Instruction for EHA Access

Step 1

For new EHA Users, click "Create account" on the main page. If you have already registered, skip to Step 5.
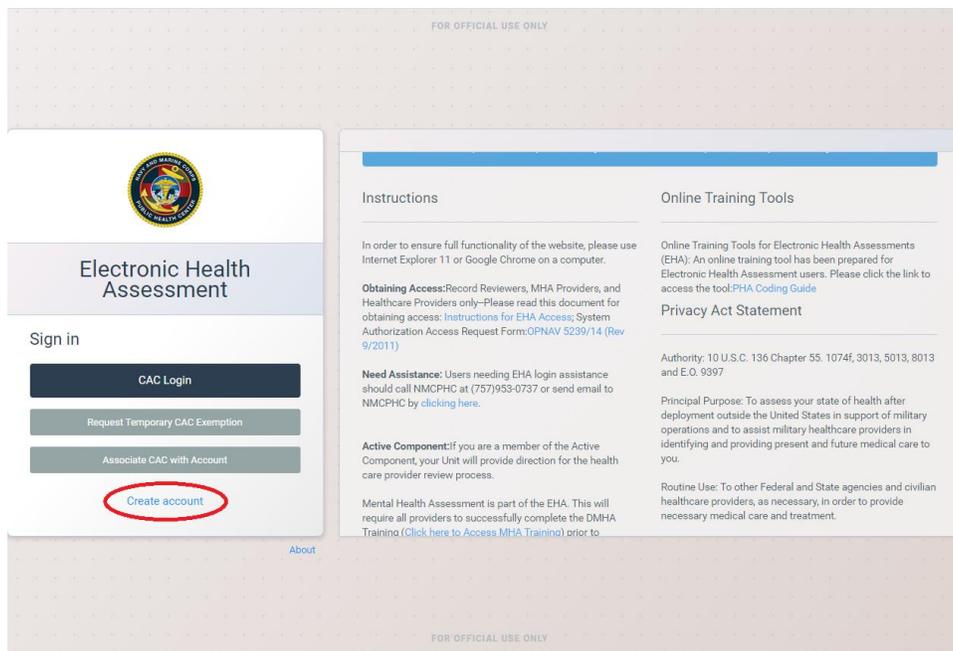
Step 2

Fill out the fields on the next page. If you do not know your DOD ID, you can locate your DOD ID on the back of your CAC.

NOTE: All fields except "Middle Name" are required.

Click "Submit" at the bottom to register account.

Step 3

Once your account is registered, you will have the option to be taken back to the home page or request a CAC exemption. If you have your CAC in the system, click "Return to Login." If you do not currently have access to a CAC reader, click "CAC Exemption Login."

Step 4

If you clicked "CAC Exemption Login," log in with your username, which is your DOD ID, and the password you just created.

If you clicked "Return to Login," click "Associate CAC with Account" and enter your username, which is your DOD ID, and the password you just created. You will now

Your Username is your DOD ID. Use the password and secret question and answer you created to associate your CAC. Only your User account will be accessible through your Username and password. All other roles are only accessible through your CAC.

Requesting access as a Record Reviewer, MHA Provider, or Provider

Step 1

Fill out your SAAR OPNAV 5239 form (available on login page). All blocks 1-17e are required. In block 11, indicate which role(s) you are requesting, your DOD ID, and training completion.

Blocks 17a-e must be signed by the Department Head or someone with By directional authority and not the requester.

Step 2

Complete the training for each role you would like access on the PHA homepage

Trainings are available on JKO

- Record Reviewer course number: DHA-US066.
- MHA Provider course number: DHA-US332.
- Health Care Provider course number: DHA-US066.
- Providers are also required to complete the MHA training at https://jkodirect.jten.mil/ course number US332. Clinical Psychologist or Licensed Clinical Social Worker are not required to complete the MHA training prior to requesting access.

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Step 3

Return SAAR form to:

usn.hampton-roads.navmcpubhlthcenpors.list.nmcphc-pha1@health.mil

Step 4

Once the request is approved, NMCPHC will email you confirmation of additional access.

Step 5

MHA roles will be automatically associated with the user role. However, EHDA roles will need to be linked to the user role. To associate roles, log in and select "Find EHDA Account" under current EDHA roles.

EHA Help Desk:

usn.hampton-roads.navmcpubhlthcenpors.list.nmcph
pha1@health.mil

Phone number 757 900 9050

DSN 312 377 0737

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