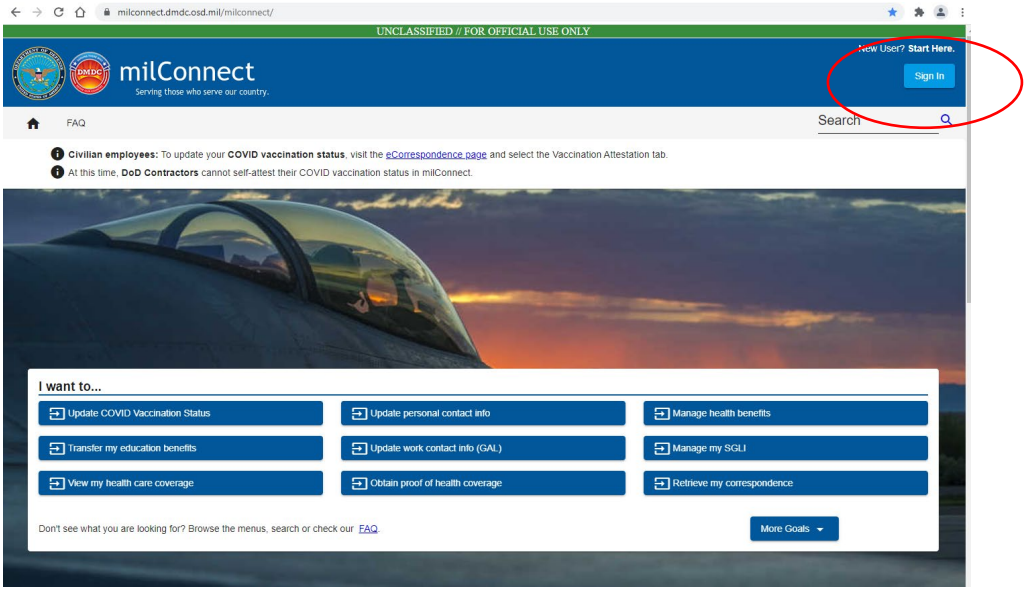
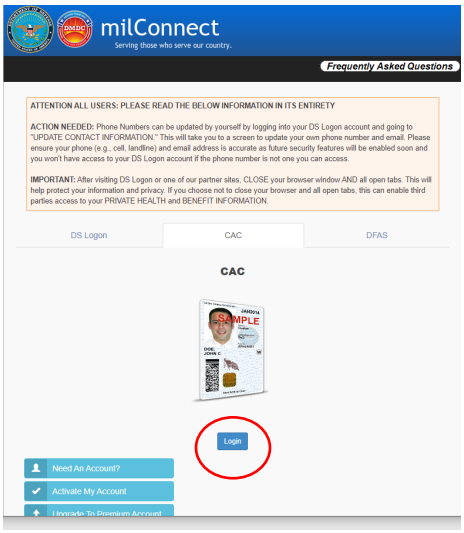
TAB B – Electronic DD Form 3175 & 3150 User Guides

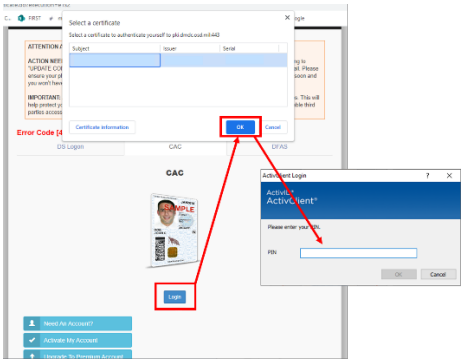
Go to https://milconnect.dmdc.osd.mil/milconnect/ (Note: Best used in Chrome or Edge)
Select Sign In (upper right corner)



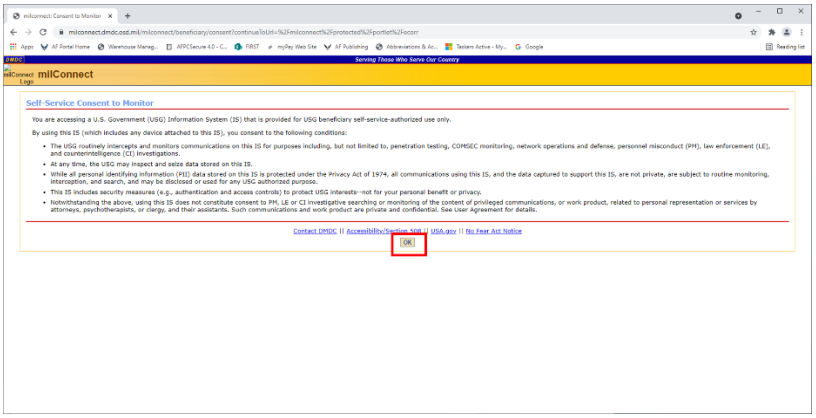
Select CAC option and login



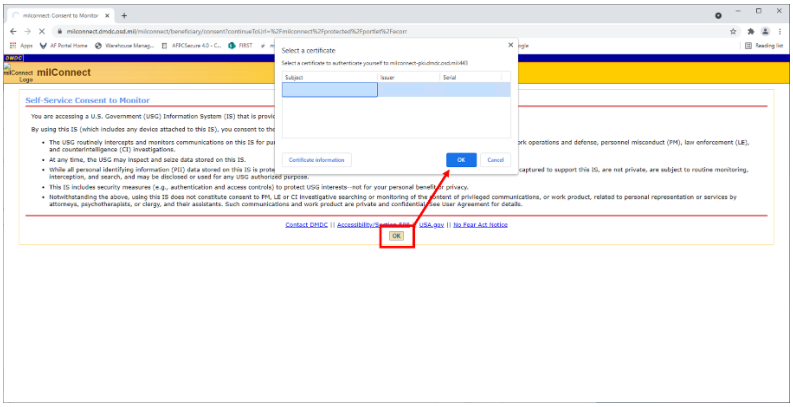
Select certificate and OK (enter PIN as prompted)



