This Quick Guide provides instructions on how to register for an account in TOPSS using a Public Key Infrastructure (PKI) Certificate.

1 Launch a web browser and enter the TOPSS website URL into the browser address window. The TOPSS **DoD Disclaimer** page will display.

For Non-secure Internet Protocol Router Network (NIPRNet): https://topss.dmdc.mil
For Secure Internet Protocol Router Network (SIPRNet): https://topss.dmdc.osd.smil.mil
Note: For information about supported browsers, click the **TOPSS Browser Compatibility** link on the TOPSS "Login" page.

2 Review the **DoD Disclaimer** page. Click the **I Consent** button I Consent at the bottom of the page. The TOPSS **Login** page will display.

3 Click the **Register** link. ▶ New User? Register You will be prompted to select the appropriate TOPSS PKI Certificate Credential.

4 Select your identity (not email) digital certificate (appears as "DoD CA-XX") and click the **OK** button. OK If the selected certificate requires a Personal Identification Number (PIN), enter your **PIN** at the prompt and click the **OK** button. OK The **User Registration** page will display.

Note: Ensure your Common Access Card (CAC) is inserted in the card reader or your third-party PKI certificate is properly loaded onto your workstation. If a pop-up window does not display, it is possible that your certificate is not recognized by TOPSS. For assistance, contact the SPOT-ES Helpdesk at dodhra.beau-alex.dmdc.mbx.spot-helpdesk@mail.mil or (703) 578-5407. If you select the wrong certificate in the pop-up window, close your browser and try again.

5 Enter your profile information.

Note: The name associated with the PKI Certificate is populated in the **First Name** and **Last Name** fields, but you can edit these fields.

Tip: All fields marked with a red asterisk (*) are required.

6 For organization, do one of the following:

- Enter the organization name or acronym in the **Organization** field.
- Click the **Search** icon 🔍 . Enter the organization name in the **Search** field. Click the **Search** button. Search

Note: To perform a search, enter three or more characters. If you cannot find your organization, contact the SPOT-ES Help Desk.

Select an organization. The organization name is populated in the **Organization** field.

Click the **Next** button. Next The **Registration Confirmation** pop-up window will display.

7	Verify the confirmation information is correct. Then click the **Confirm** button. `Continue` The **Account Pending Registration** page will display.
8	Review the message and click the **Close** button. `Close`
9	After submitting your registration request, a DD-2875 form with instructions will be sent to you from the SPOT PMO. Please complete and digitally sign (both User and Sponsor signature) the DD-2875 in accordance with the instructions. Return the updated and signed form to the PMO, where it will be reviewed. If all is complete and correct, your TOPSS account will be activated. You will receive an email notifying you that your TOPSS account is active and ready for access.

If you do not get an email notification regarding your registration status within three business days, contact the SPOT-ES Help Desk registration team at dodhra.beau-alex.dmdc.mbx.spot-helpdesk@mail.mil or (703) 578-5407.