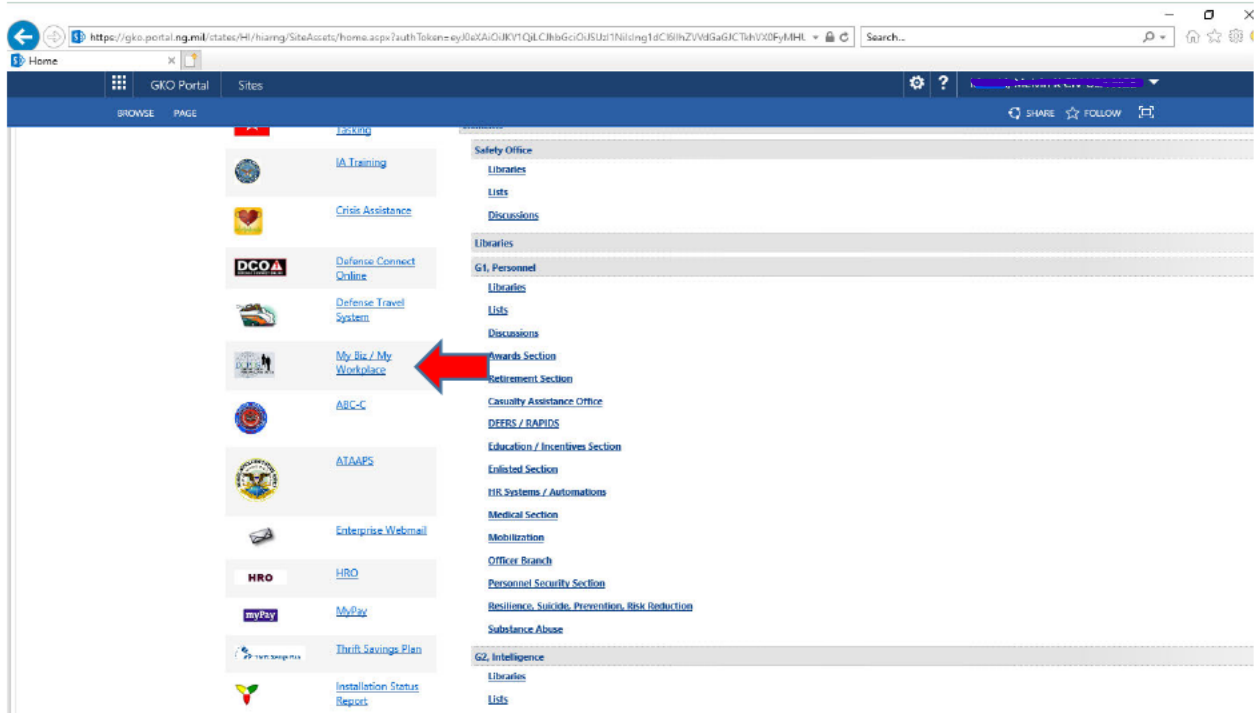
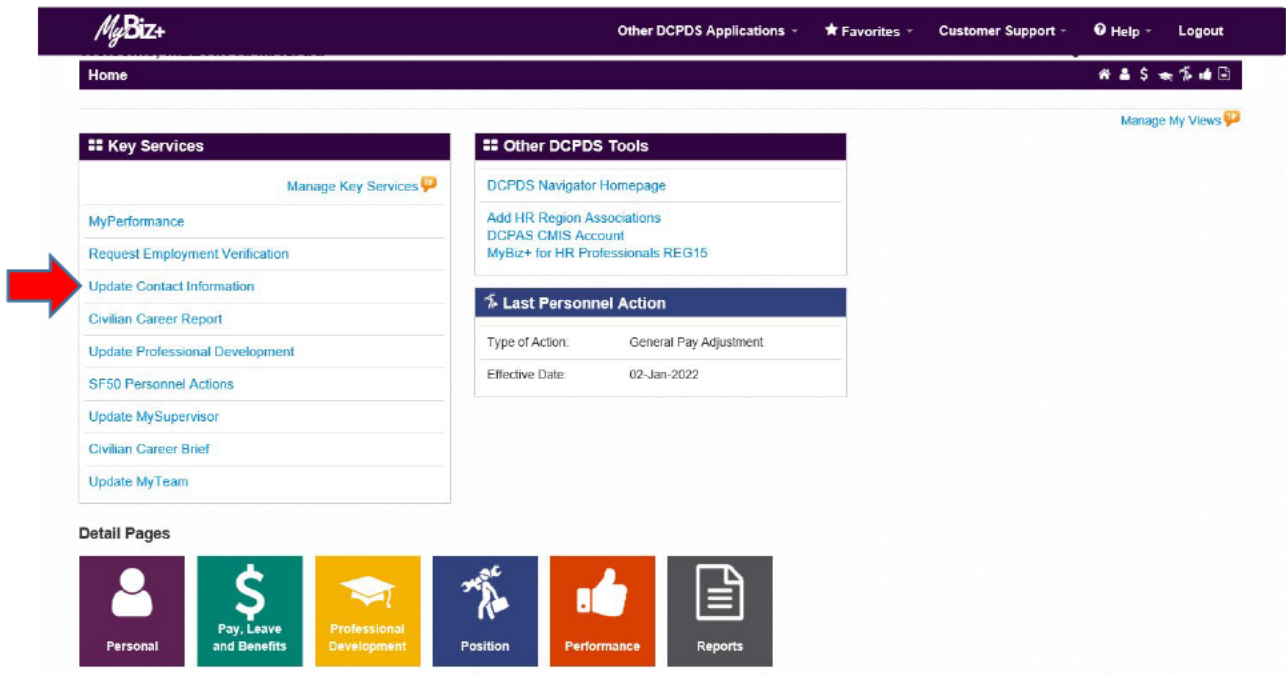


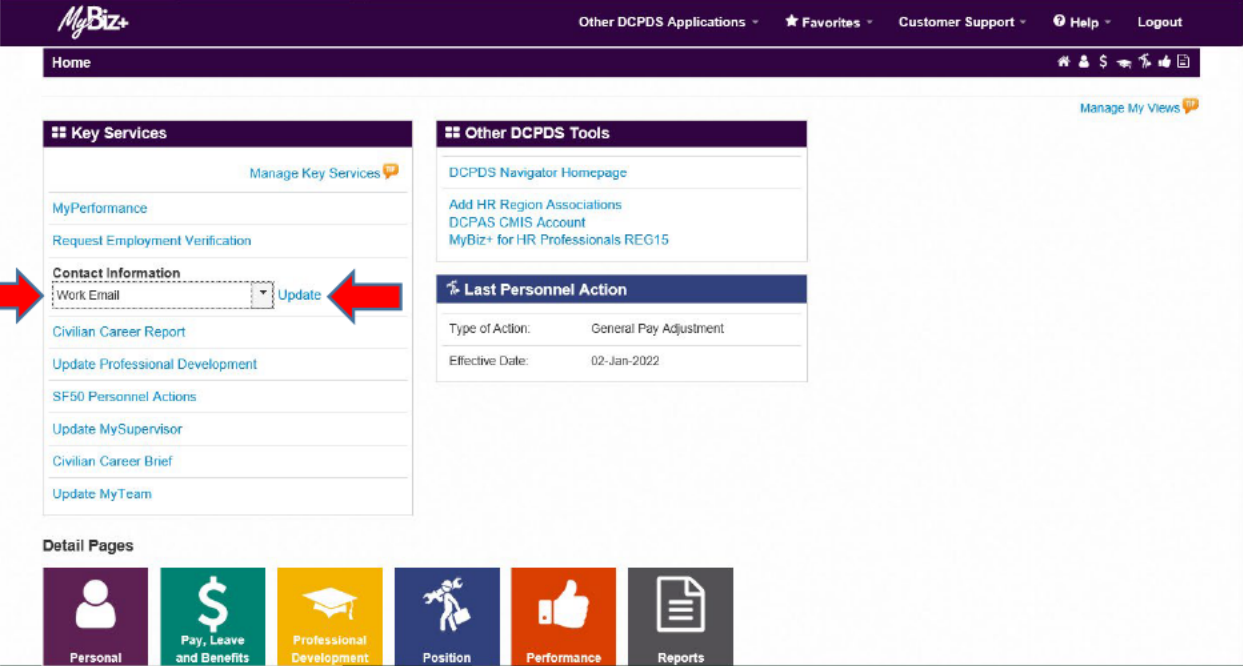
Step 1: From the HKO Homepage, click on “My_Biz/My_Workplace” link or type <https://compo.dcpds.cpms.osd.mil/> in Internet Explorer “Search Bar”.



Step 2: From the MyBiz+ homepage, under “Key Services”, click on “Update Contact Information”.

