# Request an Account: Common Access Card

DS Logon offers two types of accounts: basic and premium. A premium account may be established online using your Common Access Card (CAC). A premium account provides access to your personal information as well as numerous applications. See the quick guide entitled "DS Logon Overview" for a list of the applications that may be accessed using a DS Logon ID.

Please note that the appearance of the screens shown here may vary based on the manner in which DS Logon is accessed; the procedure, however, remains the same.

1 From the **DS Logon** tab, click the **CAC** tab. The **CAC** login screen appears.
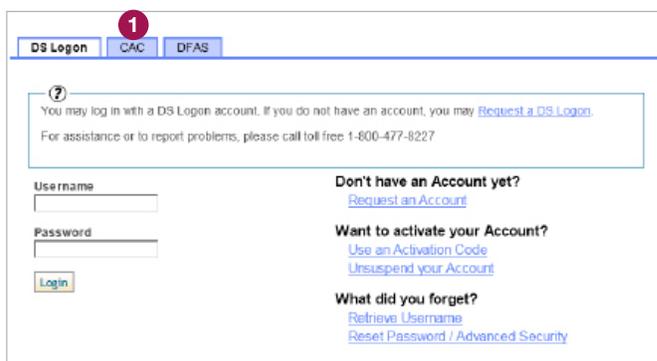
2 Click **Request an Account.** The **Registration Wizard** appears displaying the question **Do you have a Common Access Card (CAC) with accessible card reader?**
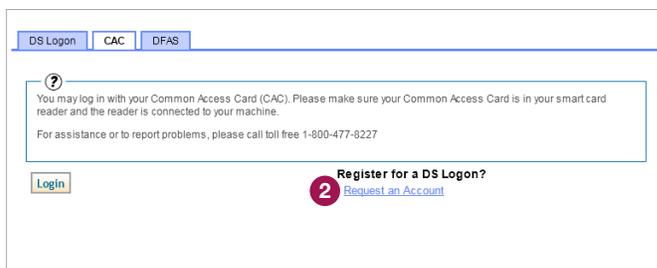

3 Click **Yes**.
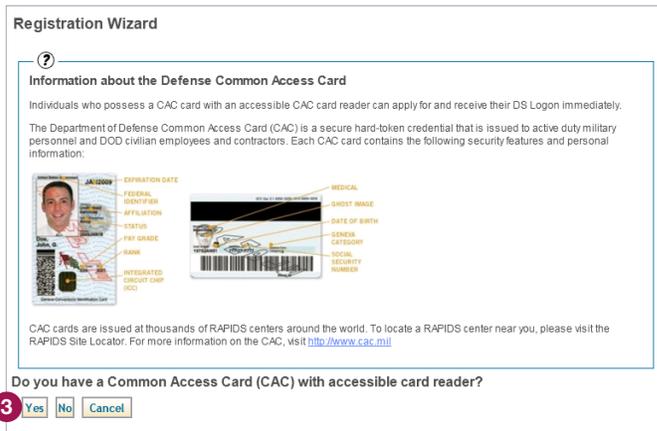
Request an Account: CAC

4 Click **Register**. The **Windows Security - Select a Certificate** pop-up window appears displaying a list of your certificates.

Registration Wizard

(?)

Sponsor's Common Access Card (CAC) Registration

As a Spouse or Eligible Dependent (18 or over), your military Sponsor is able to request a DS Logon on your behalf using their CAC card. Once your Sponsor has requested your account, an activation letter will be mailed within 5-12 business days with your activation PIN. Once received, activate your account online on this website. Upon activation, you will be prompted to choose a personalized password, select questions and answers from a list of challenge questions, and select an image that will be displayed for future logon attempts.

Please check the About DS Logon for more information.

Request a DS Logon with your CAC

Congratulations! With your DOD-issued CAC, you can acquire a DS Logon immediately.

4 [Register] [Back] [Cancel]

5 Click to highlight the appropriate certificate and then click **OK.** The **ActivClient Login** pop-up window appears.

Registration Wizard

Windows Security [X]

Select a Certificate

SMITH.JANE.L.119...
Issuer: DOD EMAIL CA-23
Valid From: 10/26/2011 to 09/23/2014
Click here to view certificate properties

SMITH.JANE.L.119...
Issuer: DOD CA-23
Valid From: 10/26/2011 to 09/23/2014

5 [OK] [Cancel]

[Register] [Back] [Cancel]

6 Enter your CAC **PIN** and click **OK.** The **Create Password** screen appears.

Registration Wizard

Sponsor's Common Access Card (CAC) Registration

ActivClient Login [?][X]

ActivIdentity
ActivClient

Please enter your PIN.

