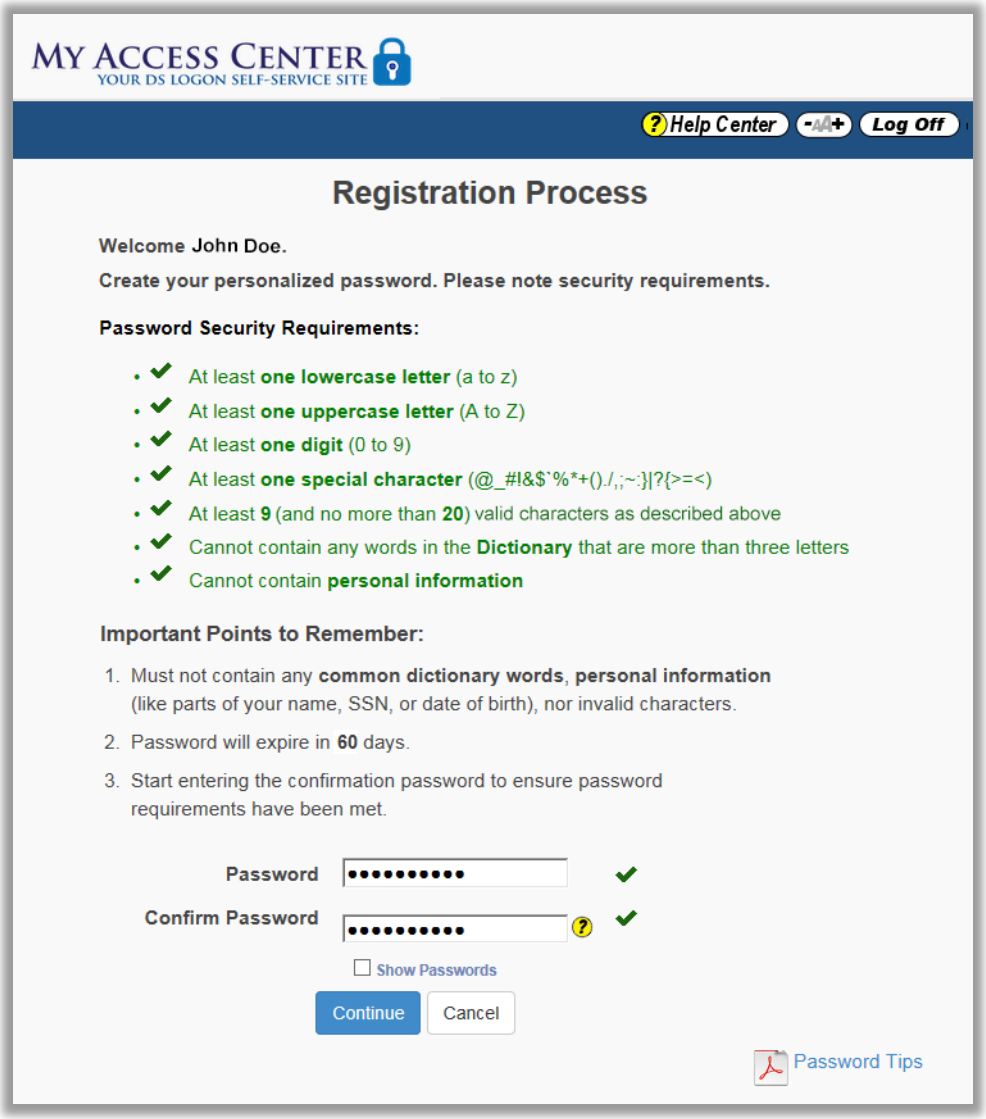
4) Select **Need a DS Logon?** The DS Logon Registration screen appears.



