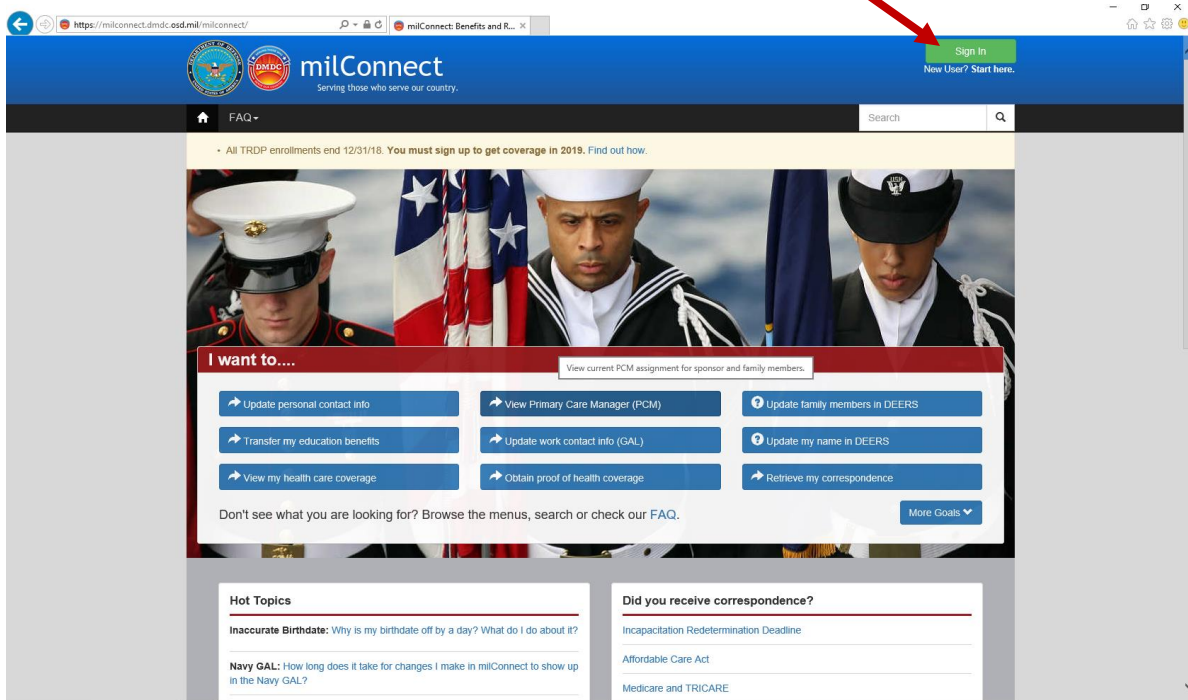


# How-to Guide to Access and Initiate Your eForm through milConnect

**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.

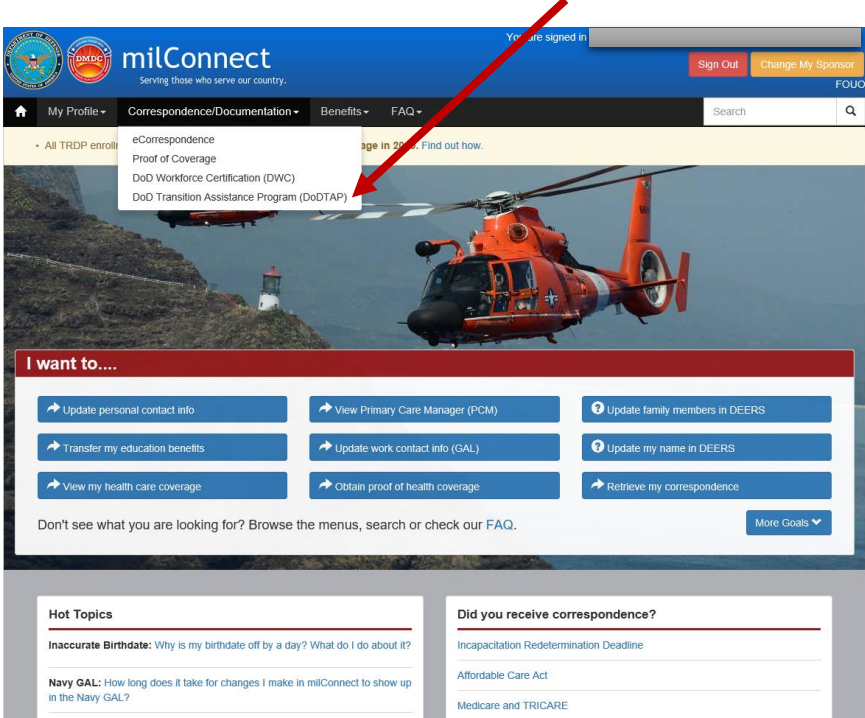
There will be a consent screen that you will need to review before selecting the 'ok' button.