PIN   ******   **6**

[OK] [Cancel]

Request a DS Logon with

Congratulations! With your DOD-

[Register] [Back] [Canc]

7 Enter a new **Password** in the text box.

> (!) **TIP:** Passwords must be 9–20 characters and contain at least one uppercase letter, one lowercase letter, one special character, and one numeric character.

Create Password

(?)

Please create a password. The password will be required every time you access the system. Passwords must be reset at least once every 150 days and must be different from your previous passwords.

You will be given a username once the activation process is complete. Usernames are automatically generated and cannot be changed for security reasons.

Please check the About DS Logon for more information.

(!) Passwords must be 9-20 characters in length and contain the following:
1. At least one uppercase letter (e.g. 'A')
2. At least one lowercase letter (e.g. 'a')
3. At least one number (e.g. '2')
4. At least one of the following special characters: @_#!&$`%*+().,;~:)|?{>=<

Password
[   ] **7**

8 Re-enter your password in the **Confirm Password** text box.

Confirm Password
[   ] **8**

9 [Next] [Cancel]

9 Click **Next.** The **Select Challenge Questions** appear.
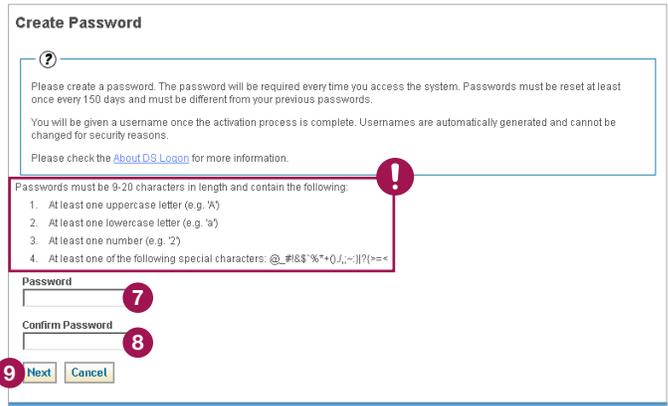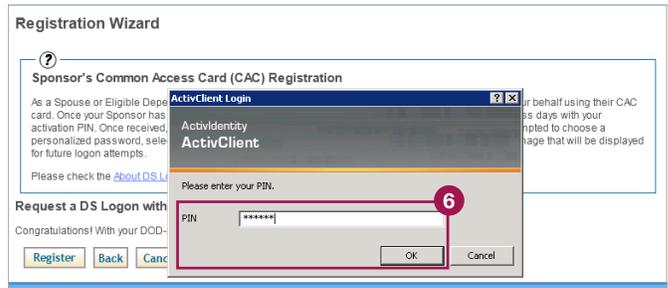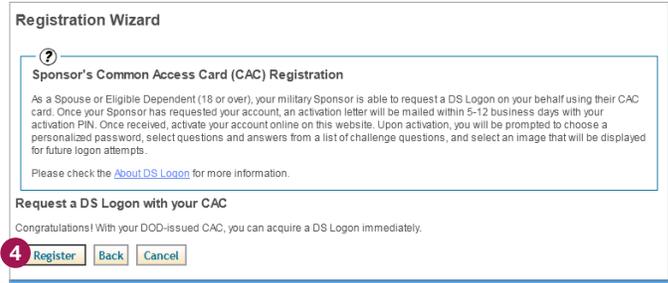
Request an Account: CAC

10 Answer at least five challenge questions.

11 Click **Next.** The **Select Personal Image** screen appears.

12 Click the radio button underneath the image you wish to have associated with your account.

13 Enter in the text box a **Personal Image Phrase** that will appear, along with your chosen image, when you log in to your account.

14 Click **Next.** The **Confirmation Activation** screen appears.

Request an Account: CAC

15 After reviewing your information to ensure its accuracy, click **Activate My Account.** The **Activation Successful** screen appears displaying your username.

> **(!)** *TIP:* Click **Change** to edit your information in a particular section.

16 Click **Finish.**

Note: Your username, along with the password you created, will enable you to log in to DS Logon-supported sites.

Confirm Activation

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Please ensure the following information is correct.

Please check the About DS Logon for more information.

DS Logon Password Valid (Change) **(!)**

Challenge Questions (Change)

What was the name of your first pet?

What school did you attend for kindergarten?

In what hospital were you born?

What was the make (Chevy, Ford, Honda, etc.) of you first car?

In what year was your mother born?

Personal Image (Change)

15 Activate My Account   Cancel

Activation Successful

(?)

Below is the username for your account. You will need both the username and password to log in.

Please check the About DS Logon for more information.

Your Username: jane.smith

Would you like to upgrade your account now?

Upgrade Account   Finish **16**