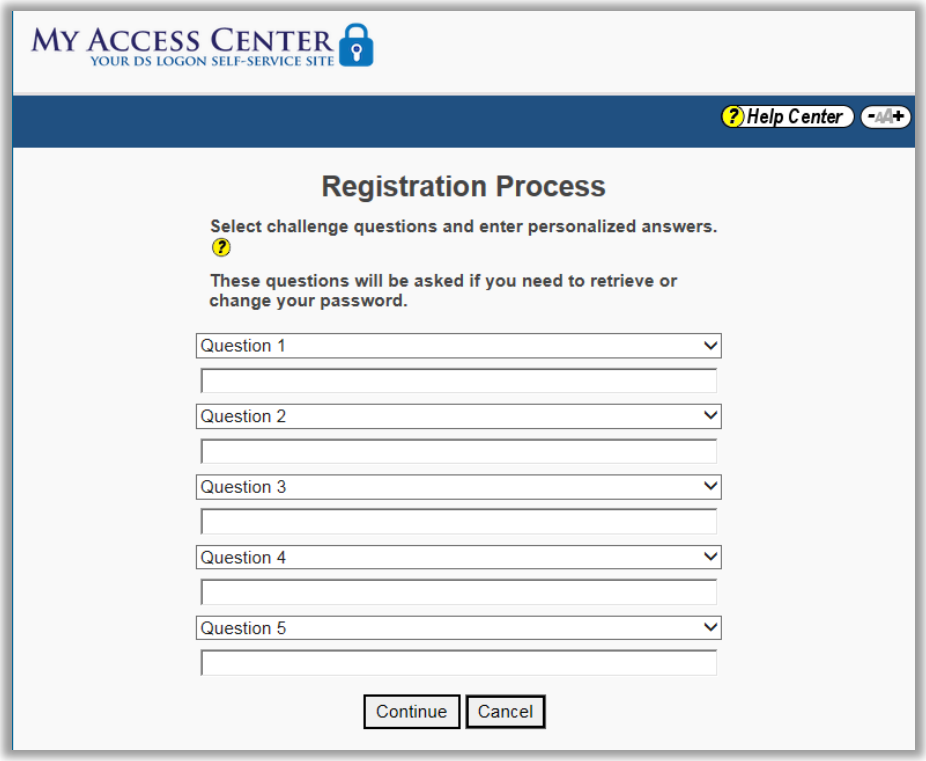
5) Select the option **None of the above conditions apply…** and then select **Continue**. The Registration Process screen appears, prompting you to enter your personal information.



6) Enter your personal information and then select **Continue**. You will be prompted to create a password.

