

DPS APPLICATION GUIDE

Log onto **DPS.MOVE.MIL**

DPS Website Account Setup

If you **haven't logged in** within the last 30 days or never created an account:

- Register as a customer and attach your **Certificates** (If you're unable to obtain them, visit the office for assistance).
- Log back into **DPS**, and log in using Certificates.
- If you have your **username**, you can log in directly. If you forgot your password, click **Forgot Password**.

If you've logged in within the last 30 days, simply select Log in with Certificates.

Creating Your Move Request

- Update or create your **user profile**.
- Click "**Start a New Move.**" (If it's not there, click the **HOME** button.)
- Enter your order information. For Marines: Your order number is located on the table. Find the **Travel SDN** (Example: M7000225CTBXXXX).
- Upload a copy of your orders under the **Orders Selection** tab (Basic Web Orders for Marines).
 - Create your shipment request, selecting: **Household Goods (HHG)**
 - If you are doing a PPM select "**Yes this is a Personally Precured Move.**"
 - If you are doing a partial, **Both HHG** and a **PPM**, once your first application is submitted, scroll down the left side of the screen and click "**Create New Shipment**" and complete second application.

Final Steps

- If DPS sends a request to upload orders, you can **disregard** it if you've already completed this step.
 - DPS will request **your signature** for: DD Forms 1299/1797 (HHG)
 - DD Form 2278 (PPM) You must **select the box** to complete your signature—without this, your move cannot be processed.

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- Once your application is reviewed by a counselor, it will be **processed**:
HHG: Routed and booked with a Transportation Service Provider.
- PPM: You will receive **closeout instructions** for the claim process **via email** from your counselor.