

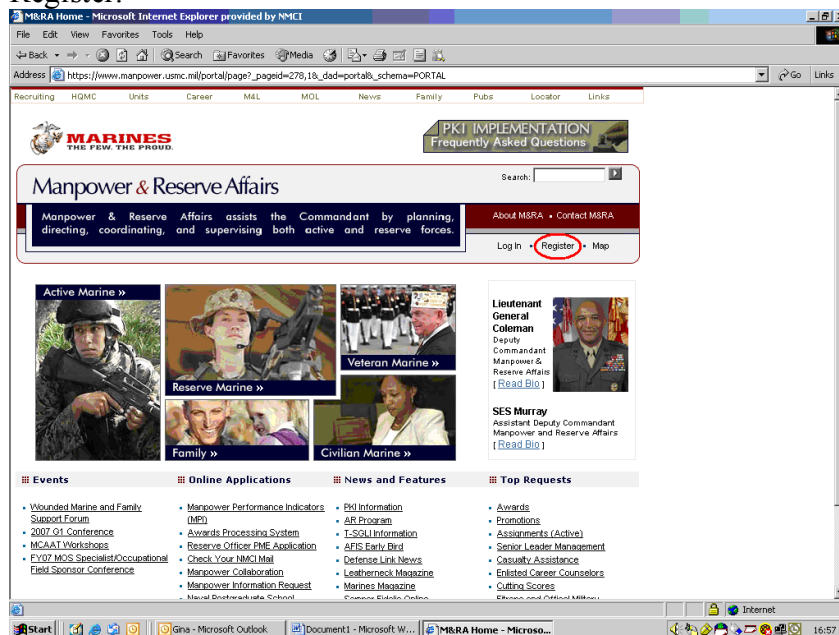
THIS IS WHAT THE MARINE DOES

REQUESTING ACCESS FOR A PORTAL ACOUNT TO ACCESS PALS

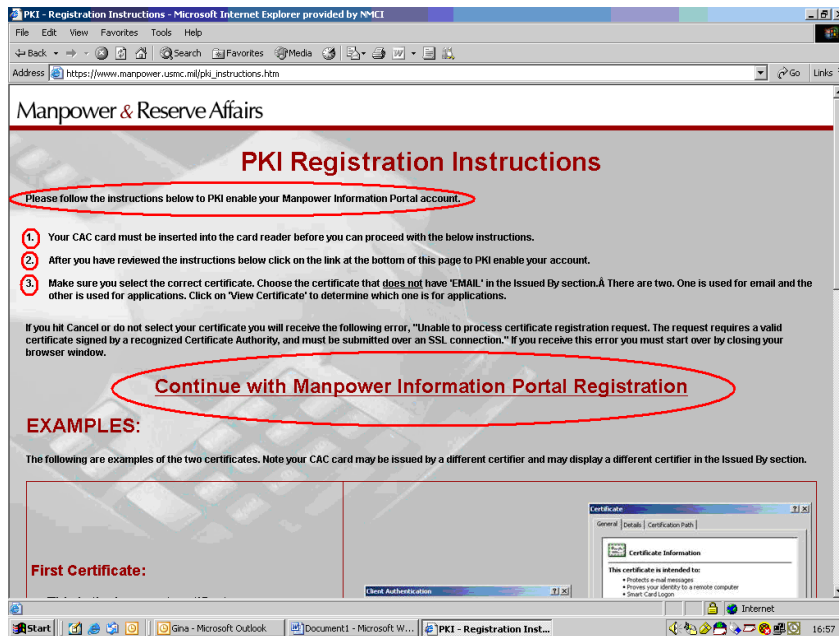
1. When establishing your MAPS account you will first need to apply for an M&RA Portal account. You can do this by going to the following website (<https://www.manpower.usmc.mil>) where you should see the web page below. Following the step-by-step instructions below.

Note: This is a step-by-step for the person requesting access via their CAC Card, which is the only way to access PALS now. The Postal Chief will need to set them up an account on MAPS before they continue with the below steps.

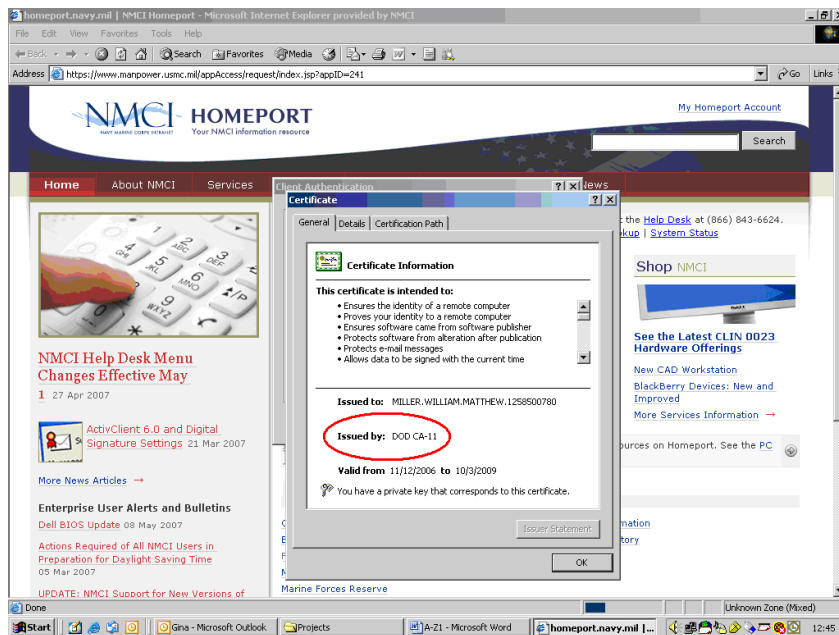
- a. Have your ID card (CAC card) inserted into the Card reader.
- b. In Manpower & Reserve Affairs home page you will select the link titled “Register.”

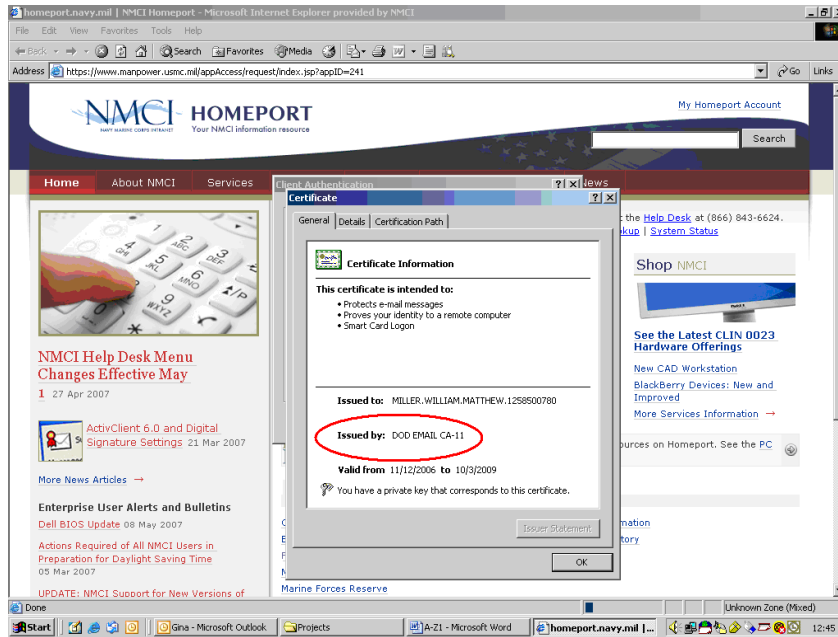


- c. After selecting “Register,” you will be directed to “PKI Registration Instructions.” Here you will see, circled in red, at the top it says “Please follow the Instructions below to PKI enable your Manpower Information account.” Follow these instructions completely so there is little problem with registering your CAC Card to the Manpower Information Portal.
- d. After you have made sure all three steps have been followed **CORRECTLY** go ahead and select “Continue with Manpower Information Portal Registration.”

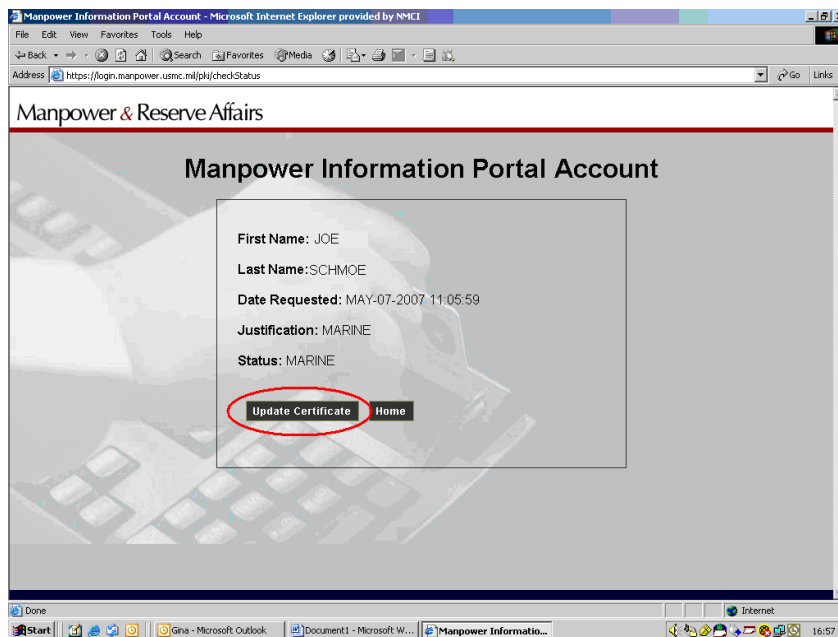


- e. Once they have completed that, the following “Client Authentication” window will appear and ask you to choose your certificates. If you highlight your certificate and choose “View certificates the following screen will appear. If in the “Issued By” space it says “DOD EMAIL” that is the wrong certificate. Click okay and that will close the box. Now you can highlight the other certificate and click view certificate. Here it should say “DOD CA.” If so click okay and make sure it is still highlighted and select okay again.



