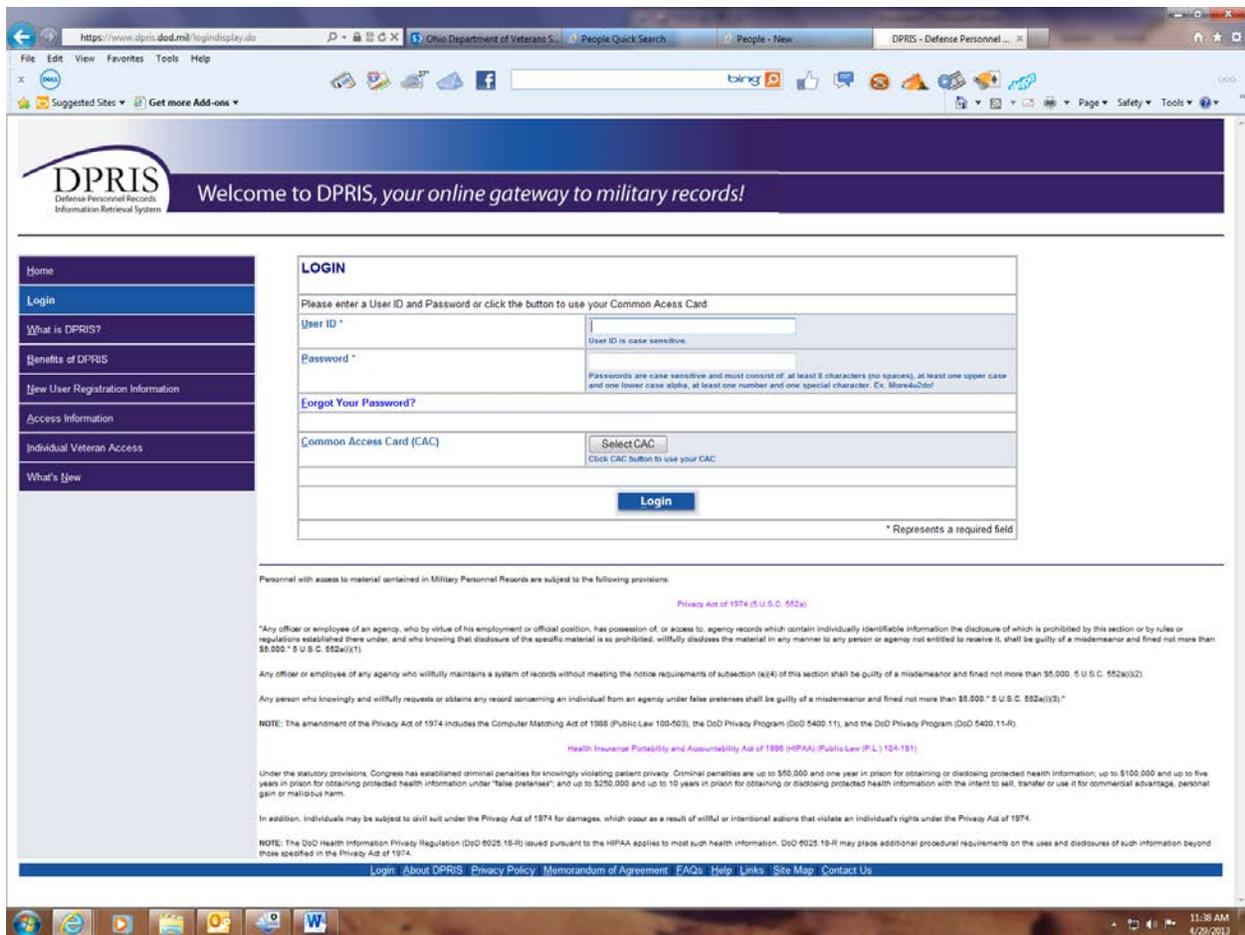


# GETTING STARTED WITH DPRIS

## WELCOME/ LOGIN PAGE



You will begin by clicking on the “Login” link to left of the page.



The next page is the 'login page'

You should have been issued a User ID and Password.