Click OK at Consent Banner

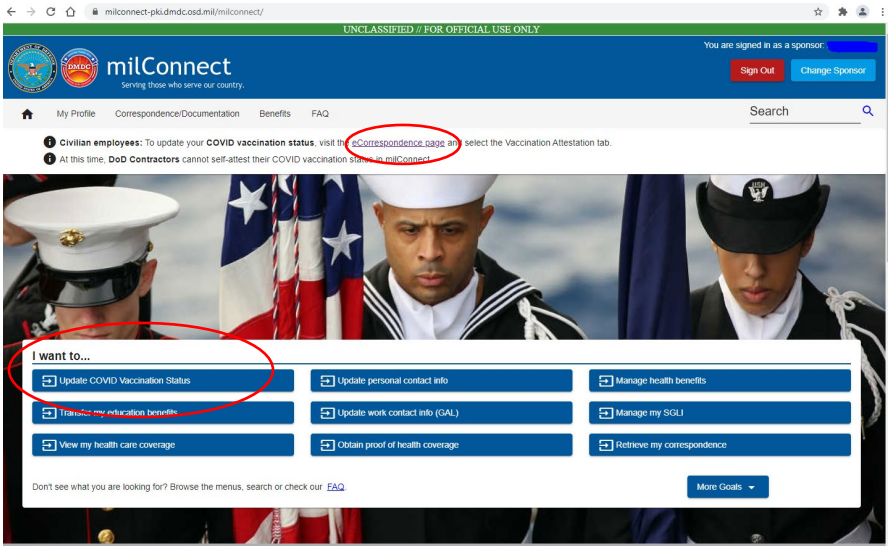


Select Certificate and Click OK

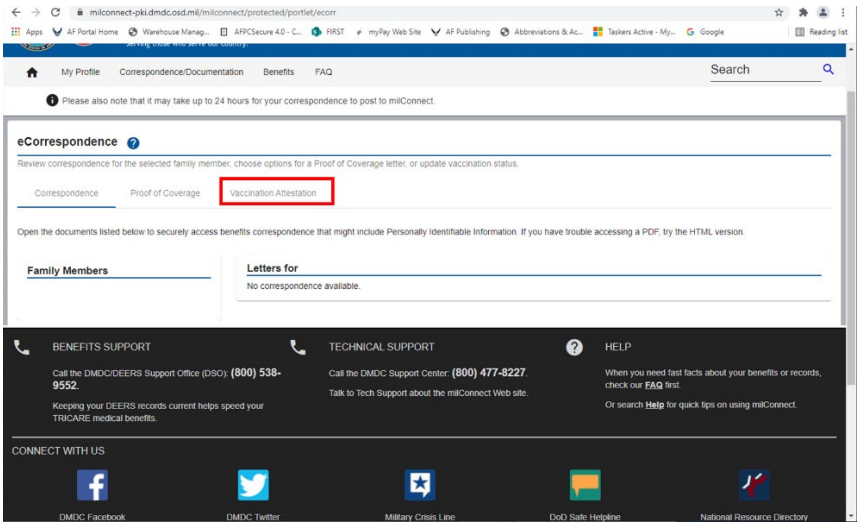


Select either the link to eCorrespondence page next to Civilian employees: or I want to Update COVID Vaccination Status

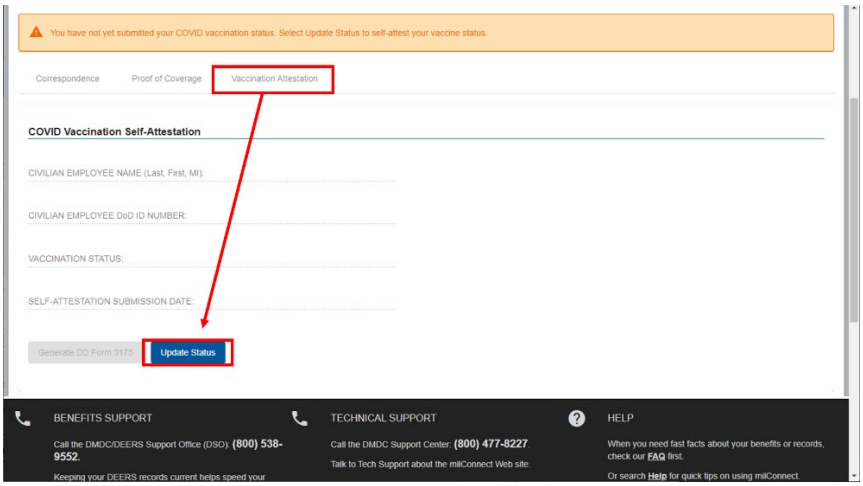
(Note: Must be signed in as a sponsor, those with dependent status must change sponsor to themselves to access the DD3175 as a civilian employee)



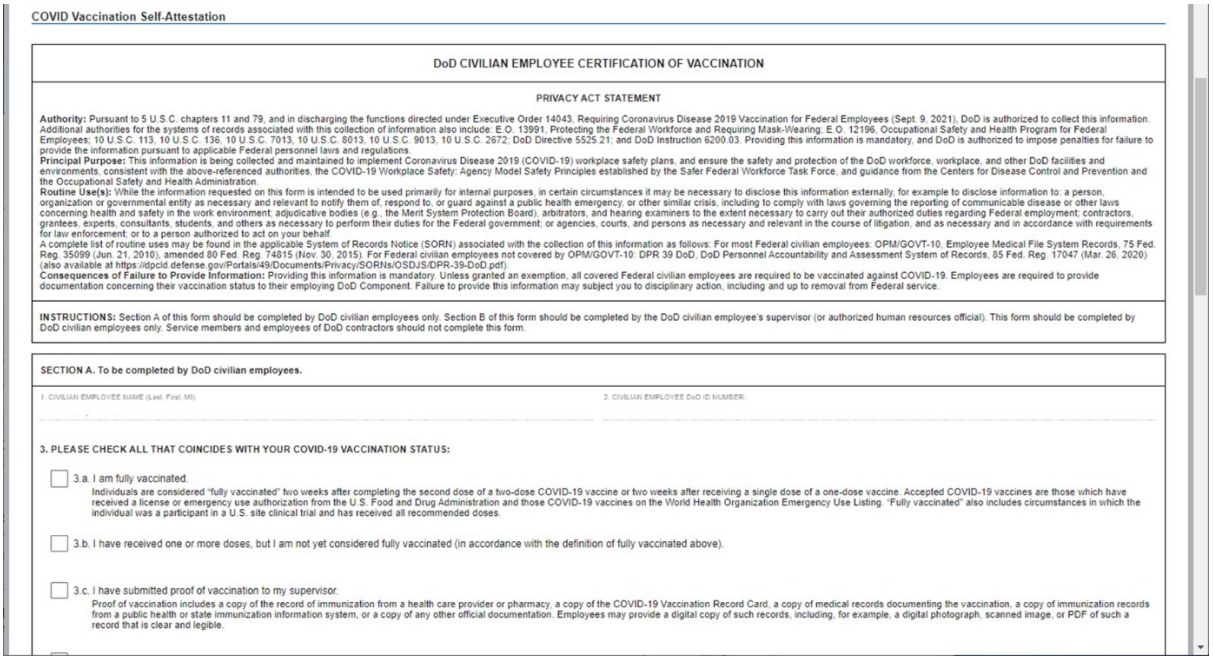
Select Vaccination Attestation



Select Update Status (Note: If DD3150 was previously filled out update status will now take you to the DD3175)

