## Defense Personal Property System (DPS)

1) DPS is the new web-based program that will help military personnel and DOD civilians better manage their permanent-change-of station move. Personnel can use DPS to communicate directly with their moving company from home or office.

## 2) Where do I start?

- Visit <u>www.move.mil</u> and create you DPS account
- Click <u>Login To DPS</u> then click <u>Register DPS Account (DOD Customer)</u>
- Fill out the application and submit it for a password. Your username is your social security number (It currently takes about 30 minutes to activate your username and password).
  - You will receive your password via e-mail
- Go to <u>www.move.mil</u> and click DOD Customer to read "Preparing For Your move" and "Personal Property Counseling".
- Once you have your password go back to <a href="www.move.mil">www.move.mil</a> and log into <a href="www.move.mil">"Login To DPS</a>. This will take you <a href="https://eta.sddc.army.mil/ETASSOPortal/Default.aspx">https://eta.sddc.army.mil/ETASSOPortal/Default.aspx</a>, Login with your SSN# and password, and then check the consent block.
  - On left side of your screen click on <u>Personal Property</u> then <u>Defense</u> <u>Personal Property System (DPS)</u> (Make sure your Pop-Up Blocker is off)

NOTE: Prior to starting self counseling (if your move qualifies you), please contact your Personal Property Office for guidance.

- Once you are into the system go to "Self Counseling" and start the process.
- 3) If you have any questions, please contact us at 485-7270/8840.
- 4) Follow the below step by step instruction to establish your DPS account.