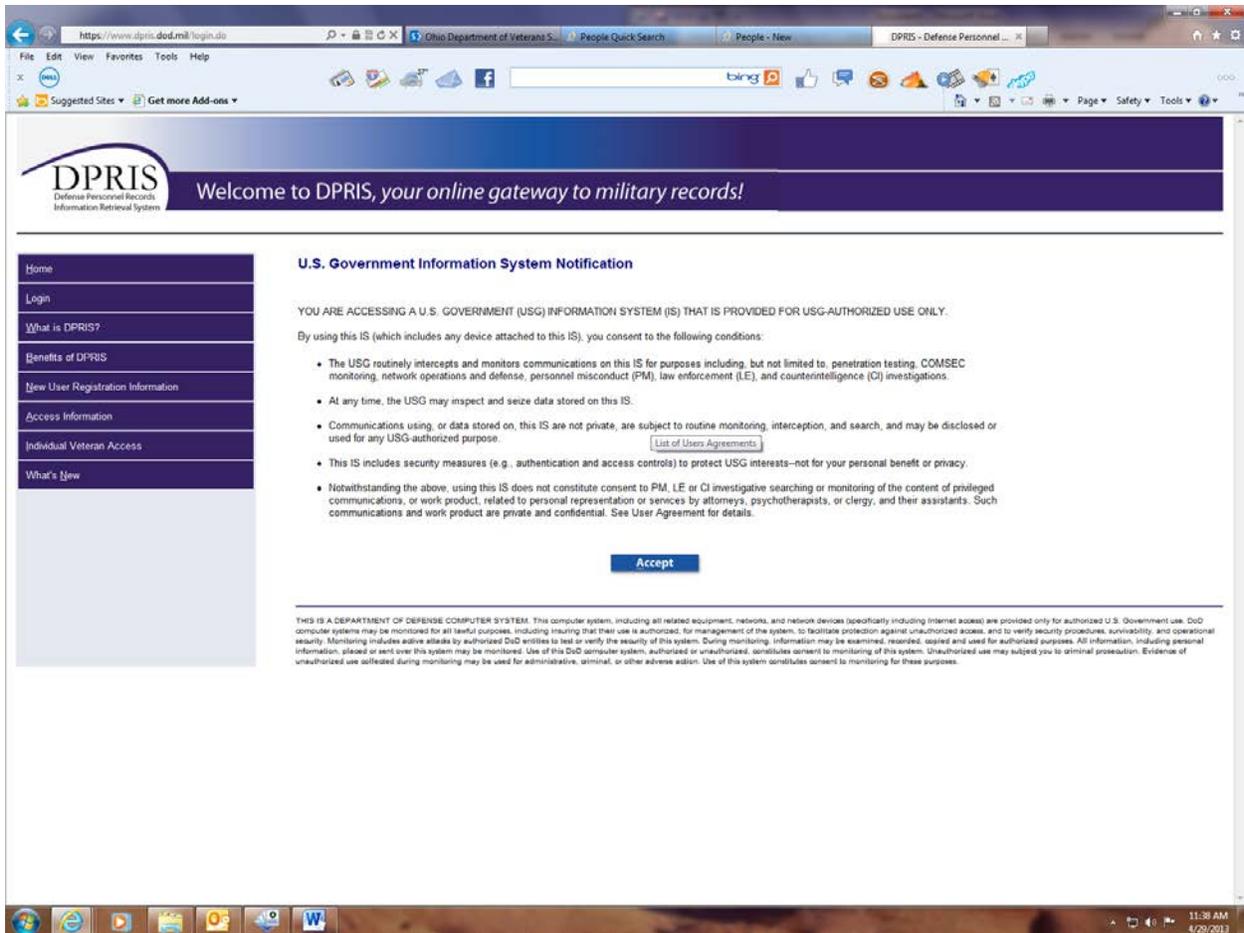
Type in your 'user ID' and 'password' in the spaces as indicated.

\*Remember that your user ID's and Passwords are case-sensitive. If you forget your password you can click on the "Forgot your Password" link to retrieve it.

