How-to Guide to Access and Initiate Your eForm through milConnect

**Step 1.** Go to https://milconnect-pki.dmdc.osd.mil/milconnect/

Then click the green ‘Sign In’ button in the upper right corner.

**Step 2.** Select a log-in. There are 3 options. If you use the CAC option, select the **NON-EMAIL** certificate, otherwise it will delay the log-in process.

There will be a consent screen that you will need to review before selecting the ‘ok’ button.
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**Step 3.** Once signed in, select the ‘Correspondence/Documentation’ drop down menu.

Click ‘DoD Transition Assistance Program (DoDTAP)’.

*Note: This is your dashboard. Here you will be able to access your Transition and VMET documents.*
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Step 4. To initiate your eForm, click ‘Initialize Pre-Separation Counseling’ button. If you have already initiated your eForm, click on the ‘eForm’ short link under Transition Documents Reported For Me.

Note: This is what the eForm will look like. In this current phase, Pre-Separation, there are 3 sections.

1. Service Members Personal Information
2. Pre-Separation/Transition Counseling
3. Signatures and Remarks