A screenshot of the milConnect login page. The header is blue with the milConnect logo and tagline. Below the header is a black bar with a yellow 'Help Center' button and a user profile icon. The main content area is divided into three columns. The first column is 'DS LOGON' with a 'Department of Defense Self-Service' sub-header, input fields for 'DS Logon Username' and 'DS Logon Password', links for 'Forgot DS Logon Username?' and 'Forgot DS Logon Password?', and a 'Login' button. The second column is 'CAC' with a 'Common Access Card' sub-header, an image of a sample CAC, a red circle around the text 'Do NOT select the DoD EMAIL-CA-XX certificate if prompted for a certificate.', and a 'Login' button. The third column is 'DFAS myPay Password' with a 'Defense Finance and Accounting Service' sub-header, input fields for 'MyPay Login Id' and 'MyPay Password', links for 'Forgot DFAS MyPay Login Id?' and 'Forgot DFAS MyPay Password?', and a 'Login' button. At the bottom, there is a 'More DS Logon Options' button and a 'Phishing Alert' box with a warning icon and text.

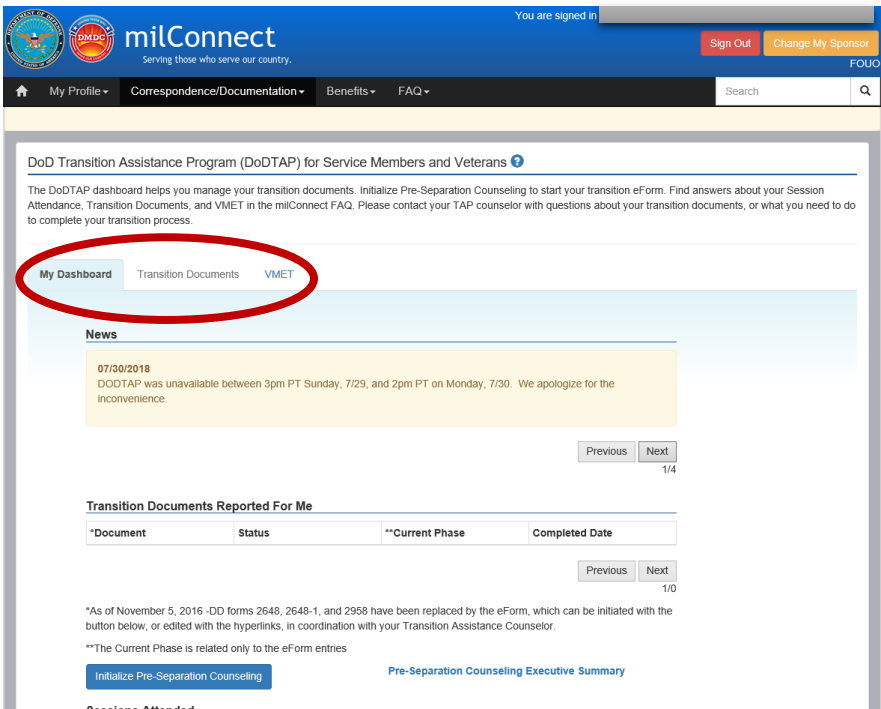
# How-to Guide to Access and Initiate Your eForm through milConnect

**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.



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

**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**.

Click here to **ACCESS**

Click here to **INITIATE**

DoD Transition Assistance Program (DoDTAP) for Service Members and Veterans

The DoDTAP dashboard helps you manage your transition documents. Initialize Pre-Separation Counseling to start your transition eForm. Find answers about your Session Attendance, Transition Documents, and VMET in the milConnect FAQ. Please contact your TAP counselor with questions about your transition documents, or what you need to do to complete your transition process.

My Dashboard

Transition Documents

VMET

News

07/30/2018  
DoDTAP was unavailable between 3pm PT Sunday, 7/29, and 2pm PT on Monday, 7/30. We apologize for the inconvenience.

Previous

Next

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Transition Documents Reported For Me

*Document	Status	**Current Phase	Completed Date
<a href="#">eForm</a>	In Progress	Pre-Separation Counseling	

Previous

Next

1/1

\*As of November 5, 2016 -DD forms 2648, 2648-1, and 2958 have been replaced by the eForm, which can be initiated with the button below, or edited with the hyperlinks, in coordination with your Transition Assistance Counselor.

\*\*The Current Phase is related only to the eForm entries

Initialize Pre-Separation Counseling

Pre-Separation Counseling Executive Summary

Sessions Attended

Session	Completed Date	Military Installation
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Previous

Next

**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

DoD Transition Assistance Program (DoDTAP) for Service Members and Veterans

The DoDTAP dashboard helps you manage your transition documents. Initialize Pre-Separation Counseling to start your transition eForm. Find answers about your Session Attendance, Transition Documents, and VMET in the milConnect FAQ. Please contact your TAP counselor with questions about your transition documents, or what you need to do to complete your transition process.

My Dashboard

Transition Documents

VMET

Transition Assistance eForm (eForm) -- Data Entry

All sections and data fields of this eForm shall be completed for compliance with all applicable statutory requirements of Chapter 58, Title 10 U.S. Code and DoD policies as prescribed in DoD Instruction 1332.35

Phase: Pre-Separation Counseling

Created: 2018/08/03

Last Updated:

Print

Save

Close

If your personal information is incorrect, you must contact your servicing Personnel Office.

You must save this eForm without errors in order to sign it.

I. Service Member Personal Information

II. Pre-Separation/Transition Counseling, Pre-Separation/Transition Counseling Needs Assessment, Review and Verification

III. Signatures and Remarks