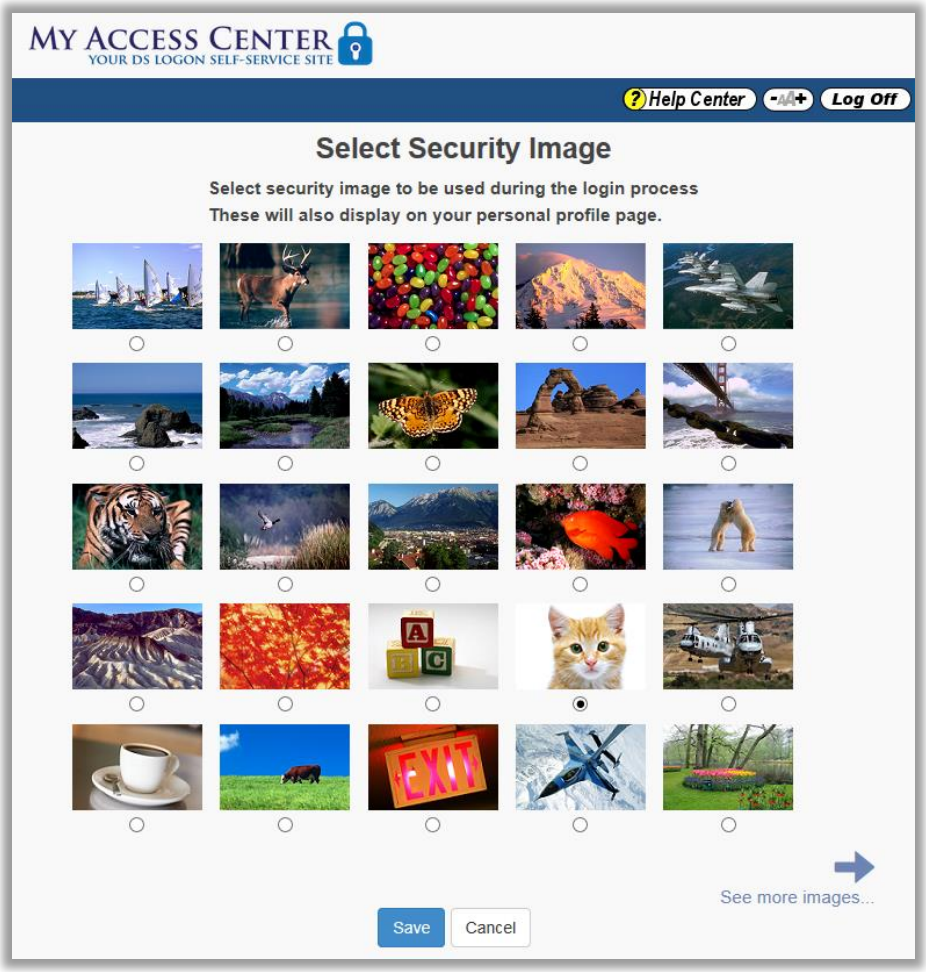


7) Create your password according to the **Security Tips**, enter it in the Password field, and then reenter it in the Confirm Password field. You can select the **Show Passwords** button to view the password characters as you enter them. Select **Continue**. The Challenge Questions screen appears.

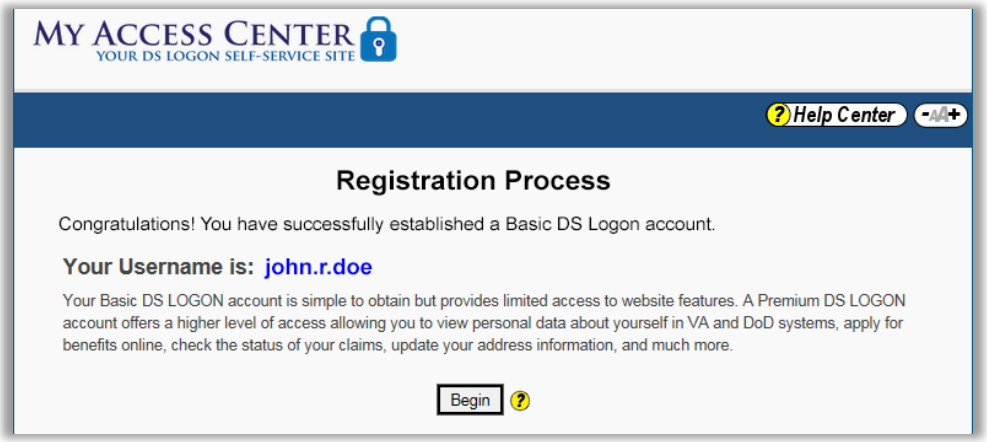


8) Select your challenge questions and enter your answers in the fields provided. Select **Continue**. The Security Image screen appears.

