Step 1: From the HKO Homepage, click on “MyBiz/My Workplace” link or type https://compo.dcpds.cpms.osd.mil/ in Internet Explorer “Search Bar”.

Step 2: From the MyBiz+ homepage, under “Key Services”, click on “Update Contact Information”.
Step 3: A drop down window will open, select “Work Email” and click on “Update”.

Step 4: Click on the “Edit” button, in the “Work Email Address” field, please update Technician (T32)/Employee (T5) email address from respective “mail.mil” email address to respective “army.mil” email address.
Step 5: When completed updating to “army.mil” email address, click on “Update” button.

Step 6: Verify that email address has been updated then, click on “Home”.