



**What Do I have to do before I can request access to CAMS-ME?**

To gain access to the CAMS-ME Portal or GUI, new users must successfully complete the DD Form 2875. Prior to filling out the Web DD2875 you must:

- be a US citizen and must have had a background investigation
- review the [MEV Basics Course Guidebook](#)
- complete the [Asset Status Updates in CAMS-ME Portal](#) computer-based training
- complete the [Annual Information Awareness Training](#) within the past calendar year
- read and agree to the [System Rules of Behavior](#)

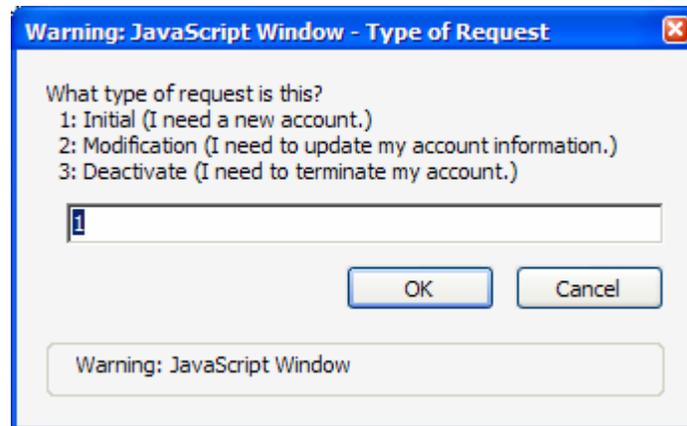
Failure to meet these requirements may cause delays in filling out and processing the form.

All information about the requirements can be found on the CAMS-ME pages of the MEVA Website.

**What is the DD Form 2875 Wizard and how is it going to help me?**

The DD Form 2875 used to request access to CAMS-ME has been enhanced with a **question and answer session or “Wizard”** to make it easier for you to fill out the form. The Wizard launches when the form is opened with a series of pop-up windows with various information requests. The form is automatically populated based on the responses entered into the Wizard. There are several new benefits:

- You are less likely to leave mandatory fields blank;
- Some fields are populated with standardized text to ensure proper wording;
- The Wizard guides you only through the necessary sections of the form based on the type of system access you are requesting;
- Some fields will require selecting from a list. Enter only the corresponding number of the desired selection. There is no need to type out the full response;

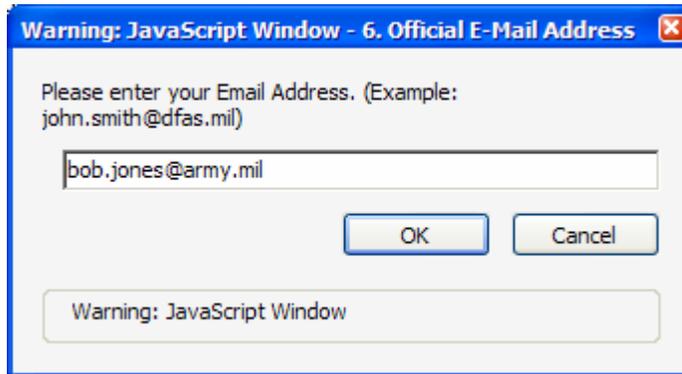




DD Form 2875 for CAMS-ME Access - INSTRUCTIONS

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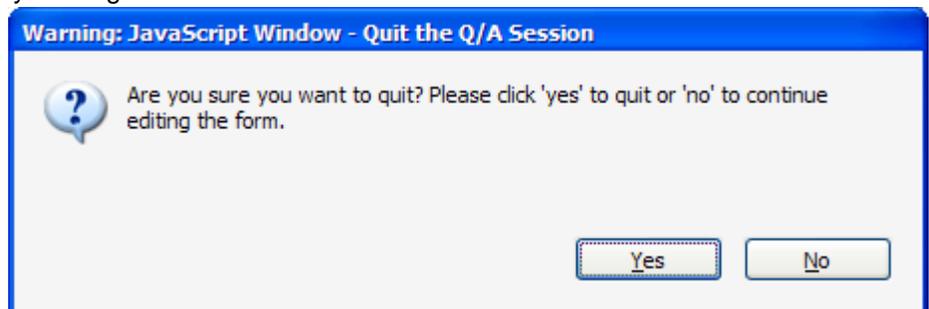
- Some fields will require you to type your response. Please take note of any special formats for dates, phone numbers, and Social Security Number;



- Each screen in the Wizard deals with a field on the form. The name and number of the field will appear on the title bar of the Wizard. Field numbers will not appear in order on the Wizard. The answers to some questions will be determined by how you answer other related questions;
- You have the option to electronically sign the form and transmit it to your supervisor; or
- You can still choose to exit the Wizard and fill the form out manually.

