



INSTRUCTIONS for Army EFMP – MEDICAL/Education ENROLLMENT using DD form 2792 and DD form 2792-1



<https://efmp.army.mil/EnterpriseEFMP/>

New Enrollment -
When the PCM/Specialist documents medical and/or educational needs that may warrant enrollment into the EFMP

Medical Dis-Enrollment - PCM/Specialist signs DD form 2792 and documents in the medical record during an appointment that the medical condition no longer requires specialty care or treatment.

Education Disenrollment - DD form 2792-1 if education need no longer exists with a copy of IEP demonstrating discharge from education services

Bring all copies to EFMP Office.

Update Enrollment -
Enrollment date must be kept current for PCS/Extension orders (expires every 3 years, start renewal every 2 years)

Step 1. FOR MEDICAL ENROLLMENT/UPDATE/DISENROLLMENT requests: Get a blank DD form 2792 filled out by the PCM and or specialty medical provider you have been referred to. Dependents aged 18 and older must sign their own DD form 2792 on page 3, line 9, a-c. Under age 18, parent or legal guardian may sign page 3, line 9, a-c. **FOR EDUCATION ENROLLMENT/UPDATE/DISENROLLMENT request:** Get a blank DD form 2792-1 filled out by a representative from your child's education program and bring a copy of a current IEP.

Step 2. For family members aged 18 and older - You will need to login the E-EFMP website highlighted above using your DS Logon to view and sign your own enrollment information. If you do not have a DS Logon, go to <https://myaccess.dmdc.osd.mil/identitymanagement/app/registration> to register. Once registered for a DS Logon, use the QR code above or the E-EFMP web address highlight above and navigate to "My Account" to find your package(s). You will first sign a HIPAA release consent. The package will travel back to the EFMP case coordinator to upload and transcribe the DD form 2792 before it is transferred to the EFMP Medical Director to review. After the Medical Director review, the package is transferred back to you to sign an enrollment consent verifying you have reviewed the virtual enrollment. When you have an action assigned to you, the package is locked and cannot proceed until you complete the action. This has been the number one reason for delays.

For family members aged 17 and below – the active-duty sponsor may use their CAC or DS Logon to enter the E-EFMP website highlighted above and navigate to "My Account" to find your package(s). You will first sign a HIPAA release consent. The package will travel back to the EFMP case coordinator to upload and transcribe the DD form 2792 before it is transferred to the EFMP Medical Director to review. After the Medical Director review, the package is transferred back to you to sign an enrollment consent verifying you have reviewed the virtual enrollment. When you have an action assigned to you, the package is locked and cannot proceed until you complete the action. This has been the number one reason for delays.

Step 3. You MUST upload the signed DD form 2792 and or DD form 2792-1 and supporting medical records and or IEP as a .PDF to your enrollment package. **If documents are incorrect, missing information, or not in the correct format (.PDF) your package will be paused until all documents are correct. Instructions are communicated in E-EFMP, and a notification email is sent to your government email when your package is paused your action.**

Step 4. Status updates are provided in the Package History tab of each package. This is the same status that EFMP, MPD, HRC staff can see. Utilize the E-EFMP website for status updates. Please allow 30 days for processing once all required medical records and documentation has been submitted. Most delays are due to staff waiting for complete records and documentation to be submitted.

Please send ALL EFMP related feedback to: usarmy.pentagon.hqda-dcs-g9.mbx.efmp@army.mil