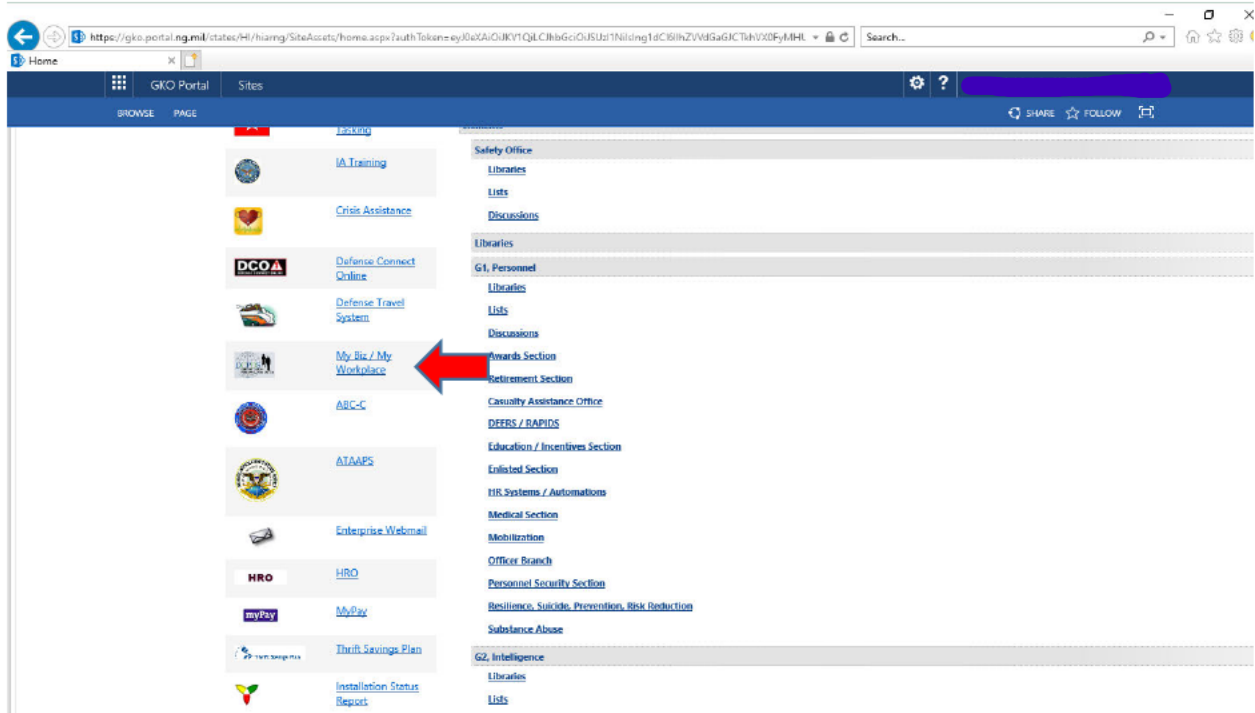
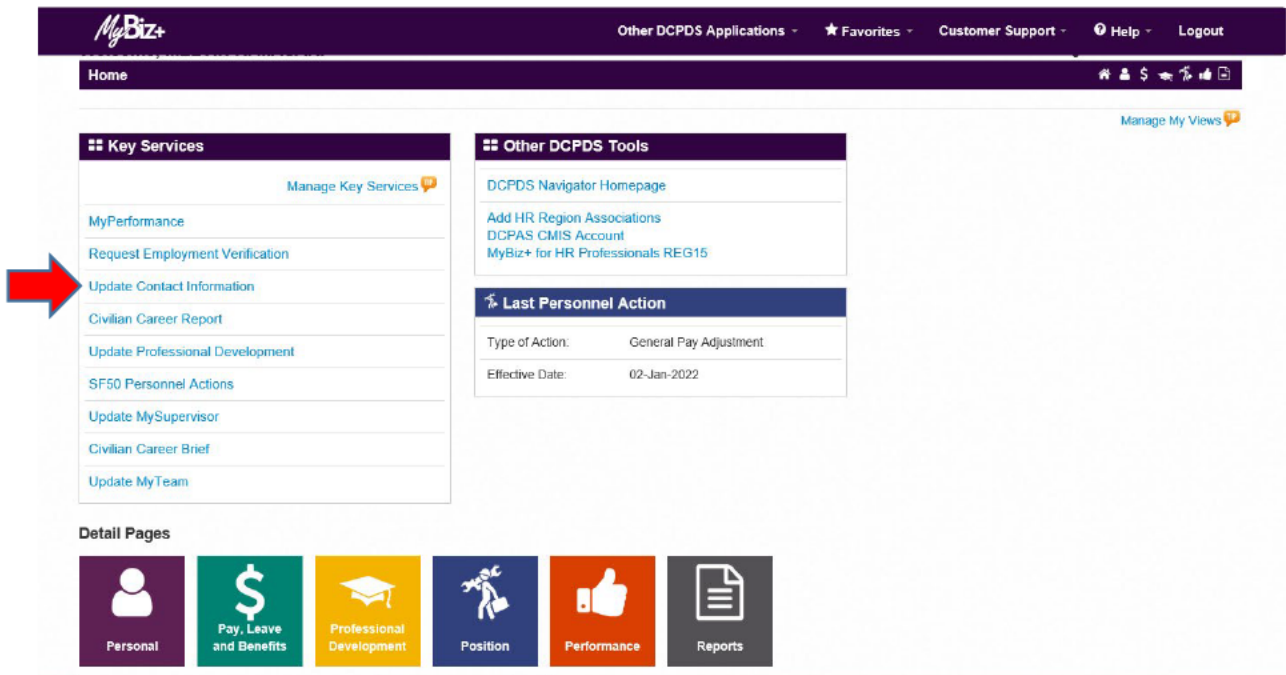


