

myFSS

AF / SF USID Online Renewal Tip Sheet

The following information is subject to change with little to no notice during the Pilot, February 24, 2023, through September 30, 2024.

Important Notices: DS Logon users <https://myaccess.dmdc.osd.mil/identitymanagement/app/login> and CAC holders can participate in the Pilot program!

Retired members (sponsors) who are not a CAC holder (i.e., currently employed as a civilian servant or contractor) are now able to activate their dependent family member USID in the mail using their DS Logon at <https://myaccess.dmdc.osd.mil/identitymanagement/app/login>.

Additionally, during the Pilot, members (sponsors) having a CAC must weigh their options regarding the use of USID online renewal (on behalf of their family member) against visiting a RAPIDS ID Card Office in person to have their family member issued an ID card. Factors to consider are: Permanent Change of Station (PCS), Reenlistment or Extension, Promotion, Retirement or other life events reported to the DEERS program.

STEPS:

1. CAC holder (sponsor) logs on to ID Card Office Online (IDCO) website <https://idco.dmdc.osd.mil/idco/#/>.
2. CAC holder looks for the "Family ID Cards," and "Renew Family Member ID Card," and selects "Continue."
3. Screen/page advances and sponsor selects "CAC," and "Login."
4. Screen/page advances to "Verify Contact Information," verifying email and phone number are correct, and CAC holder selects "Continue."
5. Screen/page advances to "Authentication," CAC holder selects "Continue."
6. Screen/page advances to displaying "Residential Address" or "Mailing Address", and provides CAC holder options to select "Yes, ship the USID card to the above Residential Address (or mailing address);" or "No, I will visit a RAPIDS ID Card Office to obtain the ID Card. **Note:** Selecting "No" option requires person to physically visit ID card office and have their photo taken and ID card issued in person by appointment or walk-in service!
7. Screen/page advances and CAC holder is provided the following information: "The ID card is eligible to be printed and shipped directly to the cardholder (US addresses only; PO boxes not allowed..." "This process may take up to 30 days for receipt of card. Indicate your preference."
 - a. "Yes, ship the USID card to the above Residential (or mailing address);" or
 - b. "No, I will visit a RAPIDS ID card Office to obtain the ID Card.
 - c. Select drop-down menu reason for renewing ID card.
8. Screen/page advances and CAC holder (sponsor) is provided the following information: "The ID Card is eligible to be printed and shipped directly to the cardholder (US addresses only; PO boxes not allowed). No visit would be required to a RAPIDS ID Card Office. This process may take up to 30 days for receipt of card. Indicate your preference:"
 - a. "Yes, ship the USID card to the above Residential Address (or mailing address);" or

- b. "No, I will visit a RAPIDS ID Card Office to obtain the ID Card." **Note:** Selecting "No" option requires person to physically visit ID card office and have their photo taken and ID card issued in person by appointment of walk-in service!
- 9. Screen/page advances and CAC holder reads Privacy Act Statement and selects "Agree," or "Cancel."
- 10. Screen/page advances and CAC holder reads penalty for presenting false claims or making false statements..." followed with "Acknowledgment," and two selection options:
 - a. "I Agree. The above information is correct;" or
 - b. "I Do Not Agree." The above information is incorrect," with an option to select "Cancel."
- 11. Screen/page advances to "Confirmation," with the DD Form 1172-2 successfully generated.
 - a. "Display Form," and "Submit Card Request" options are provided to CAC holder.
 - b. DD Form 1172-2 is provided with digital signature from the CAC holder for saving a copy or printing.