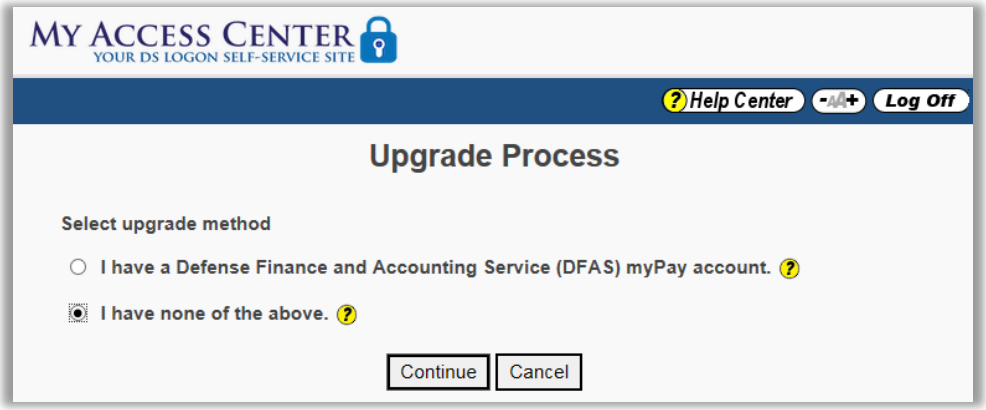
9) You have the option to set a security image for your account. If you do not want to select a security image, select **No** and skip to step **11**. If you want to select a security image, select **Yes**. The Select Security image screen appears. Proceed to step **10**.



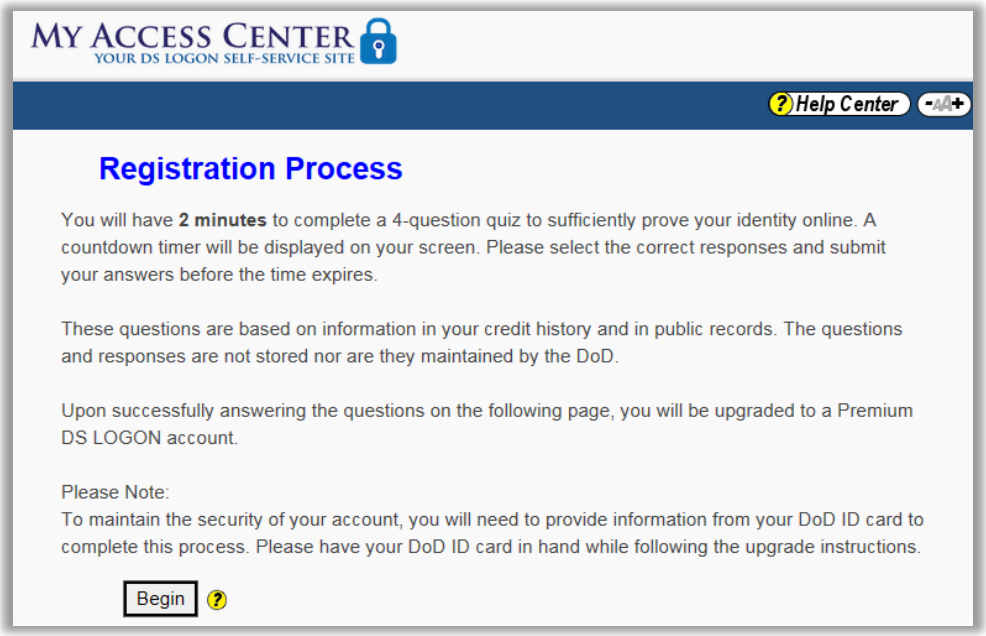
10) To view additional images, select the arrow at the bottom right of the screen. Select the security image to use during login and then select **Save**. A confirmation screen appears.