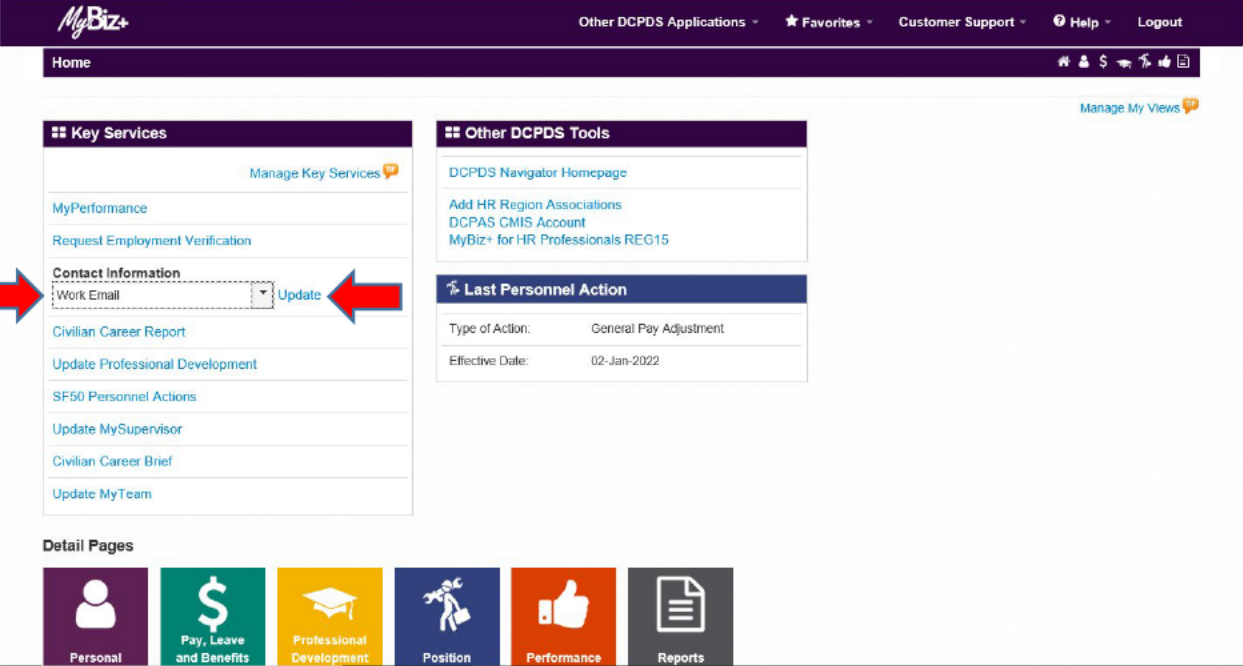
Step 1: From the HKO Homepage, click on “My_Biz/My_Workplace” link or type <https://compo.dcpds.cpms.osd.mil/> in Internet Explorer “Search Bar”.