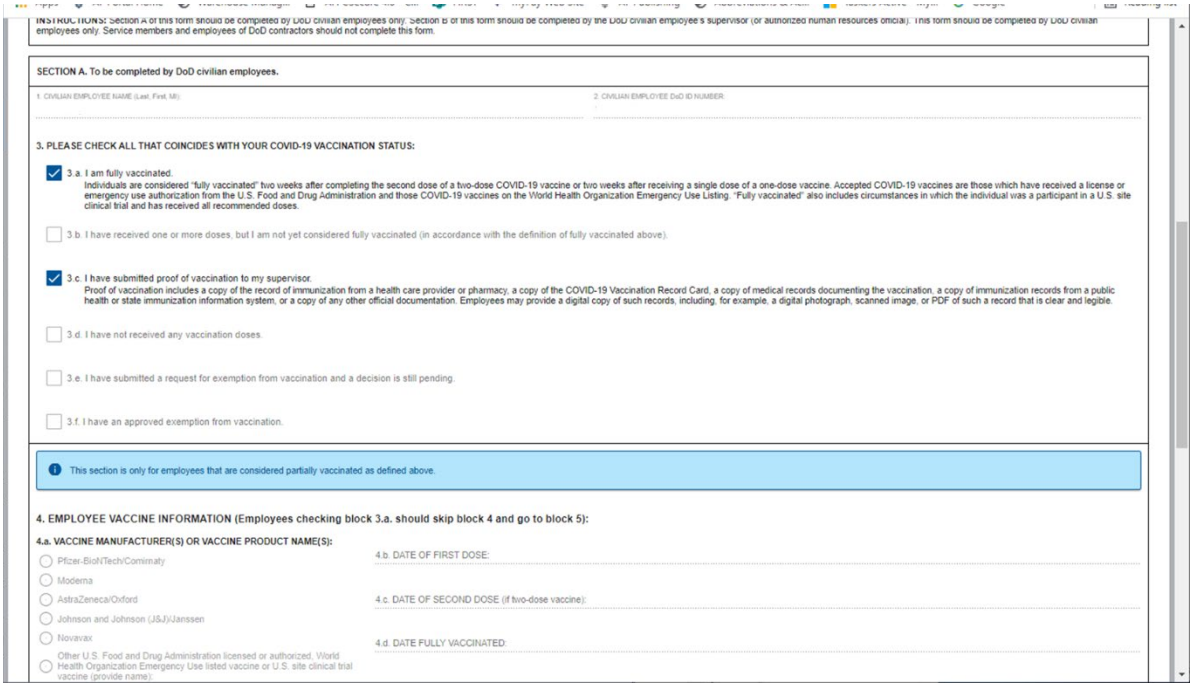


The DD3175 will open with identification information already populated

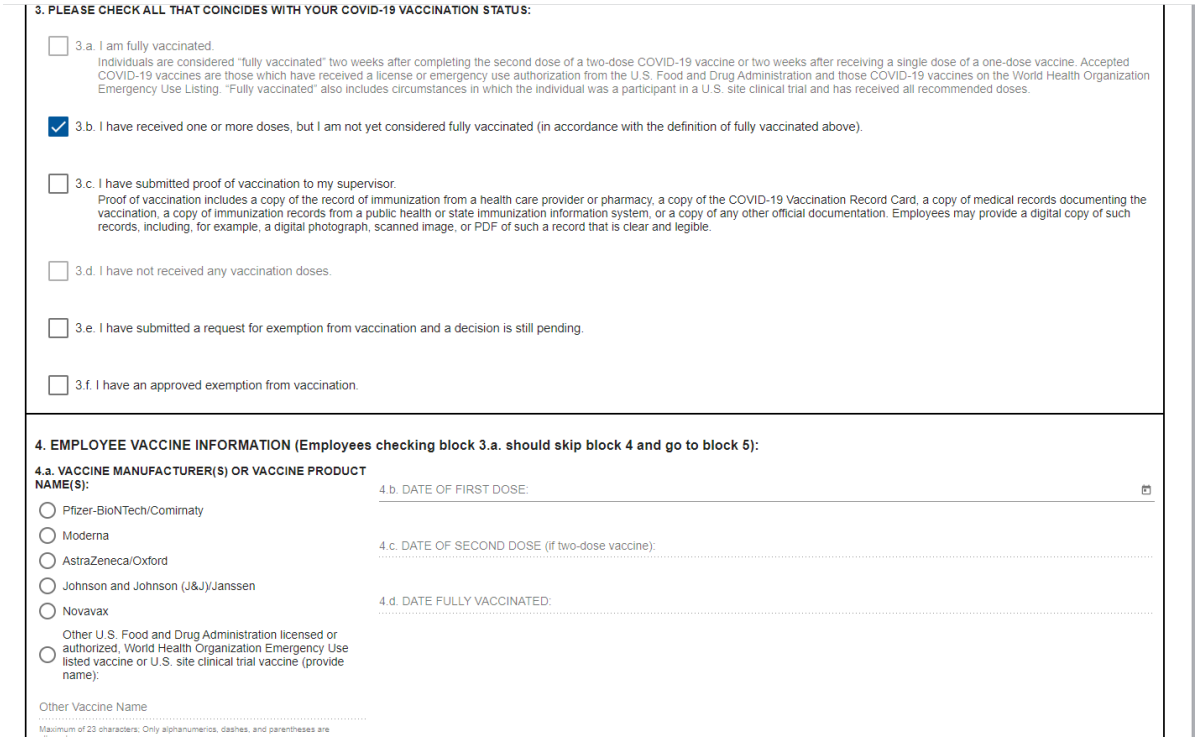


If 3a is selected - 3b, 3e, 3f and section 4 will become grayed out

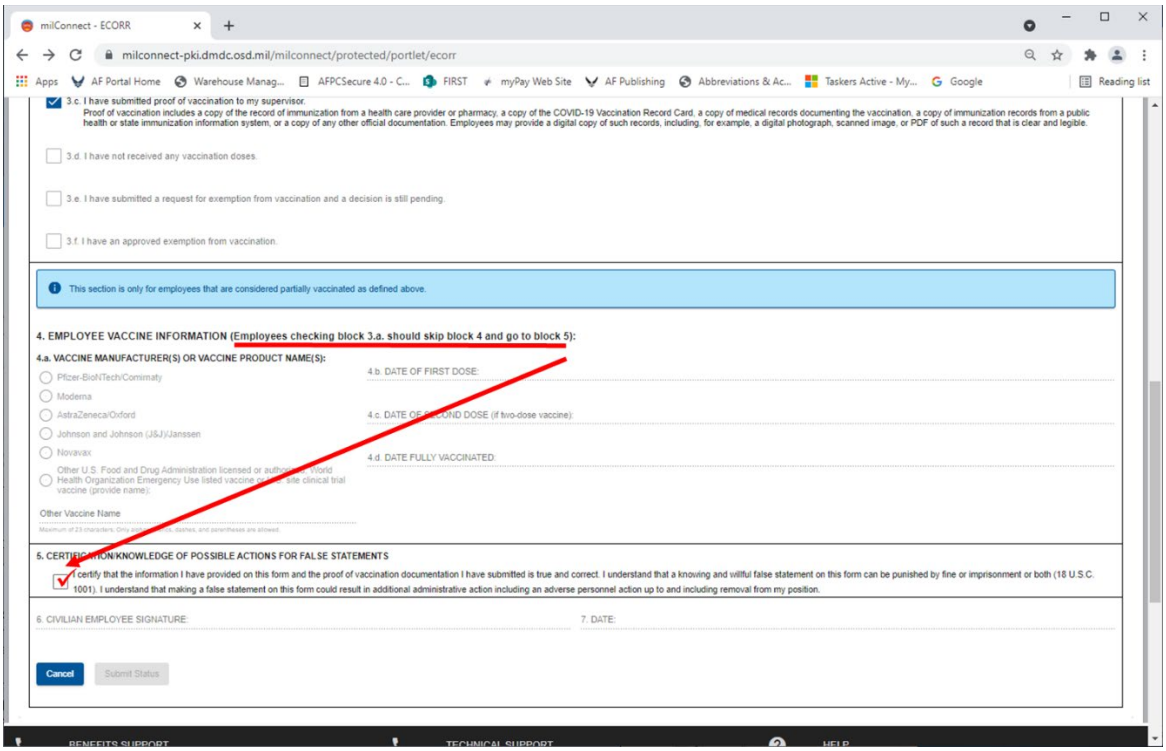