Disregard "Common Access Card"

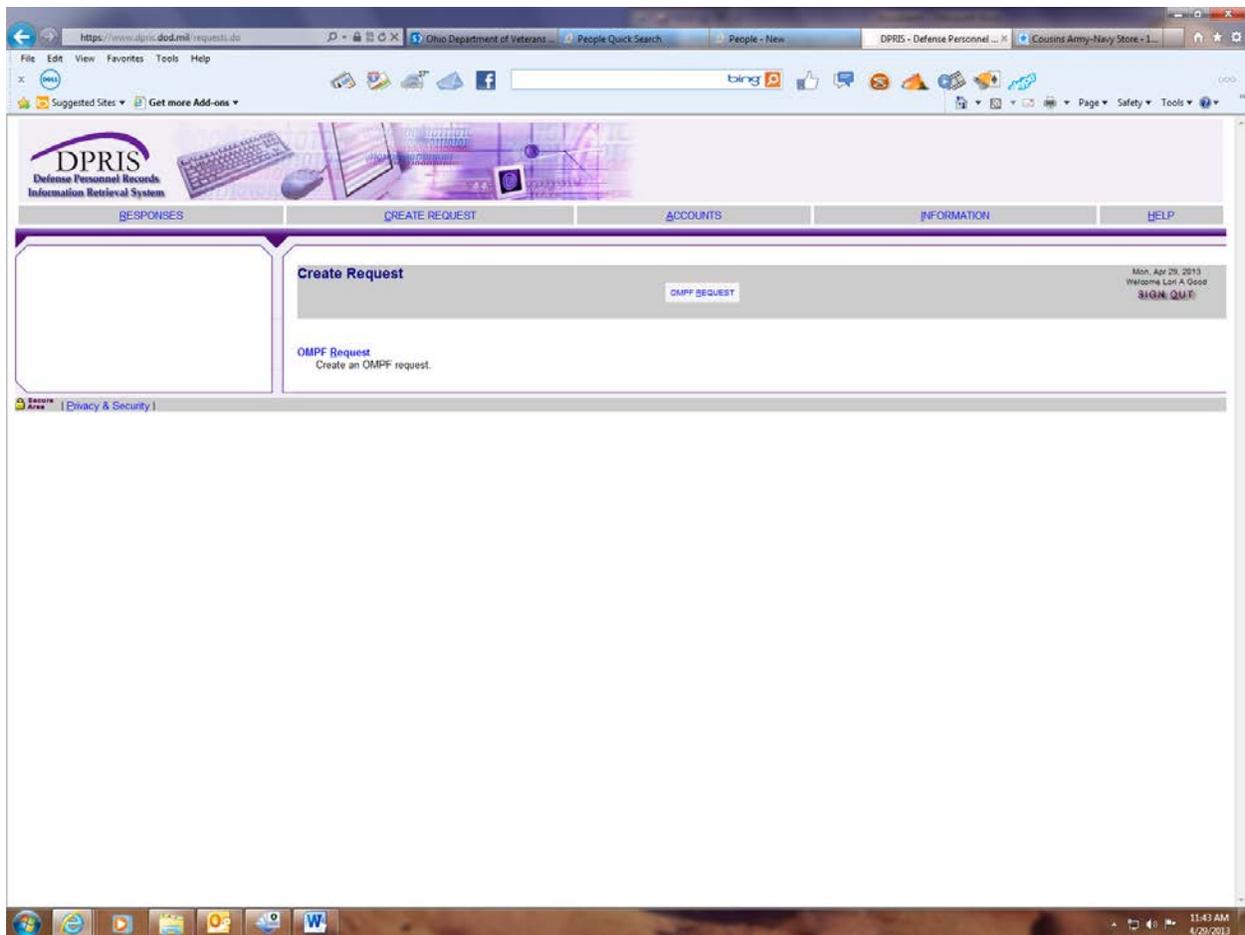
After User ID and Password have been entered-

Click "Login"



This page is the DPRIS/Government “Warning” Page.

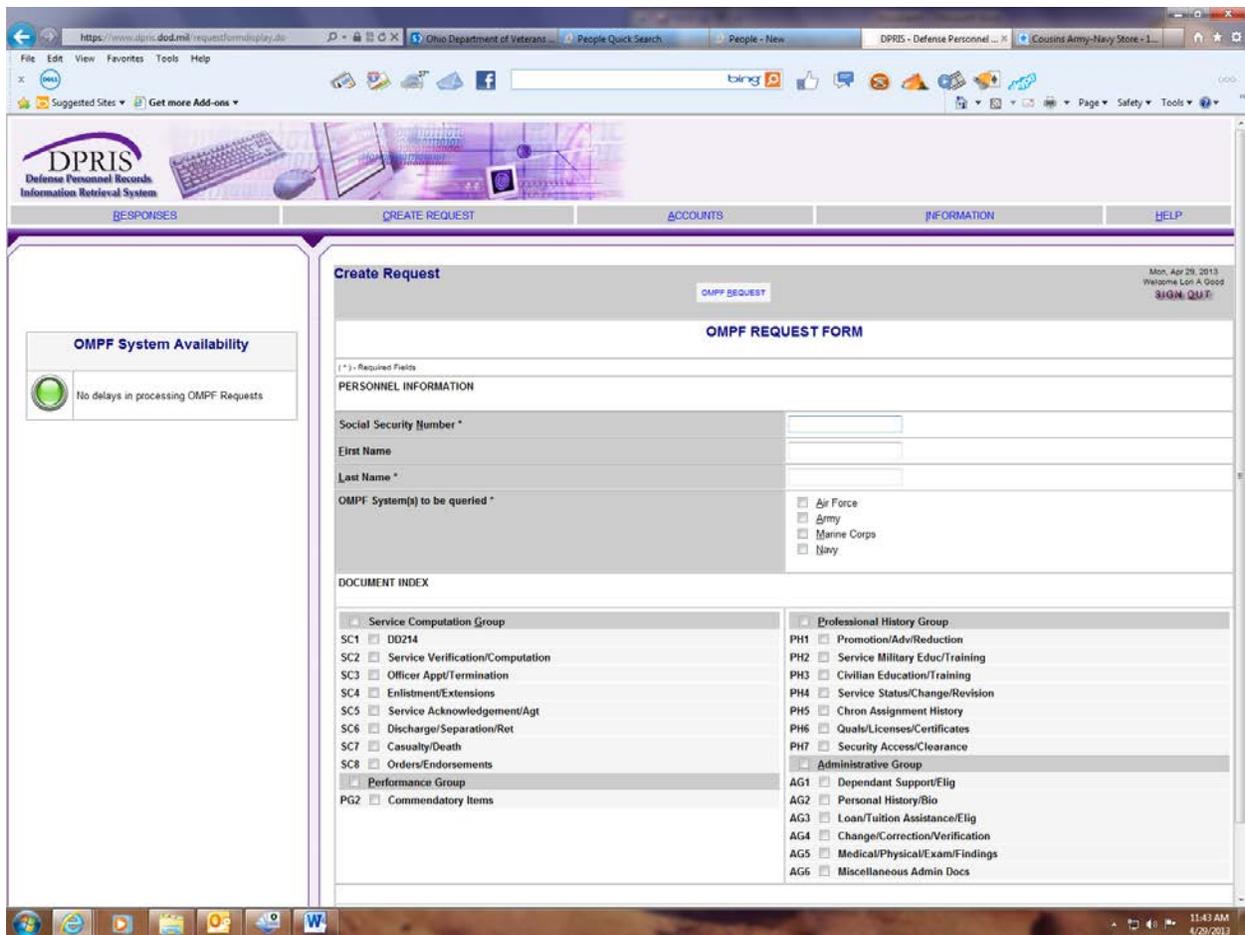
Users must read and “Accept” before moving on to the next page.



This is the actual request page.

In order to submit a request click either one of the “OMPF Requests” in the gray area.

The first time you use this page the gray area will be blank, after subsequent responses the gray area will have responses listed in chronological order.