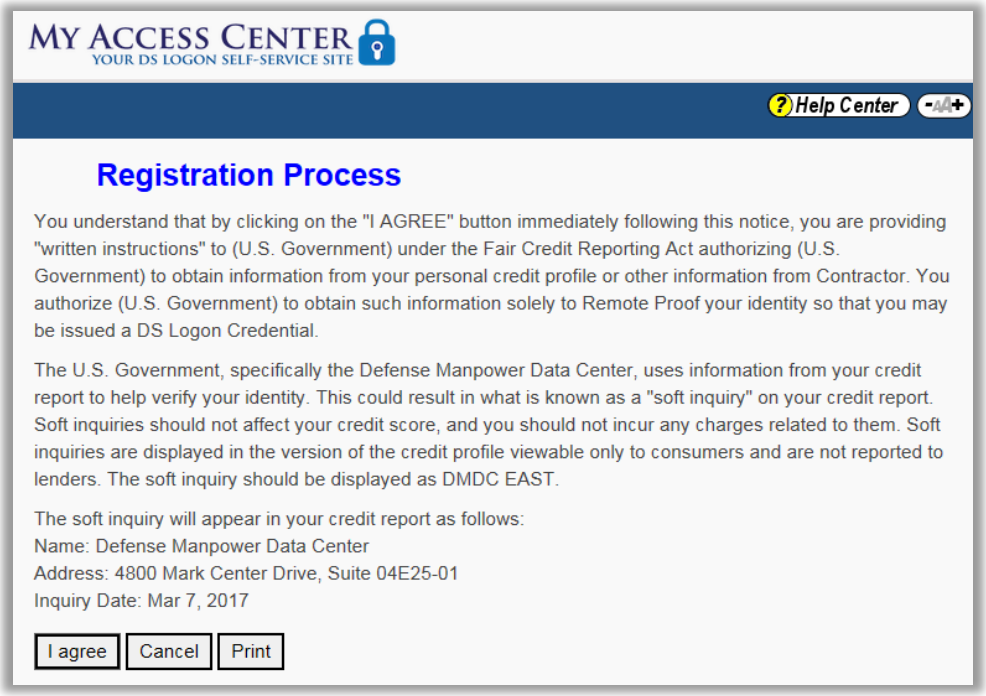
11) Your DS Logon Basic account has been activated. Select **Begin** to start the remote proofing process.



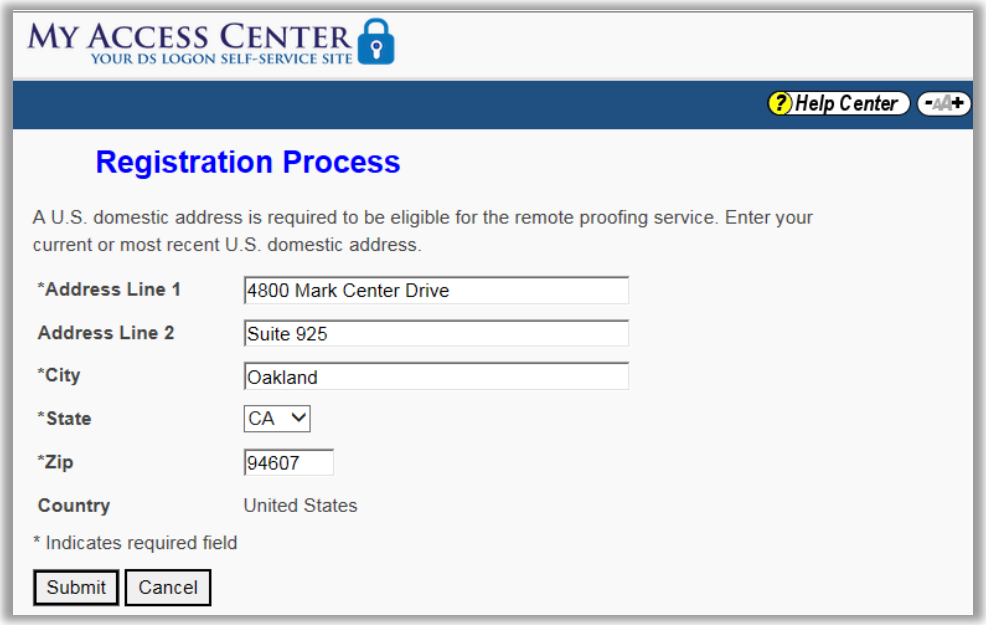
12) Select **I have none of the above** if you do not have a **DFAS** account.



13) Select **Begin**. The Consent screen appears.



14) You must give your consent to access your credit profile in order to use the Remote Proofing service. Select **I agree**. You will be prompted to enter your address.