- 3c will be available to select



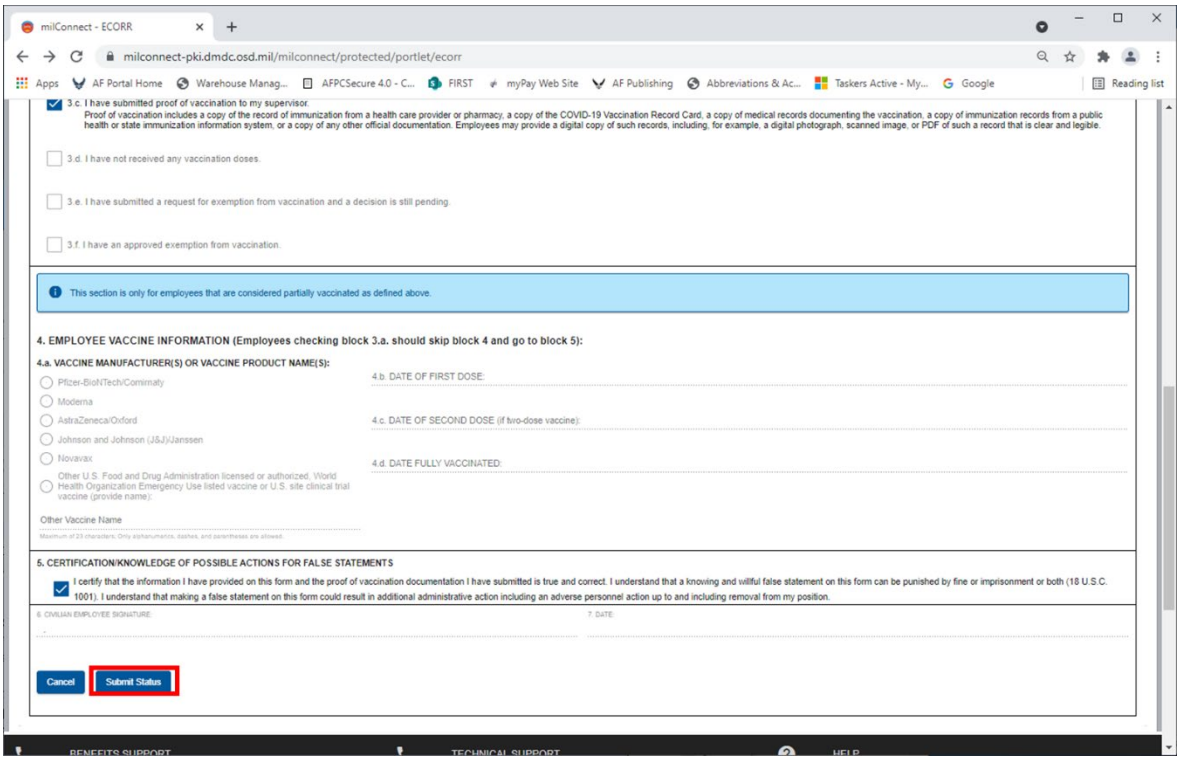
If 3b is selected Section 4 will be required



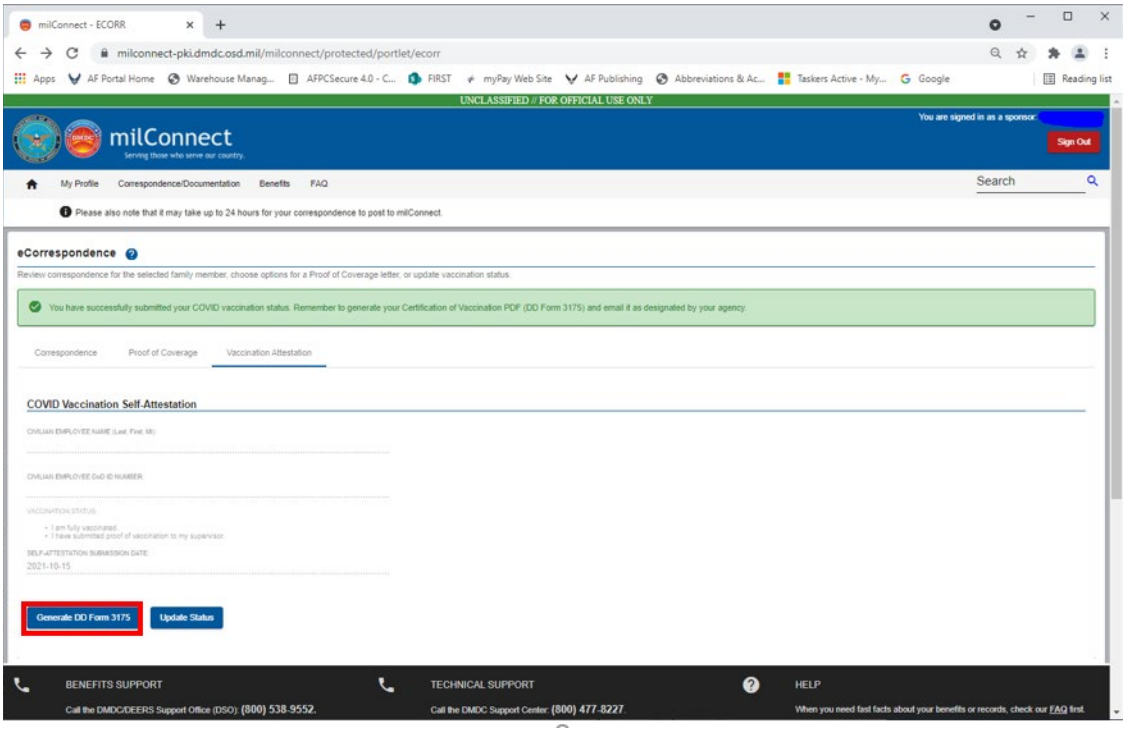
Once section 3 and 4 (if required) are filled out the certification in block 5 must be checked



