Accessing MyBiz+

As of 22 March 2019

Background: All technicians and those who supervise technicians should have access to MyBiz+. Often, errors are encountered upon login and there are multiple possible resolutions.

Access:
- There are many troubleshooting steps to obtain access, depending on where you are in the process:
    - o If you/your subordinate have never accessed MyBiz+ or are uncertain of your access status, try these steps:
        - Go to https://compo.dcpds.cpms.osd.mil/
        - Select the green button, "Smart Card Log In," when prompted for your CAC certificate, always select the non-email certificate; if you see the purple and yellow boxes, select the purple box and you will select ok on the Privacy Act Statement; if you do not see the boxes continue following these steps
        - Select the "Register" hyperlink below the green smart card log in button; when prompted to enter your SSN/ID number, always enter your SSN with dashes; if you see the purple and yellow boxes, select the purple box and you will select ok on the Privacy Act Statement; if you do not see the boxes continue following these steps
        - (This is also used after you've obtained a new CAC) Select the "Re-register" hyperlink below the green smart card log in button; when prompted to enter your SSN/ID number, always enter your SSN with dashes; if you see the purple and yellow boxes, select the purple box and you will select ok on the Privacy Act Statement; if you do not see the boxes, proceed to the next step.
        - If you cannot access MyBiz+ and have visibility of the Other DCPDS Tools box or DCPDS Navigator Homepage link, follow the steps in the next attachment.

Helpful Hints & Reminders:
- MyBiz+ is a system designed for technicians. AGRs will be granted access if they supervise Technicians.
    - o FOR AGRs:
        - Again this system is designed for technicians. If you are an AGR who supervises technicians, contact HRO, Information Systems, to have your account updated so you can have visibility of your technicians within MyBiz+.
        - If you are an AGR who has previously been a technician, contact HRO, Information Systems, and your accounts will be associated to ensure visibility of your technicians.

HRO CONTACT INFORMATION
Technician Hotline – 304-561-6749
AGR Hotline – 304-561-6679