15) You must have a U.S. domestic address in order to use the Remote Proofing service. Enter your address and then select **Submit**. A timed quiz consisting of four questions appears.

Help Center | -AA+ | Log Off

Upgrade Process

Quiz Expires:
02 : 00
MINUTES SECONDS

According to your credit profile, you may have opened an auto loan in or around August 2016. Please select the lender for this account. If you do not have such an auto loan, select 'NONE OF THE ABOVE/DOES NOT APPLY'.

- ○ VOLKSWAGEN CREDIT
- ○ BANK AMERICA
- ○ MITSUBISHI MOTORS CRED OF AMERICA
- ○ HSBC BANK USA
- ○ NONE OF THE ABOVE/DOES NOT APPLY

You may have opened a mortgage loan in or around August 2005. Please select the dollar amount range in which your monthly mortgage payment falls. Refer only to the regular monthly payment which includes principal, interest, and escrow (escrow could include taxes and insurance if collected by lender). If you have not had a mortgage payment now or in the past, please select 'NONE OF THE ABOVE/DOES NOT APPLY'.

- ○ $1870 - $2169
- ○ $2170 - $2469
- ○ $2470 - $2769
- ○ $2770 - $3069
- ○ NONE OF THE ABOVE/DOES NOT APPLY

Which of the following businesses have you been associated with? If there is not a matched business name, please select 'NONE OF THE ABOVE'.

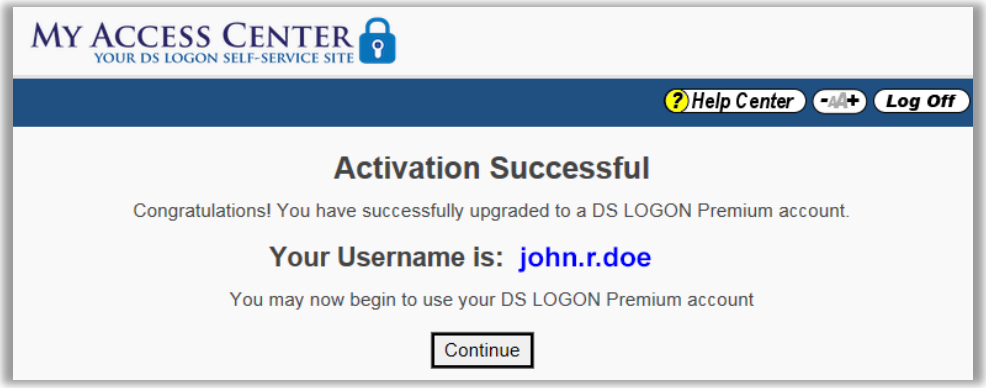
- ○ COLLEEN
- ○ TEXAS LAWNS & COLOR
- ○ GUERNSEY CO
- ○ BOTANICA
- ○ NONE OF THE ABOVE/DOES NOT APPLY

According to your credit profile, you may have opened a Home Equity Line of Credit type loan in or around April 2013. Please select the lender to which you currently make your payments or made your payments.

- ○ WASHINGTON MUTUAL
- ○ GMAC MORTGAGE
- ○ CALIFORNIA FEDERAL
- ○ WORLD SAVINGS AND LOAN
- ○ NONE OF THE ABOVE/DOES NOT APPLY

Submit | Cancel

16) Your answers must be submitted within two minutes for the Remote Proofing process to be successful. You have two chances to answer the question successfully. Select the radio buttons next to the correct responses and then select **Submit**.



17) If you have answered the quiz questions successfully, the Activation Successful screen appears to confirm that you now have a **Premium** DS Logon account. Select **Continue** and login to access the DS Logon Premium account features.

If you fail to answer the questions correctly, an error screen appears. Select **Cancel**. You can login with your Basic DS Logon account and attempt to remote proof a second time. If you fail the Remote Proofing quiz again, you must pursue a different upgrade path.