Once certified click the Submit Status to submit

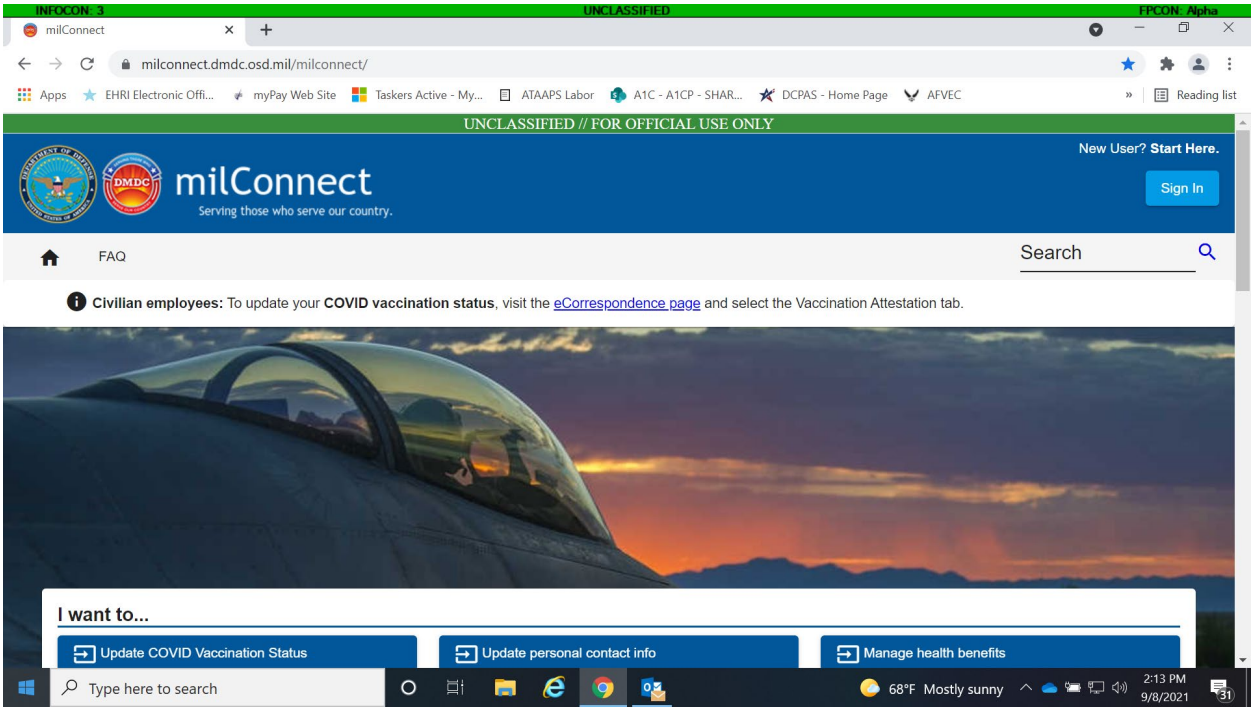


Once submitted employees may print a copy of the DD3175 for their records, printing is not required if the form is completed electronically