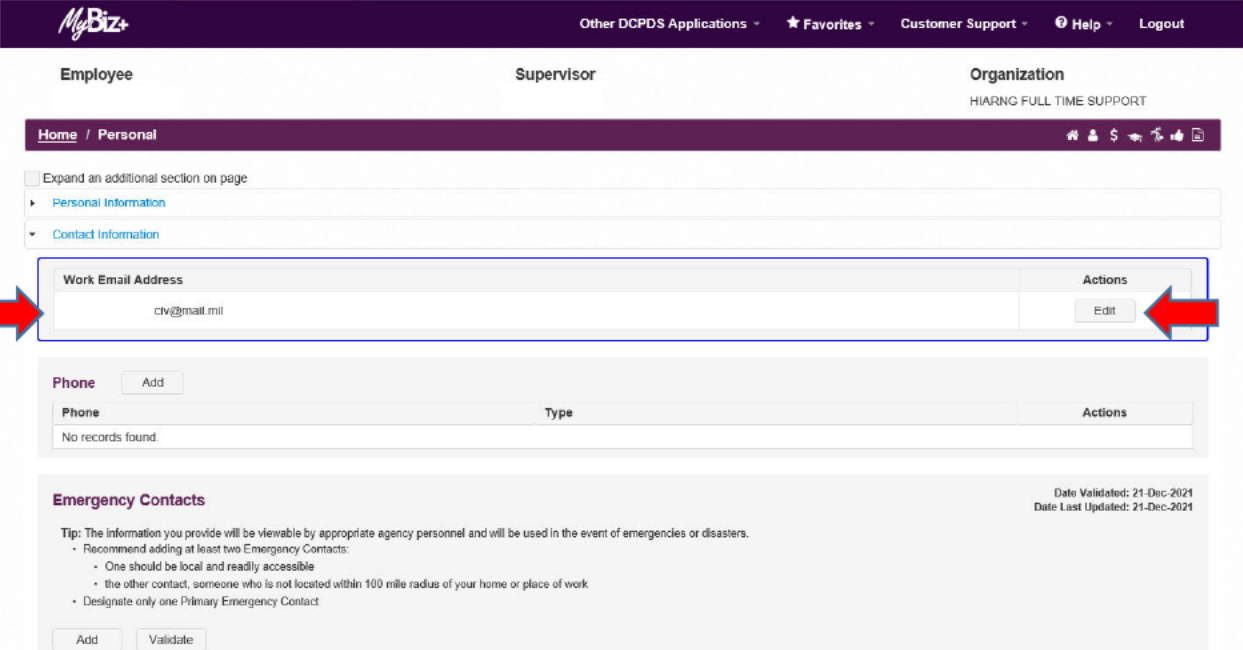


Step 3: A drop down window will open, select “Work Email” and click on “Update”.



The screenshot shows the MyBiz+ interface. At the top, there is a navigation bar with the MyBiz+ logo, "Other DCPDS Applications", "Favorites", "Customer Support", "Help", and "Logout". Below this is a "Home" breadcrumb and a "Manage My Views" link. The main content area is divided into two columns. The left column, titled "Key Services", contains a "Manage Key Services" link and a list of services: MyPerformance, Request Employment Verification, Contact Information, Civilian Career Report, Update Professional Development, SF50 Personnel Actions, Update MySupervisor, Civilian Career Brief, and Update MyTeam. The "Contact Information" service is highlighted with a red arrow pointing to it. A dropdown menu is open for "Contact Information", showing "Work Email" selected, with another red arrow pointing to the "Update" button next to it. The right column, titled "Other DCPDS Tools", contains links for "DCPDS Navigator Homepage", "Add HR Region Associations", "DCPAS CMIS Account", and "MyBiz+ for HR Professionals REG15". Below this is a "Last Personnel Action" section showing "Type of Action: General Pay Adjustment" and "Effective Date: 02-Jan-2022". At the bottom, there is a "Detail Pages" section with icons for Personal, Pay, Leave and Benefits, Professional Development, Position, Performance, and Reports.

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.



The screenshot shows the MyBiz+ interface for an Employee's Personal Information. At the top, there is a navigation bar with the MyBiz+ logo, "Other DCPDS Applications", "Favorites", "Customer Support", "Help", and "Logout". Below this is a breadcrumb "Home / Personal" and a "Manage My Views" link. The main content area is divided into three columns: Employee, Supervisor, and Organization. The "Employee" column is active, showing "HIARING FULL TIME SUPPORT". Below this is a "Personal Information" section with a "Contact Information" sub-section. The "Work Email Address" field is highlighted with a red arrow pointing to it. The field contains the email address "civ@mail.mil". To the right of the field is an "Actions" column with an "Edit" button, also highlighted with a red arrow. Below the "Work Email Address" field is a "Phone" section with an "Add" button and a table with columns "Phone", "Type", and "Actions". The table is currently empty, showing "No records found". At the bottom, there is an "Emergency Contacts" section with a "Tip" and a list of instructions: "Recommend adding at least two Emergency Contacts", "One should be local and readily accessible", "the other contact, someone who is not located within 100 mile radius of your home or place of work", and "Designate only one Primary Emergency Contact". There are "Add" and "Validate" buttons at the bottom of this section. The date "Date Validated: 21-Dec-2021" and "Date Last Updated: 21-Dec-2021" are shown in the top right corner of the Emergency Contacts section.

Step 5: When completed updating to “army.mil” email address, click on “Update” button.

The screenshot shows the MyBiz+ interface with the 'Personal' section expanded to 'Contact Information'. The 'Work Email Address' field contains 'civ@army.mil' and has an 'Update' button highlighted with a red arrow. A tooltip message reads: 'Work Email Address must contain one "@" and at least one "." For example: john.doe@email.mil'. Below this is a 'Phone' section with an 'Add' button and an empty table. The 'Emergency Contacts' section includes a tip and a 'Validate' button.

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

The screenshot shows the MyBiz+ interface with the 'Home' button highlighted by a red arrow. The 'Work Email Address' field now displays 'civ@army.mil' and has an 'Edit' button. The rest of the interface, including the 'Phone' and 'Emergency Contacts' sections, remains the same as in Step 5.