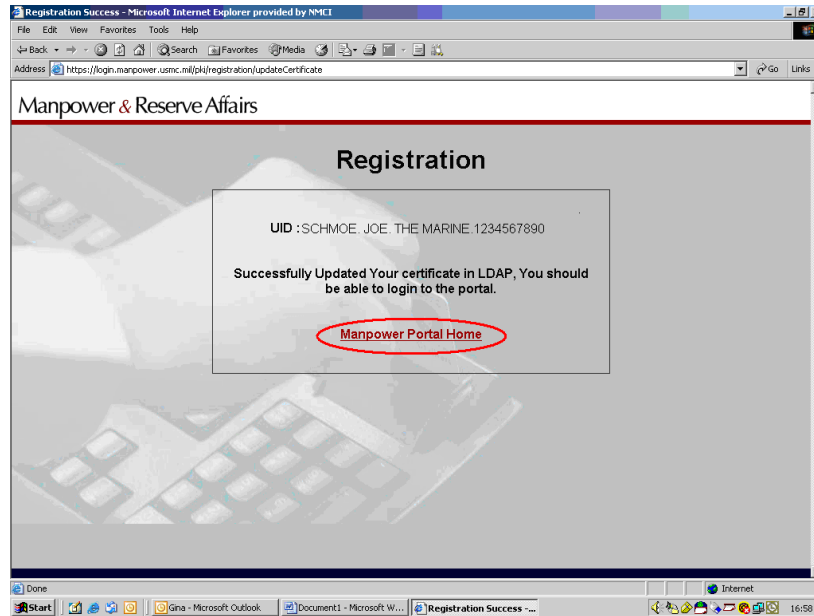


- f. In the next screen you will see your information on the screen. Make sure this information is correct. When you have confirmed that you have the correct information go ahead and select “Update Certificate.”



- g. After you have selected “Update Certificate,” you will be brought to the “Registration,” screen (Image below). Now your PKI information has been registered.

- h. Once you have registered your PKI, select “Manpower Portal Home.” You will be brought back to the home page for Manpower & Reserve Affairs.



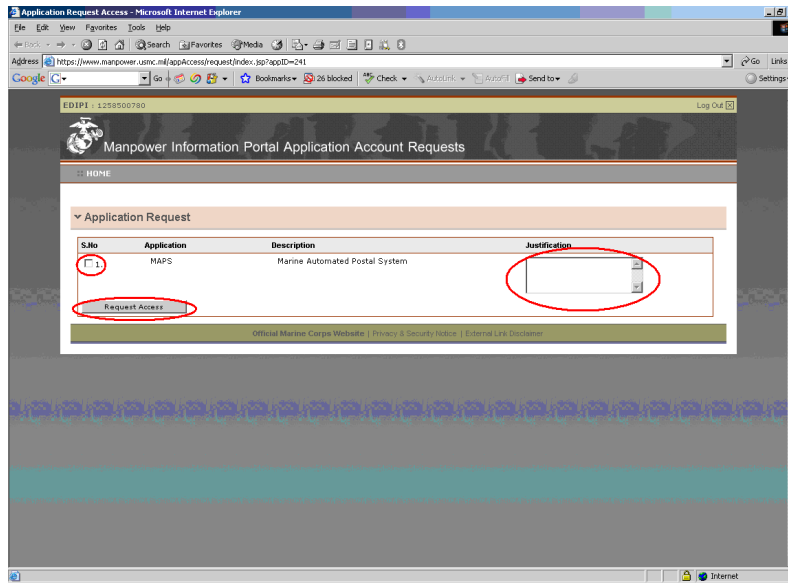
- i. At the homepage, you will need to log into the M&RA website before submitting a Portal Request.



2. Once the Marine is logged in with their CAC card inserted, they will go to the following webpage:

<https://www.manpower.usmc.mil/appAccess/request/index.jsp?appID=241>

- a. In the next screen, there are three points of interest. The first step, you will need to click the box on the left under the column labeled “S.No”. Once you have done that, you will need to look to the right of the screen and you will notice a box titled “Justification.” Here the Marine requesting MAPS access will enter his unit/billet/Postal Chief name (Ex: 7th ESB/Mail Clerk/SSgt Heltebran or Postal/SSgt Heltebran). Once this is done, click the button located at the bottom left of the screen entitled “Request Access.”



3. An e-mail will be sent to MRP-3, the approving authority and they will approve or disapprove your account.
4. Once approved, you should be able to access PALS right away however please note, that this is not always the case, some times it can take a few hours to take effect.