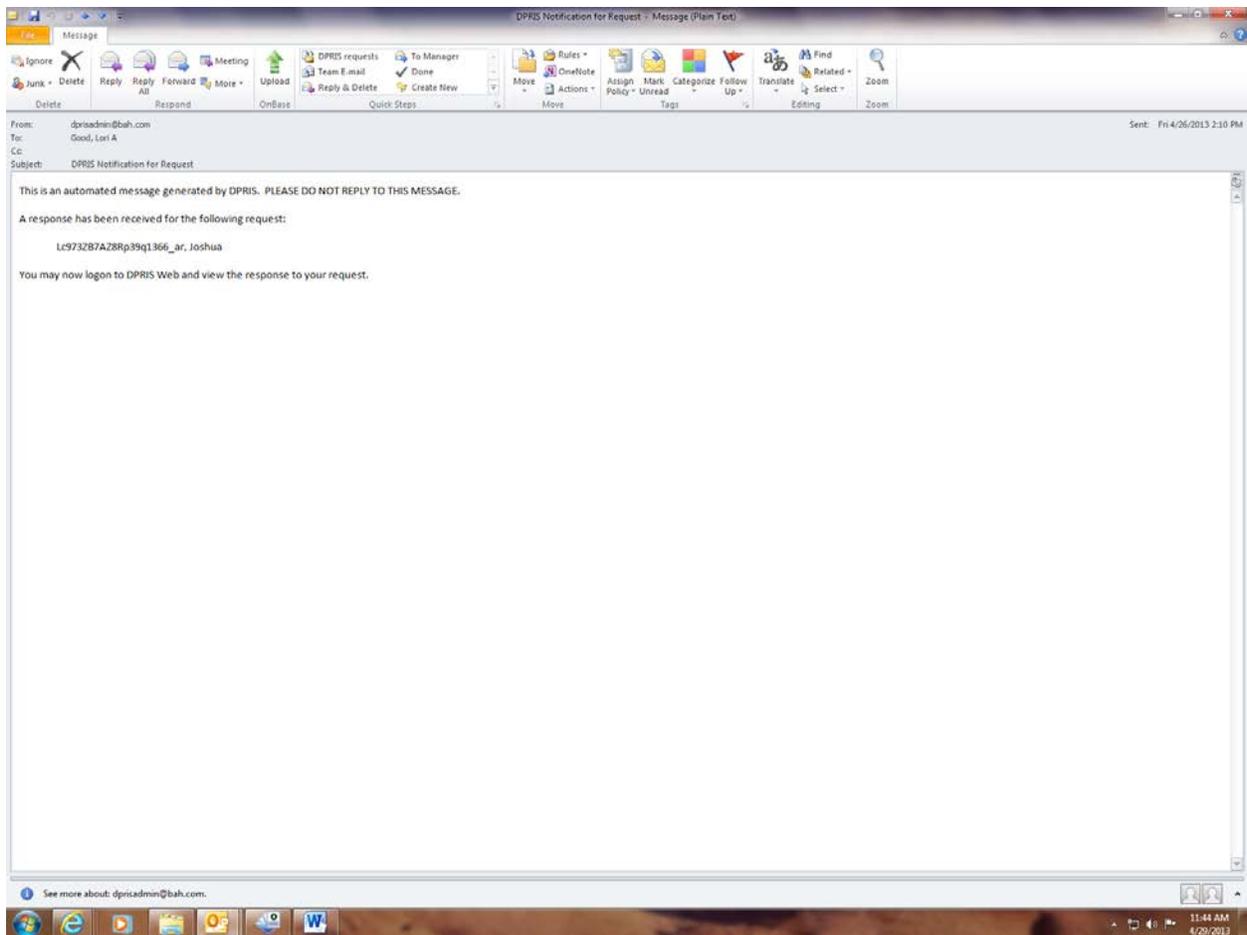


In the request form enter: SSN, First and Last Name, Branch of Service.

Select the information that will best fit the needs of the veteran from the list.