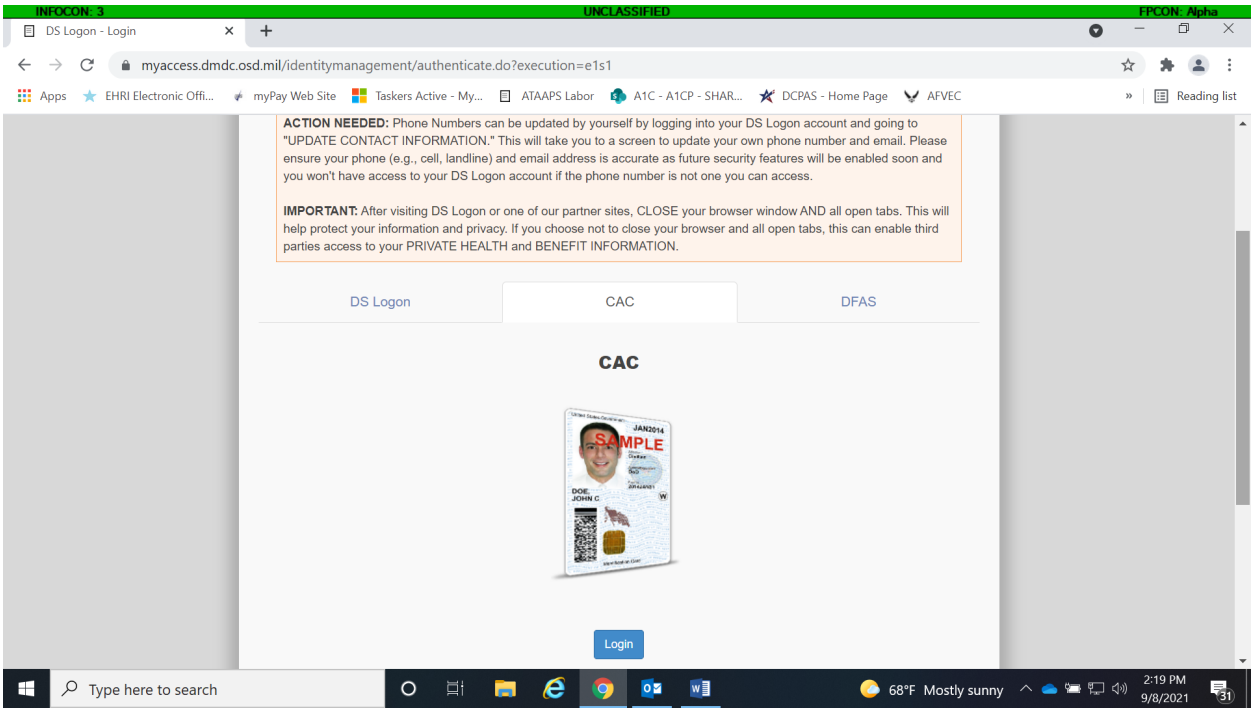

milConnect - ECORR
milconnect-pki.dmdc.osd.mil/milconnect/protected/portlet/ecorr
UNCLASSIFIED // FOR OFFICIAL USE ONLY
milConnect
Serving those who serve our country.
You are signed in as a sponsor:
Sign Out
My Profile
Correspondence/Documentation
Benefits
FAQ
Search
Please also note that it may take up to 24 hours for your correspondence to post to milConnect.
eCorrespondence
Review correspondence for the selected family member, choose options for a Proof of Coverage letter, or update vaccination status.
You have successfully submitted your COVID vaccination status. Remember to generate your Certification of Vaccination PDF (DD Form 3175) and email it as designated by your agency.
Correspondence
Proof of Coverage
Vaccination Attestation
COVID Vaccination Self-Attestation
CIVILIAN EMPLOYEE NAME (Last, First, MI):
CIVILIAN EMPLOYEE DoD ID NUMBER:
VACCINATION STATUS:
I am fully vaccinated.
I have submitted proof of vaccination to my supervisor.
SELF-ATTESTATION SUBMISSION DATE:
2021-10-15
Generate DD Form 3175
Update Status
BENEFITS SUPPORT
Call the DMDC/DEERS Support Office (DSO): (800) 538-9552.
TECHNICAL SUPPORT
Call the DMDC Support Center: (800) 477-8227.
HELP
When you need fast facts about your benefits or records, check our FAQ first.

Electronic DD Form 3150 User Guide

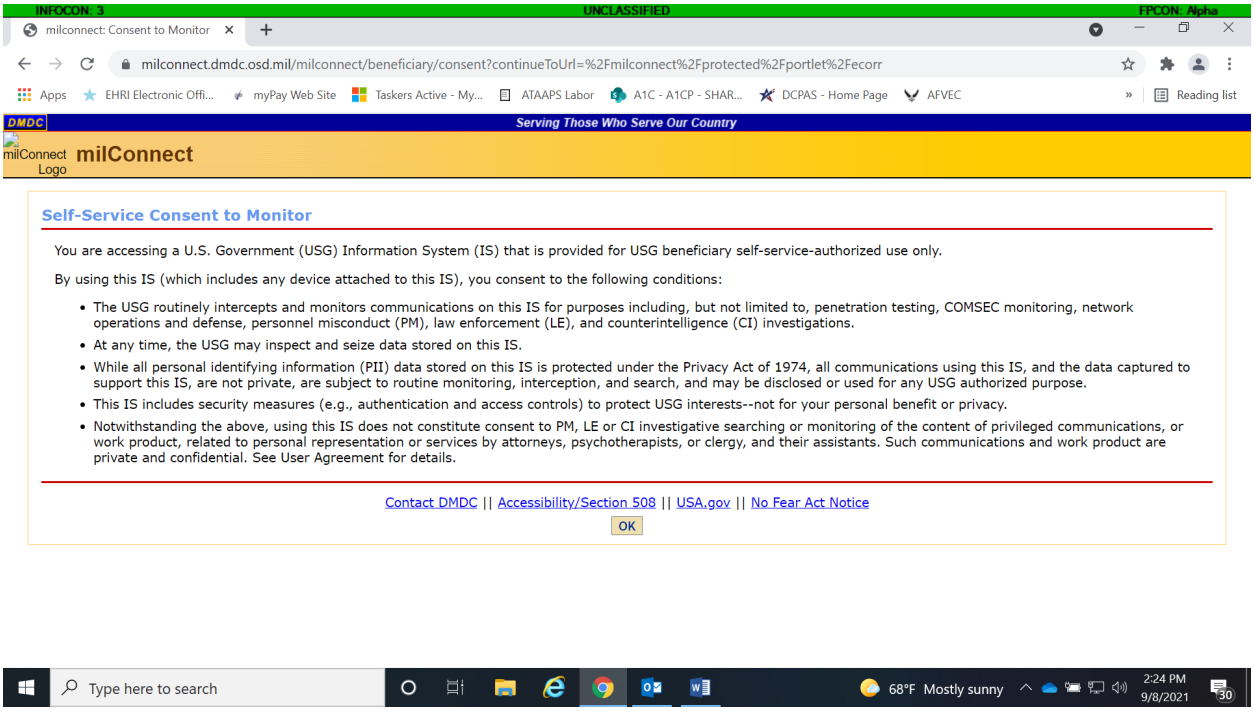
Go to https://milconnect.dmdc.osd.mil/milconnect/



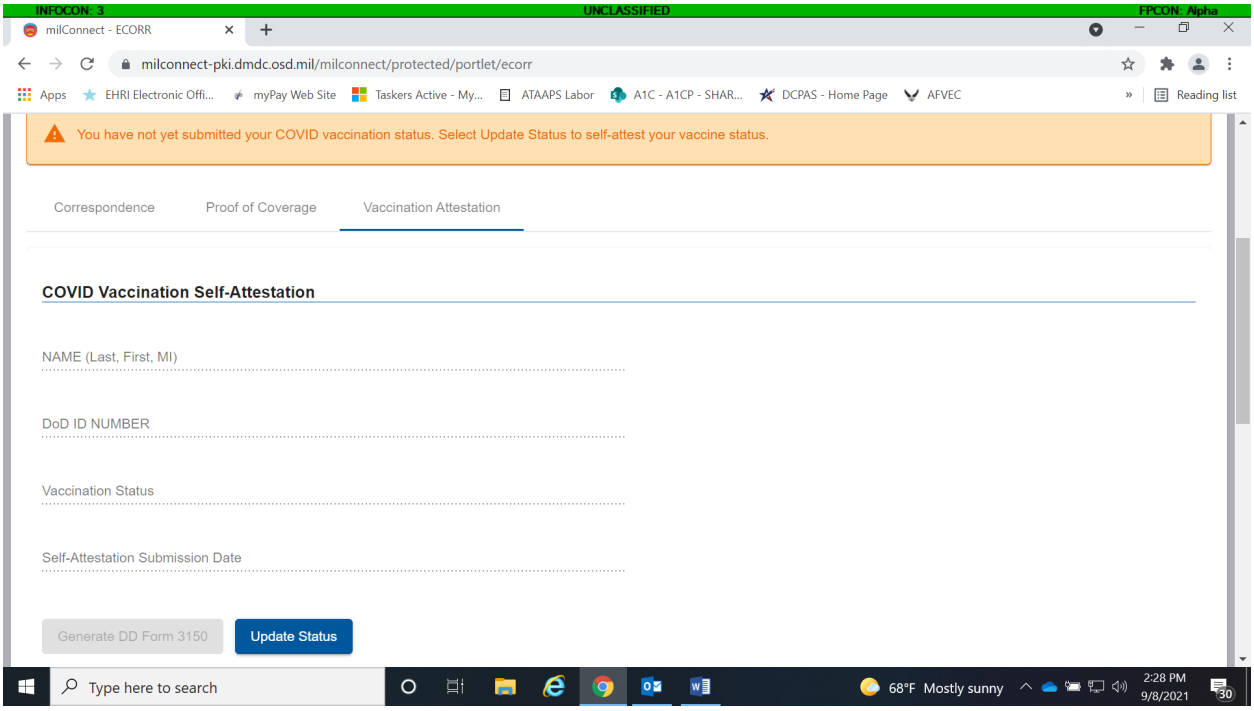
1. Click Update COVID Vaccination Status (Under “I want to”…..)



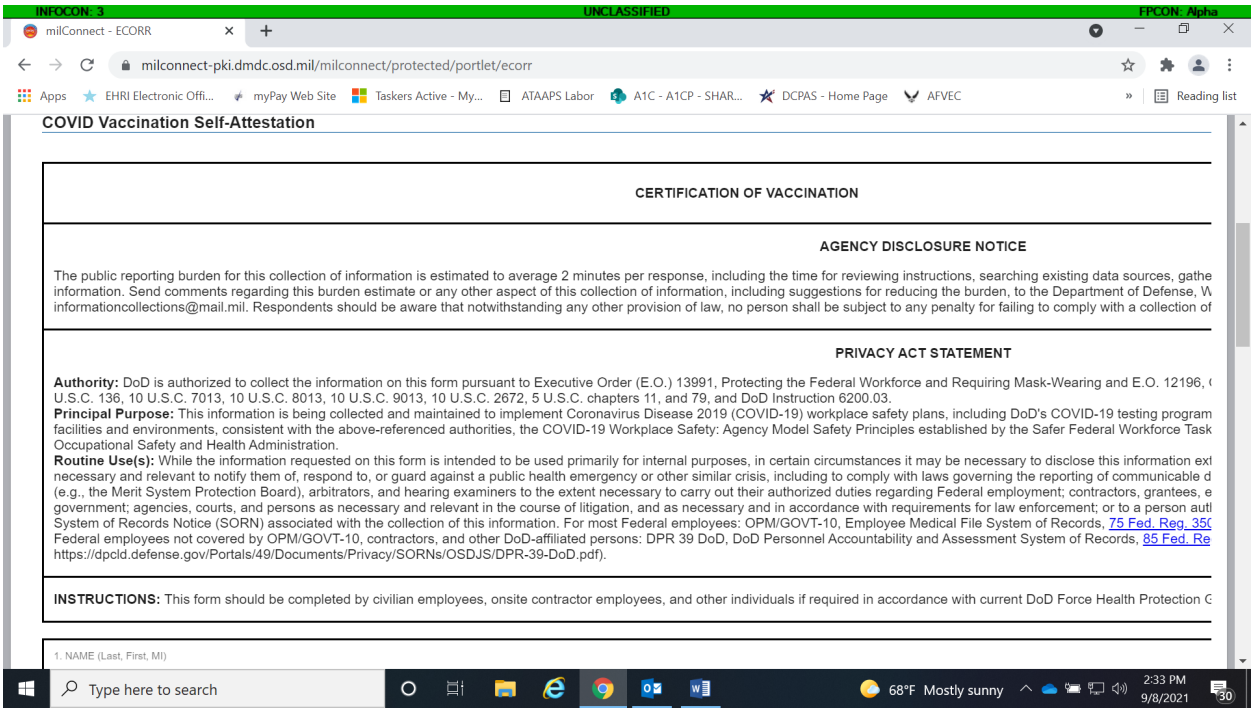
2) Select CAC, click Login, then enter pin

