



To Renewal/Update EFMP Status

EFMP enrolled families need to renew/update their status every 3 years or any time there is a change in condition/care.

Note: If you have multiple EFMP enrolled dependents, a separate package must be submitted for each person.

1. **Sponsor** must login into the E-EFMP website via CAC at efmp.army.mil. Use Google Chrome.
2. From the home page, start a new package. Select **Update an Enrollment**.
3. Read and accept the Purpose & Disclosure agreement. Click *Acknowledge & Continue*.
4. Begin the pre-screening. Select **EFMP Renewal** from the drop-down box as purpose of the package.
5. Answer all the Yes/No questions and select the appropriate Servicing MTF (Military Treatment Facility) location for the Family Member whose EFMP you are renewing. Click *Save & Continue* to proceed.
6. Select the Family Member you are renewing in EFMP and click *Continue*.
7. Before you can proceed, review your Family Member's information by clicking *Review Information*.
8. Indicate if the selected Family Member will need a medical and/or educational update. If you need an educational update, you will be required to provide a copy child's most recent IEP/IFSP.
9. Answer several questions about this Family Member. Once completed, select *Save & Continue*.
10. Read over the DD 2792 Privacy Act Statement and check *accept*. Click *Continue* to proceed.
11. Digitally **Sign** and select **Submit**.
12. If renewing an adult Family Member's status, the package will be routed to that individual to sign a HIPAA release using their DS Login online at efmp.army.mil. Once the Family Member has signed, the package will be reviewed by the local EFMP Case Coordinator.
13. Upon submission and at each step, every package is routed automatically to its next step. Log in to efmp.army.mil frequently to track your package along the process.

ADDITIONAL NOTES:

- Adult Family Members will need a DS Login to access E-EFMP and sign HIPAA release. **Need a DS Logon?** Acquire one here: <https://myaccess.dmdc.osd.mil/identitymanagement/app/login>
- Medical renewal packages will come back to the Soldier or adult Family Member for a final **review of all information including** diagnoses, medications, and required care on the electronic DD Form 2792. Please review carefully for accuracy **prior** to signing.
- If you run into technical difficulties on the site, please use the chat bot or submit a help ticket by clicking on the black square with the white question mark to the right-hand side of the page.

Group Org Box Contact Information:

EFMP MEDICAL:

MPD:

EFMP FAMILY SUPPORT: