

Register an FMP for a Registered Sponsor from the 'Manage Sponsor/FMP Profile' Page (Training Guide #2)

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 and then click . The Sponsor **must be** registered before the Sponsor's FMP can be registered.

Step 4: The Sponsor Profile Page will display the Sponsor's demographic information. If the Sponsor's information is not displayed, then you must register the Sponsor before adding an FMP. Update or complete the Sponsor's information as needed.

Step 5: Click .

Step 6: The FMP Profile Page will open. FMPs associated with the Sponsor will be listed in the FMP Profile

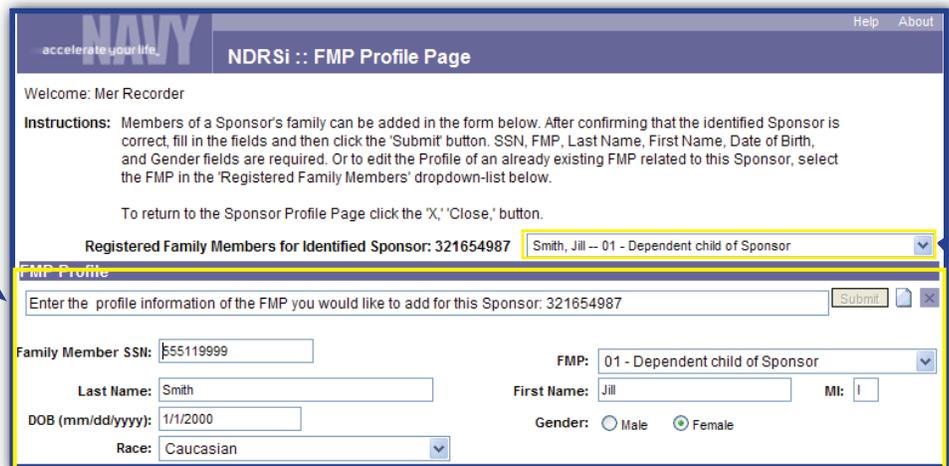


Select to register a new FMP for this Sponsor.

If no FMPs are associated with this Sponsor, will be selected by default.

Step 7: Complete the FMP Profile Page for the New Family Member (i.e., the unregistered FMP) by performing the following steps.

FILL IN THE PROFILE INFORMATION for the FMP you are adding. Then click the button.



The screenshot shows the "NDRSi :: FMP Profile Page" for a user named Mer Recorder. It includes instructions for adding family members and a form for entering profile information. The form fields are: "Registered Family Members for Identified Sponsor: 321654987" (dropdown), "FMP Profile" (dropdown), "Enter the profile information of the FMP you would like to add for this Sponsor: 321654987" (text), "Family Member SSN: 655119999", "Last Name: Smith", "DOB (mm/dd/yyyy): 1/1/2000", "Race: Caucasian", "FMP: 01 - Dependent child of Sponsor", "First Name: Jill", "MI: I", and "Gender: Male (radio), Female (radio)". A "Submit" button is visible.

a. Fill in all known demographic information.

*Please Note: You must fill in all of the fields marked with ***Required**.*

b. Click when you are finished filling in the information to complete the registration of the FMP. The following message will be displayed after you have saved successfully.

c. To register another FMP, select from the drop-down list and follow Steps **7a** and **7b**.

d. When you have finished adding FMPs, click to return to the Sponsor Profile Page.

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

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FMP Profiles' Page

Training Guide #2

NDRSI!



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