**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>

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>
* Copy/Paste list of DMIS IDs for Navy Environmental and Preventive Medicine Unit (NEPMU) AORs listed below:

NEPMU 2

0035, 0038, 0039, 0056, 0068, 0091, 0092, 0100, 0103, 0104, 0107, 0118, 0124, 0260, 0261, 0262, 0265, 0266, 0275, 0301, 0306, 0316, 0317, 0321, 0322, 0328, 0333, 0337, 0344, 0348, 0357, 0358, 0360, 0369, 0370, 0378, 0380, 0381, 0382, 0385, 0386, 0387, 0401, 0404, 0405, 0436, 0508, 0513, 0517, 0518, 0519, 0522, 0525, 0615, 0617, 0618, 0624, 0703, 0858, 1153, 1170, 1660, 1662, 1663, 1664, 1670, 1671, 1959, 1992, 1994, 1995, 6214, 6221

NEPMU 5

0024, 0026, 0028, 0029, 0030, 0126, 0127, 0208, 0209, 0210, 0212, 0217, 0230, 0231, 0232, 0233, 0239, 0269, 0319, 0398, 0406, 0407, 0409, 0410, 0414, 0415, 0509, 1656, 1657, 1659, 6207, 6215, 6216, 6225, 7138

NEPMU 6

0280, 0284, 0285, 0524, 0620, 0621, 0622, 0625, 0701, 0852, 0853, 0861, 0862, 0871, 0873, 1269, 1987, 7032, 7033, 7107, 7288, 8934, 8939

NEPMU 7

0617, 0618, 0624, 0858, 1153, 1170

* Copy/Paste list of DMIS IDs for all other users AORs [here](https://health.mil/Military-Health-Topics/Access-Cost-Quality-and-Safety/Military-Hospitals-and-Clinics/Geographic-Reference-Information/DMIS-ID-Tables). Scroll down to “DMIS ID Monthly Downloads, Select Download and highlight the specific month from the dropdown to access current DMIS IDs.

Tracking Notification Emails 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 Electronic Correspondence Referral System (ECRS) Access
* Request has been approved by ECRS Approver

ESSENCE Helpdesk

* dha.jbsa.j-6.mbx.mhs-service-desk@health.mil