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

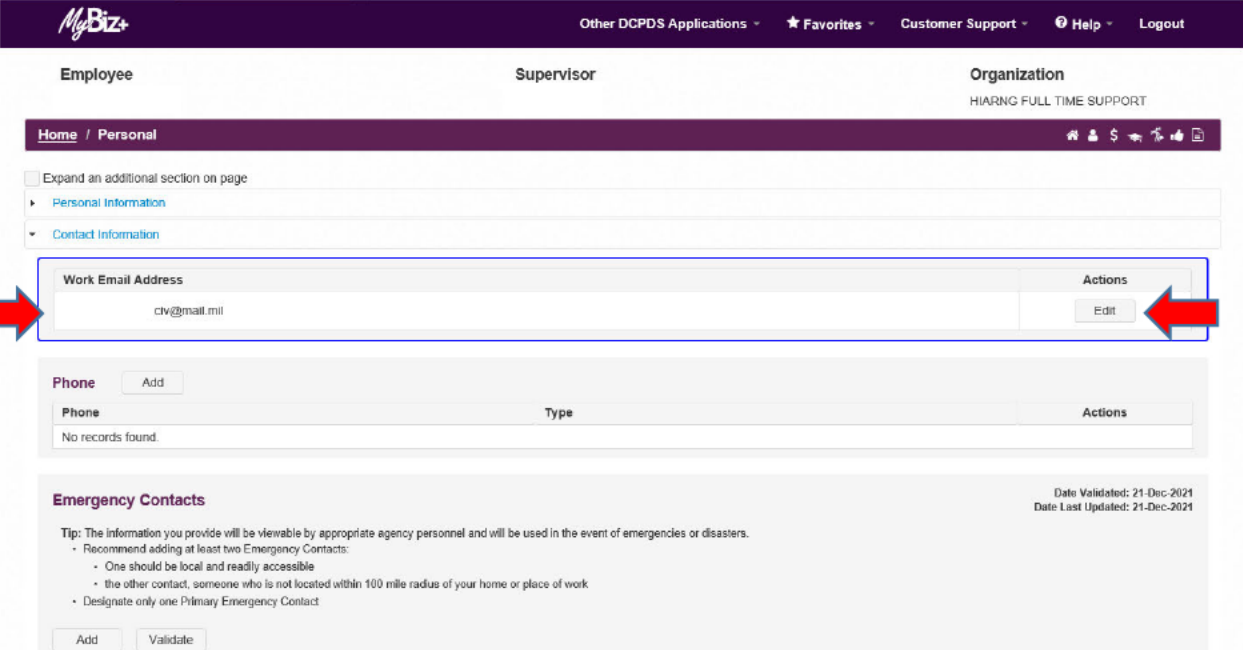


Step 3: A drop down window will open, select “Work Email” and click on “Update”.



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 page. The top navigation bar is the same as in Step 3. Below it, there are tabs for "Employee", "Supervisor", and "Organization". The "Employee" tab is selected, and the page title is "HIARNG FULL TIME SUPPORT". The breadcrumb is "Home / Personal". There is a checkbox to "Expand an additional section on page". The "Personal Information" section is expanded, showing "Contact Information". The "Work Email Address" field is highlighted with a blue border and contains the text "civ@mail.mil". To the right of this field is an "Actions" column with an "Edit" button, which is highlighted with a red arrow. Below this 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. The tip states: "Tip: The information you provide will be viewable by appropriate agency personnel and will be used in the event of emergencies or disasters." The instructions are: "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 validated is "21-Dec-2021" and the date last updated is "21-Dec-2021".

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 list of instructions, with 'Add' and 'Validate' buttons at the bottom.

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

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