

HOW TO ACCOUNT FOR YOURSELF

Purpose

- When an event occurs, you are required to report your current location and update emergency personal contact information to allow your supervisor to account accurately for all assigned employees and their family members.

This instruction will show you how to account for yourself and your family members in FEPAAS.

Event Page

You will be notified of an event if you are in the GAOI and requested to account for yourself and your family.



Event Page

If you have not accounted for yourself, this window will automatically appear when you login to FEPAAS.

Home Account Event **Registration** Help

If you need IMMEDIATE help with basic necessities, please call 1-866-946-9183 or (619)553-8167

Verify and Update your home information!

This information is essential to contact you during this crisis.

What's the Process?

Verify and update your home information

Verify and Update Home Information

Display Name: Last: MASpnsr11 First: AutoTest Middle:

Street 1: 1111 Sponsor Street

Zip: 12345

a number and an email is required)

Account For Event: AutoTestEventM

Select an Accounting Status from the drop down menu
-or-
Click the **In the Area** button next to anyone that was:
*Physically in the area when the event occurred
*Evacuated from the area due to the event

Coast Guardsman	Name (Last, First, MI)	Accounting Status:	
	MASpnsr 11, AutoTest	Unreported	
	MASpnsr11, AutoTestDependent1	Not Required to Account	<input type="button" value="In the Area"/>
	MASpnsrB, AutoTestDependentB Test	Not Required to Account	<input type="button" value="In the Area"/>

Member / Employee Deployed:
School-Age Children:
Have Pets:




Accounting Page

Click dropdown list and select accounting status for your self and family member(s); Click Save.

Account For Event: AutoTestEventM

Select an Accounting Status from the drop down menu
-or-
Click the **In the Area** button next to anyone that was:

- Physically in the area when the event occurred
- Evacuated from the area due to the event

Coast Guardsman	Name (Last, First, MI)	Accounting Status:	
	MASpnsr 11, AutoTest	Unreported <input checked="" type="checkbox"/>	
	MASpnsr11, AutoTestDependent1	Unreported	<input type="button" value="In the Area"/>
	MASpnsrB, AutoTestDependentB Test	Current Residence Displaced Location Not Present In GAOI On Leave Other Separated/Retired Transferred	<input type="button" value="In the Area"/>

Employee Location Update

Home My Info Event Reference Help

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Verify and Update your home information!

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What's the Process?

Verify and update your home information:

Verify and Update Home Information

Display Name: Last: MASpnsr11 First: AutoTest Middle:

Street 1: 1111 Sponsor Street

Street 2:

City: Denver

State: Choose State Zip: 12345

Contact Info (At least two phone numbers or a phone number and an email is required)

Preferred Contact:

Home: 111-111-1111

Work: 222-222-2222

Cell: 333-333-3333

Email 1: sponsor.autotest@domain.com

Email 2: sponsor.autotest@domain.org

Other Info

TDY / TAD Orders:

Member / Employee Deployed:


School-Age Children:

Have Pets:

Continue

Click Continue once you have updated your information.


“Thank You” Page



FEPAAS / *FOURTH ESTATE PERSONNEL ACCOUNTABILITY and ASSESSMENT SYSTEM*
DEFENSE LOGISTICS AGENCY (DLA)

Home My Info **Event** Reference Help

Logout



Accountability is complete.
Thank you for updating your contact info.
If you wish, you may logout now.

The following options are available to you now and whenever you login again:

1. Use the **My Info** tab to update your contact information, and to update other personal information.
2. Visit the **Home** tab for announcements and other up-to-date information.
3. Browse the **Reference Library** tab for helpful links and documents.

If you need immediate technical assistance, please contact the FEPAAS Helpdesk at
1-866-946-9183, 619-553-8167/DSN 661-7800.