

## Register a Sponsor From the 'Manage Sponsor/FMP Profile' Page (Training Guide #1)

Step 1: Login to NDRSI

Step 2: From the Main Page, click the [Manage Sponsor/FMP Profiles](#) link.

Step 3: Enter the Sponsor's SSN in the SSN text box  then click the  button.

Step 4: If the Sponsor **is registered**, the Sponsor's SSN and demographic information is displayed on the page. If the Sponsor **is not registered**, the only information that will be filled in is the Sponsor's SSN.

Sponsor Profile

This following demographic information is for the Sponsor. To manage Dependent accounts click: [Manage FMP\(s\)](#)

SSN: 00000000

Service Branch: Marine Corps

Last Name: TEST \*\*

First Name: Account \*\*

MI: [ ]

Race: Asian/Pacific Islander \*\*

DOB (mm/dd/yyyy): 1/1/1965 \*\*

Rank: E8

Duty Status: Recruit \*\*

Duty Station: Test Test

Gender:  Male  Female \*\*

Email: A

Phone: B

Address: C

City: D

State/Province: E

Zip/Postal Code: F

Country: G

H: [ ]

(\*) Required for registration  
(\*\*) Required for MERCase

For a Sponsor who **IS REGISTERED**, the demographic information **IS COMPLETE**.

For a Sponsor who is **NOT REGISTERED**, the demographic information **IS NOT COMPLETE**.

Sponsor Profile

This following demographic information is for the Sponsor. To manage Dependent accounts click: [Manage FMP\(s\)](#)

SSN: 159357258

Service Branch: [ ] \*Required

Last Name: [ ] \*\*

First Name: [ ] \*\*

MI: [ ]

Race: [ ] \*\*

DOB (mm/dd/yyyy): [ ] \*\*

Rank: [ ] \*Required

Duty Status: [ ] \*\*

Duty Station: [ ]

Gender:  Male  Female \*\*

Email: [ ]

Phone: [ ]

Address: [ ]

City: [ ]

State/Province: [ ]

Zip/Postal Code: [ ]

Country: [ ]

(\*) Required for registration  
(\*\*) Required for MERCase

The SSN was not found in the NDRSI database. Complete the Sponsor Profile above and click 'Submit' to create an account for this SSN in the NDRSI database.

Step 5: Complete the Sponsor Profile Page by performing the following actions.

a. Complete all of the demographic information known for the Sponsor.

Fields marked with **\*Required** must be completed.

Please Note: To complete a MER Case for the Sponsor, fields marked with two blue asterisks (\*\*) must be filled.

b. Click the  button to save the Sponsor's information.

c. The HIPAA notification will appear. After reading the notification, click  to close the window.



d. The following message should appear at the bottom of the page, if the save was successful.

This Sponsor's Profile has been saved. Click 'Close' to return to the the previous page.

e. Click  to return to the Main Page.

YOU HAVE SUCCESSFULLY REGISTERED A SPONSOR FROM THE 'MANAGE SPONSOR/FMP PROFILE' PAGE. **Well Done!**

Registering Sponsors from the  
'Manage Sponsor/FMP Profiles' Page

# **NDRSI** **Training Guide #1**



Navy and Marine Corps Public Health Center  
620 John Paul Jones Circle, Suite 1100  
Portsmouth, Virginia 23708-2103  
757.953.0938

<http://www-nmchc.med.navy.mil>