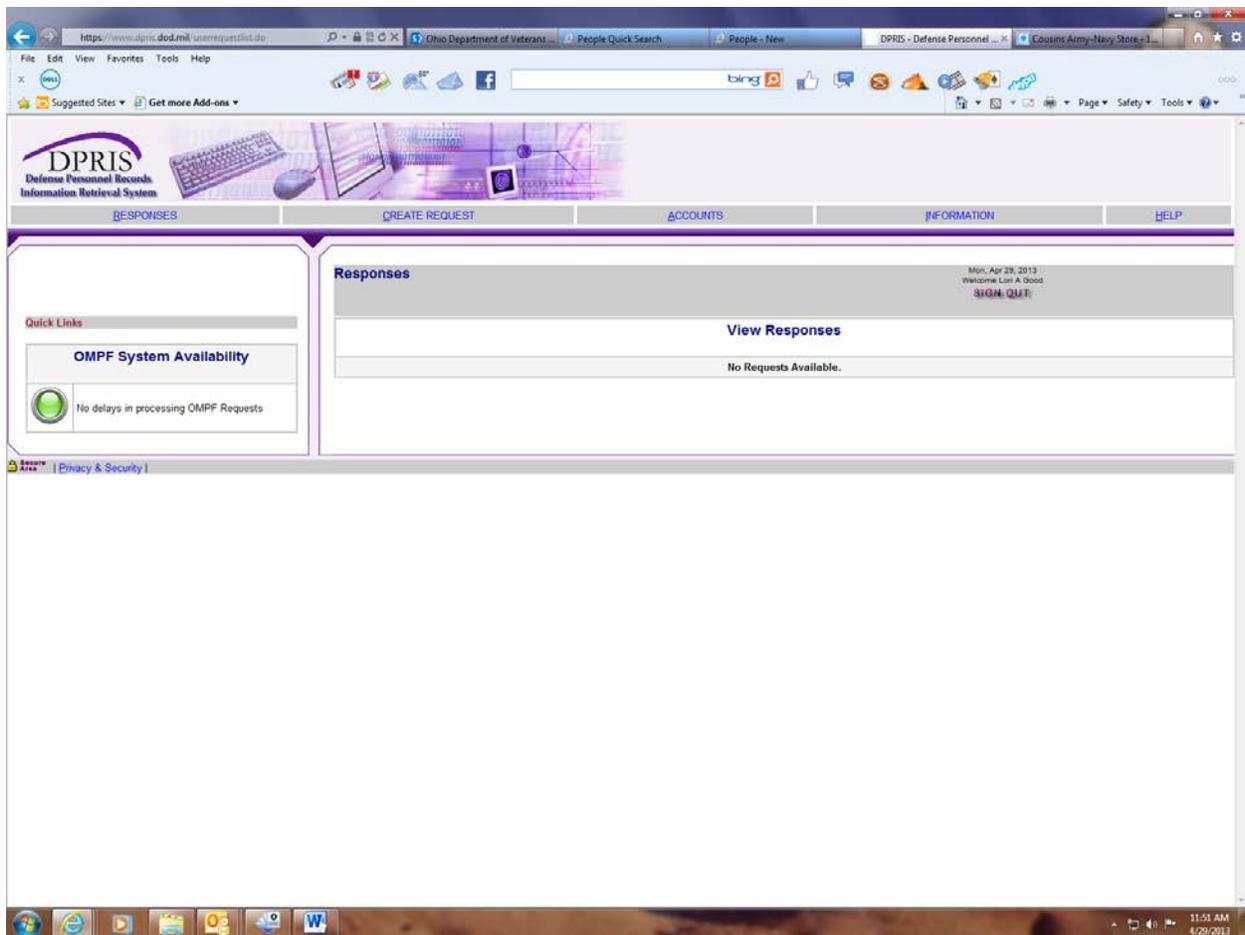
Click Submit

The next step in the process is the response Email.