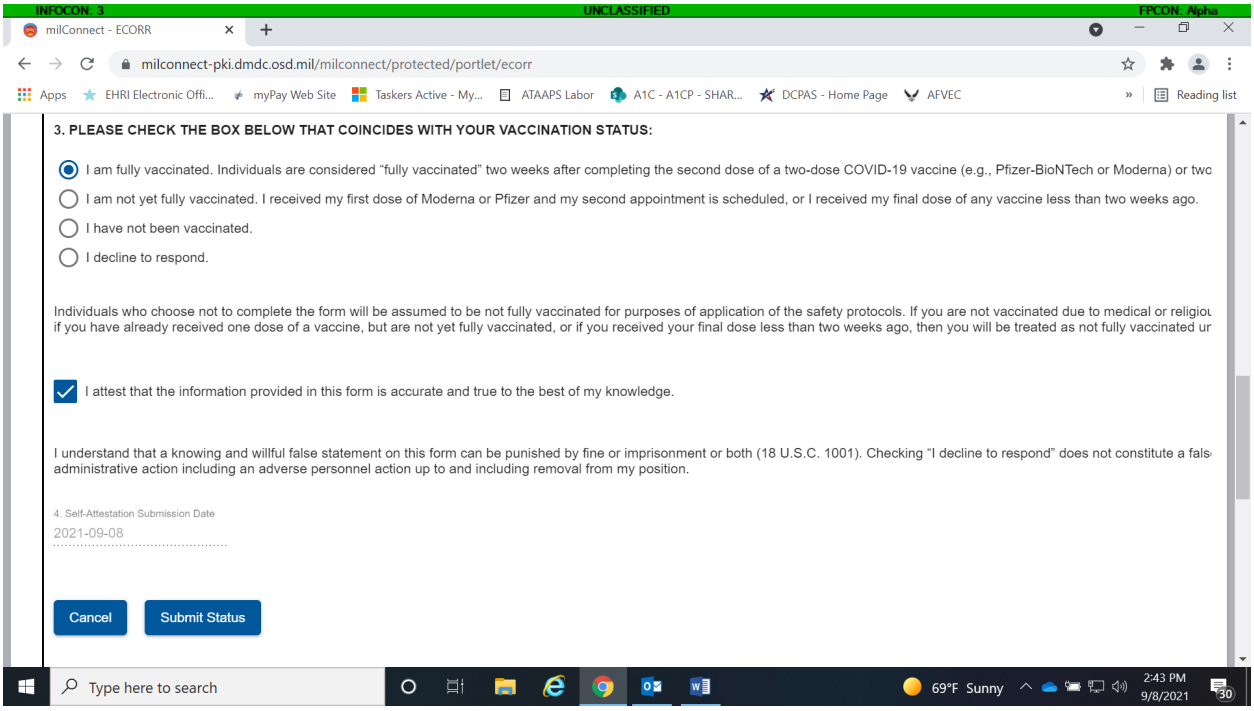


3) Read Self-Service Consent and click OK



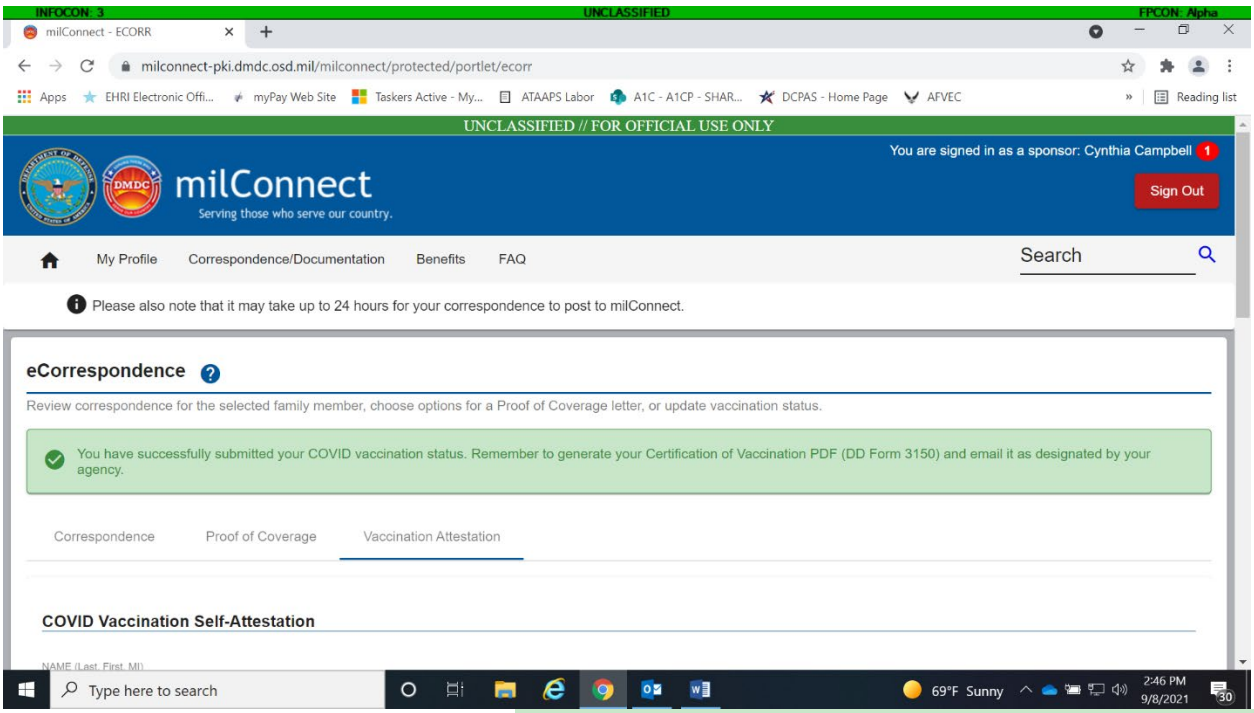
4) Tab over and select Vaccination Attestation and click Update Status



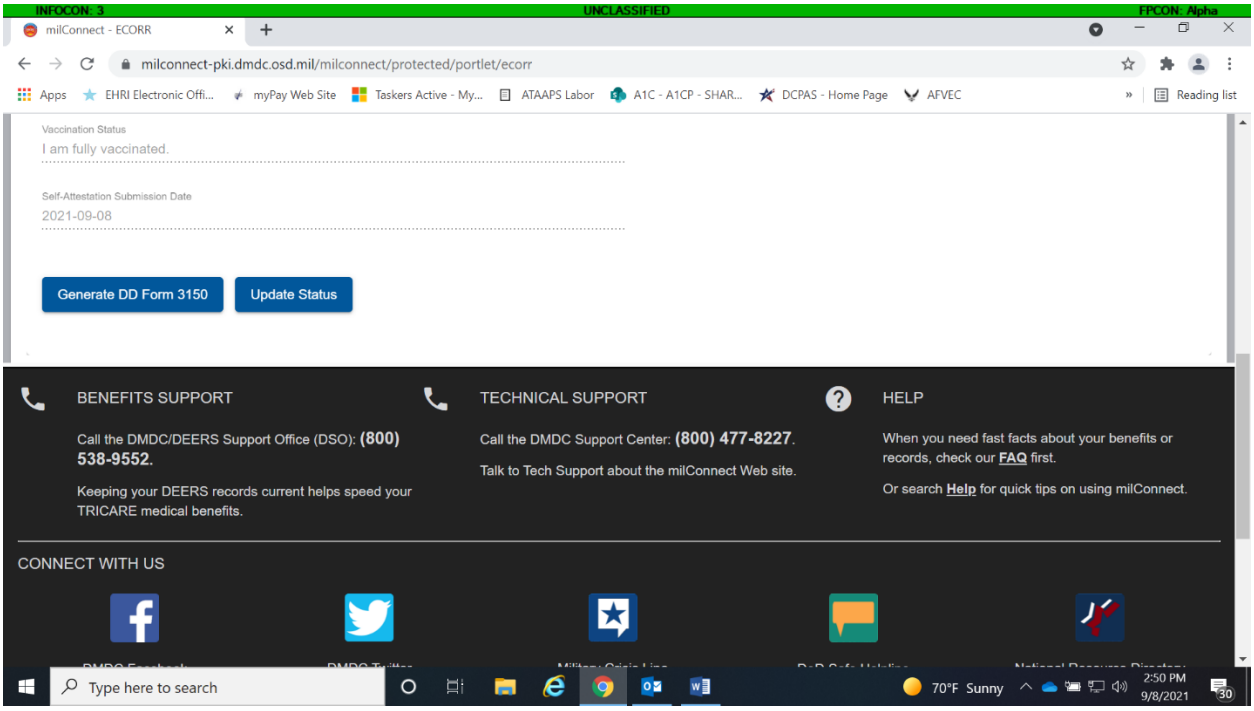


5) Complete Certification of Vaccination Section 3 and click Submit Status

(Please Note: Section 1 (Name); Section 2 (DoD ID Number); and Section 4 (Self-Attestation Completion Date) will auto populate)



You should receive the following message, "You have successfully submitted your COVID vaccination status. Remember to generate your Certification of Vaccination PDF (DD Form 3150) and email it as designated by your agency."



After initial completion/submission of the form, you can generate for download a copy of your DD Form 3150 or you can update your status at any time.