## **RAPIDS SELF SERVICE/MILCONNECT:**

## https://www.dmdc.osd.mil/milconnect/

| Available Services  |  |
|---|--|
| Renew/Replace Family ID Cards   | CAC Maintenance  |
| <ul> <li>Renew/Replace Family ID Cards</li> <li>Update Your Contact Information</li> <li>Update a Family Member's Contact Information</li> <li>Add a Family Member</li> </ul> | <ul> <li>Update Your Email Address</li> <li>Download Applications</li> <li>Activate the PIV Authentication<br/>Certificate</li> <li>Add Personnel Category Code to the CAC<br/>certificate's User Principal Name.</li> </ul> |

- Available for sponsors with a DoD CAC and a CAC enabled computer.
- Dependents (Family Members) may get their ID without their sponsor present
  - A digitally signed (or notarized) DD FORM 1172-2 is required and serves as verification from the Sponsor

OR

- Dependents should bring a printed digitally signed DD Form 1172-2 from their sponsor or notify the technician that the form is available via their DEERS record.
- How sponsors can sign and print the DD Form 1172-2
  - Access the milconnect website: https://www.dmdc.osd.mil/milconnect/
  - Click "Sign-in (upper right corner)
  - Click "CAC Login" Click "OK" (Self Service Consent to Monitor screen)
  - Click "More Goals" (if "LESS GOALS" is displayed—go to next step)
  - Click "View ID Card" tab— you will see example on back side
    - NOTE: If the Self Service Consent to Monitor screen shows again Click "OK"
  - Click "**Replace ID Card**" for family member that needs an updated ID
  - Follow instructions--sign and save ID card application—DD Form 1172-2
    - Note: You may receive this message: "There was a problem saving the DD Form 1172-2. As a result the sponsor will need to accompany family members to your local ID Card Office" but if the form is digitally signed it is acceptable.
  - Print ID card application-DD Form 1172-2 for family member
- For an unsigned DD Form 1172-2 click on **"PRINT FAMILY LIST"** (may be used for PCS, housing, etc., but may not be used for ID)