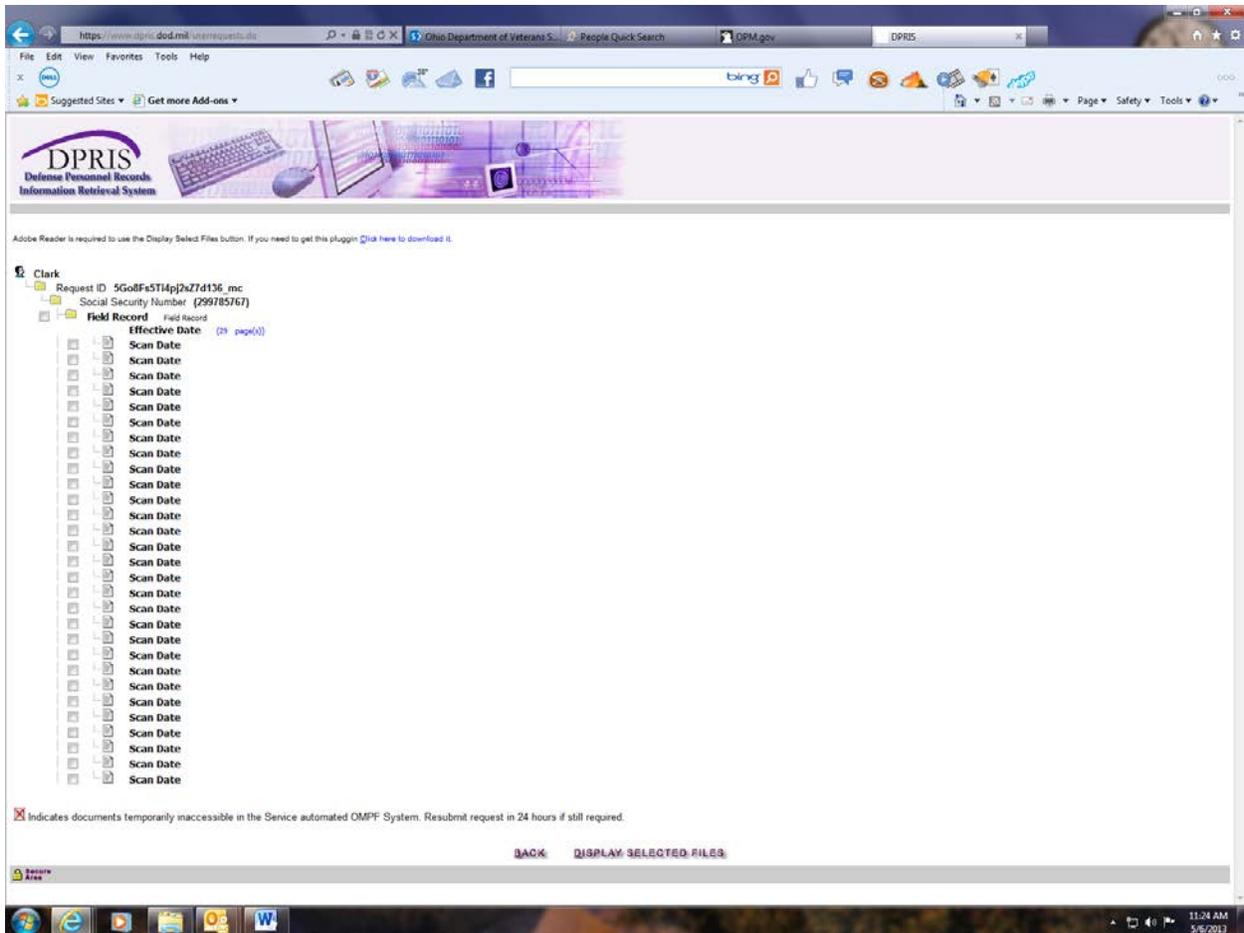
A 'do not reply' alert that your request has been processed will be sent to your registered email account.

The timeframe for this to appear can vary.



To View the response, you must log back on to DPRIS.

