



To Start an Enrollment Package

Only for dependents with a special medical and/or educational need. Enrollment criteria can be found in DODI 1315.19.

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 **Start an Enrollment**.
3. Read over and accept the Purpose & Disclosure agreement. Click *Acknowledge & Continue*.
4. Select **EFMP ENROLLMENT** from the drop-down box.
5. Next you will enter your supervisor's and commander's email addresses and your demographics.
6. Select the Family Member you are enrolling in EFMP and click *Continue*.
7. Answer several questions about this Family Member. Once completed, select *Save & Continue*.
8. Read over the DD 2792 Privacy Act Statement and check *accept*. Click *Continue* to proceed.
9. Read over the Authorization for Disclosure of Medical Information and check *I accept* below.
10. Digitally **Sign** and select **Submit**.
11. If enrolling an adult Family Member, 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.
12. Upon submission and at each step, every package is routed automatically to its next step.
Log in frequently to efmp.army.mil 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 enrollment 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: