



Logging into OBMS (All Users)

All users log into the OBMS application through the Identity Management (IdM) portal.

These procedures assume the user has already obtained IdM and OBMS accounts using the procedures within the IdM Portal User Guide, available at <http://www.dss.mil/diss/idm.html>.

Log in to OBMS

1. In the URL box, enter: **https://obms.dss.mil/obms**.
The DSS Portal Disclaimer window appears.
2. Click **I Accept**.
The IdM Portal window appears.
3. Click **CAC/ECA Login**.
If the user has recently selected a certificate and entered their PIN, the OBMS DoD Warning Banner page will appear; skip to Step 5.
4. (Conditional) Enter your CAC/ECA credentials.
 - a. Select a certificate.
 - b. Click **OK**.
 - c. When prompted, enter your PIN.
 - d. Click **OK**.

The OBMS DoD Warning Banner page will appear; continue to Step 5.
5. Click **Accept**.
If the user has been assigned multiple user roles (internal users only) or multiple CAGE Codes (Contractor Submitter role only), the user will be directed to select a user role or select a CAGE Code, respectively; otherwise, the OBMS Home Page content for the user role appears in the browser window.

Select a CAGE Code (Conditional)

The Please Select a CAGE Code screen appears if the user is a Contractor Submitter with multiple CAGE Codes assigned to their user account.

1. Select a CAGE Code from the drop-down menu.

Please select a CAGE Code:
Select
Submit

2. Click **Submit**.

The OBMS Home Page – Contractor Submitter content appears in the browser window.

Select a User Role (Conditional)

The Please Select a Role screen appears if the user is an internal user with multiple roles assigned to their user account.

1. Select a user role from the drop-down menu.

Please select a role:
Select
Submit

2. Click **Submit**.

The OBMS Home Page content appears for the selected user role.

Information on the OBMS Home Page and switching CAGE Codes or user roles after login can be found in the OBMS Home Page Orientation QRG.