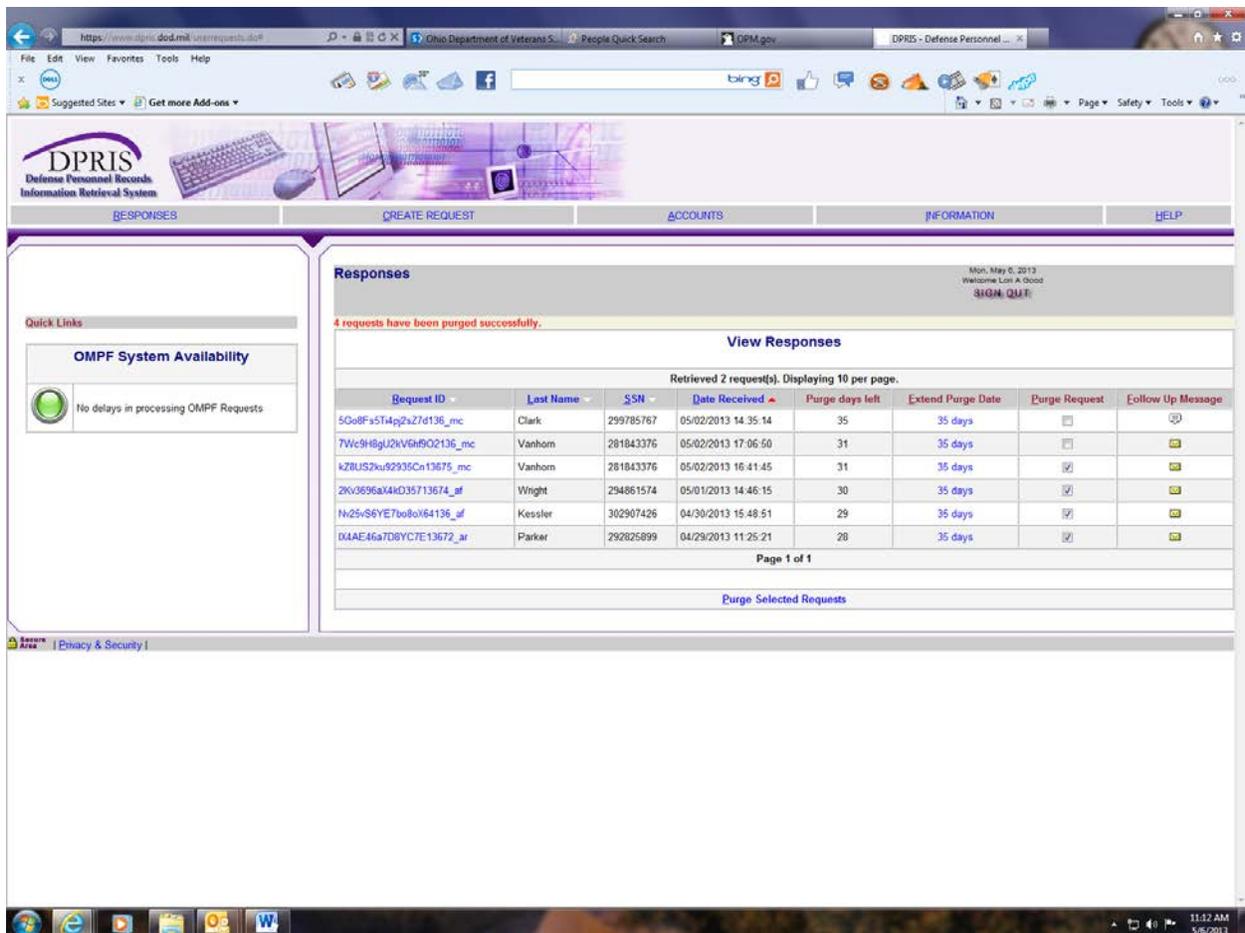
Once you are logged on, either click on the blue 'view response' in the gray area, or in the upper left on the tool bar 'responses'.



To view responses, click in the desired “folders” Then on the “Display Requested Files”

The files will then pop up in a printable PDF format.

NOTE: Sessions on DPRIS will be logged out after 10 minutes of inactivity.



The responses will then appear listed by the DPRIS code, the last name, SSN, and the time and date of the request.

If you have questions concerning a response “click” on the “Follow Up Message” to the right of the screen.

A window will pop up for you to type your concerns.

You will receive a ‘no reply email’ stating that DPRIS has responded. DPRIS will respond in a timely manner.

You can delete or “purge” any records by clicking the “purge request” box within the responses, then the “Purge Selected Requests” in the middle of the page.