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

**Step 1.** Go to [https://milconnect-pki.dmdc.osd.mil/milconnect/](https://milconnect-pki.dmdc.osd.mil/milconnect/)

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

**Step 2.** Select a log-in. There are 3 options. If you use the CAC option, select the **NON-EMAIL** certificate, if you don’t it will delay the log-in process.

There will be a consent screen that you will need to review and then select 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.
**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**