



## **Quick Reference Checklist: ESSENCE Registration**

- Register CAC with iAS
  - Registration:  
[https://sso.csd.disa.mil/amserver/UI/Login?org=cac\\_pki&authlevel=3&ecrs=true&goto=https://sso.csd.disa.mil/idm/mhs/CACRegistration.do](https://sso.csd.disa.mil/amserver/UI/Login?org=cac_pki&authlevel=3&ecrs=true&goto=https://sso.csd.disa.mil/idm/mhs/CACRegistration.do)
- Submit ESSENCE registration form
  - Registration:  
[https://sso.csd.disa.mil/amserver/UI/Login?org=cac\\_pki&authlevel=3&ecrs=true&goto=https://sso.csd.disa.mil/idm/mhs/ApplicationAccessRequest.do](https://sso.csd.disa.mil/amserver/UI/Login?org=cac_pki&authlevel=3&ecrs=true&goto=https://sso.csd.disa.mil/idm/mhs/ApplicationAccessRequest.do)
  - Copy/paste list of DMIS IDs for NEPMU AORs (on NMCPHC SharePoint): [http://nmcpeh-intranet/PrevMed/Shared%20Documents/ESSENCE/NEPMU%20AOR%20DMIS%20IDs Copy-Paste%20Format Feb2015.docx](http://nmcpeh-intranet/PrevMed/Shared%20Documents/ESSENCE/NEPMU%20AOR%20DMIS%20IDs%20Copy-Paste%20Format%20Feb2015.docx)
- Tracking notification e-mails for ESSENCE registration:
  - Request has been submitted
  - Request has been approved by Commander/Supervisor
  - Request has been approved by IA/ISO (if required)
  - Request has been approved by DHSS Access
  - Request has been approved by DHSS Approver