**How do I exit the Wizard if I want to save the form and finish it later or fill the form out manually?**

- Once you are done filling out the form the Wizard will give you instructions for saving and signing the form. The Wizard will then close.
- If you need to exit the Wizard for any reason in mid process, click the “Cancel” button on the lower right side of the screen. Confirm you are sure you want to quit by clicking “yes”. If you click “no”, you will return to the last place you were before clicking the “Cancel” button. If you click “yes” you will be reminded to save a draft of the form.
- You will also be reminded that the Wizard will restart from the beginning when it is reopened. When the draft is reopened, data previously entered will appear in the Wizard. Correct any mistakes if you must, then confirm the information by clicking “OK”.





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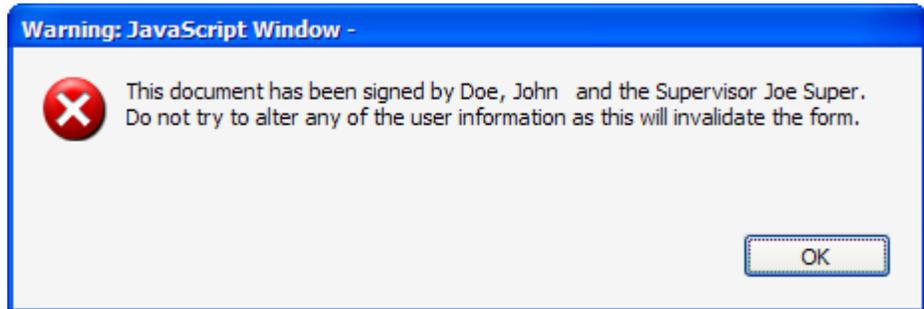
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**How do I save the form?**

- Once you are done filling out the form, on the menu, click File/Save As... Find a location on your PC and save the file. You are strongly advised to do this prior to digitally signing the form. Keep this copy as a draft. Digitally signing the form will lock all the fields you filled out. If you discover an error after signing and need to correct the form, starting with your previously saved draft will re-launch the Wizard so you can make corrections. If you try to make corrections to a signed form, the form will be invalidated and unacceptable.

**How do I reopen the form after I saved it to my computer?**

- Every time the form is opened prior to digitally signing, the Wizard is launched. If you already entered data on the form, most query screens will be pre-populated with that data. Click "OK" or hit "Enter" to retain the data and move on to the next screen. Default or previously entered data will be highlighted on each screen. Typing will overwrite highlighted data on the screen.
- If you open the form after it is signed and saved, a message will pop up. This message states that the user, and or the Supervisor, has signed the form. The Wizard will not run once the form is signed by the user.



**How do I reset the form?**

- To reset the form and clear all data that has been entered, click the "Reset" button located in the upper right-hand corner of the first page of the document.



**SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)**

PRIVACY ACT STATEMENT



**DD Form 2875 for CAMS-ME Access - INSTRUCTIONS**

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**How do I restart the Wizard when the form is open?**

- If you have the DD2875 open and would like to rerun the Wizard, click the “Start Wizard” button located in the upper right-hand corner of the first page of the document.



**SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)**

**PRIVACY ACT STATEMENT**

**How do I digitally sign the form?**

- When you are done filling out the form, review it to be sure your information is correct. You are strongly advised to save a draft copy to your PC.
- You must have a Common Access Card (CAC) or be Public Key Infrastructure (PKI) enabled to digitally sign this form.
- Prior to signing, errors on the form can be corrected in one of two ways.
  - You can close the file and then reopen it. This will rerun the Wizard. Advance from screen to screen by confirming or correcting your information. Then save your changes.
  - You can click the desired field on the form and reenter your information there without using the Wizard.
  - Be sure to save your changes!
- To digitally sign the form.
  - Click on the desired signature block so the “Sign Document” window pops up.
  - Click the “Sign” button so that the “Save As” window pops up.
  - Choose a location on your PC to save the file.
  - Give the signed file a name different from the draft copy you saved.
  - Click the “Save” button.
- Locked fields
  - Once the form is digitally signed, all fields associated with the signature will be locked. You will not be able to alter those fields in any way. If you need to make a correction after signing the form you will need to use the draft you saved or start over with a blank form.
  - Trying to alter locked fields will deem the form invalid and unacceptable.

**Who do I contact if I have questions or need help?**

If you have any questions about the DD Form 2875, please contact the [Columbus Call Center \(CAMS-ME Help Desk\)](#) by phone toll free at 1-866-498-8687 or by email at [cams-me-helpdesk@dfas.mil](mailto:cams-me-helpdesk@dfas.mil).