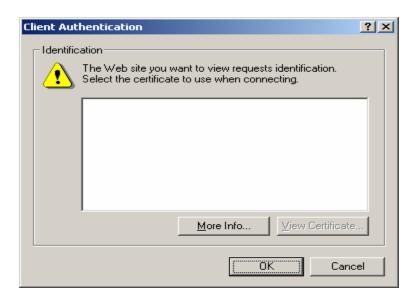# *How to Access the Emergency Data System (EMDS)*

Updated 12 Nov 03

**The Emergency Data System (EMDS) is a secure web program.  Before you can use EMDS you must first login to the AFPC Secure Web site.  To get started, go to the EMDS Web page at https://ww2.afpc.randolph.af.mil/emds/default.htm.  Before you click on "Enter EMDS," we recommend you first read the information on the EMDS Web page, including the "Instructions for Completing the EMDS Form."**

**When you're ready, click "Enter EMDS" to start the AFPC Secure login process.  There are two ways to login to AFPC Secure:  1) via Common Access Card (CAC) and CAC personal identification number (PIN) if your DoD PKI certificate has been loaded; and 2) the regular AFPC Secure UserID and password.**

**When you click on "Enter EMDS," a "Client Authentication" dialog box will appear that looks like this:**



**    - If your web browser has been configured for use with the Common Access Card (CAC), your name and a certificate number will appear in the white area of the above box.  If you want to use your CAC card to log into AFPC Secure, click the "OK" button.  See "DoD PKI Certificate/CAC" below for the next steps in the login process.**

**    - If your name and certificate number do not appear in the box, or if you simply don't want to use your CAC card, click the "Cancel" button.  See "UserID and Password" on page 2 for the next steps in the login process.**

**<u>DoD PKI Certificate/CAC</u>** - Insert your CAC card into the reader on your computer, and enter your CAC PIN at the prompt.  You will then be given access to AFPC Secure Main Menu page.

-- Click on the "EMDS" button and complete or update your emergency next-of-kin data.

-- If this is your **first time in AFPC Secure,** the system will prompt you to enter your SSN, Air Force affiliation (i.e., U.S. Air Force Civil Service), DSN phone number, and a valid E-mail address (either at work or home).  After entering these items, the system should prompt you to create a regular UserID and

password.  If it doesn't, then once you reach the AFPC Secure Main Menu page, scroll to the bottom and click on the "Create UserID and Password" button.  (If you've already established a UserID and password, you won't see this button.)  You'll need a regular UserID and password to log into AFPC Secure from another workstation or from your home computer.

**UserID and Password** - Click "Cancel when the "Client Authentication" dialog box appears on your screen.

    - If you **already have a UserID and password**, enter them and click the "Secure Login" button.  The AFPC Secure Main Menu, with a list of secure web sites, will appear.  Click the "EMDS" button and complete or update your emergency next-of-kin data.

    - If this is your **first time logging into AFPC Secure**:

        -- Click the "Civilian" button on the right side of your screen (under "Create Password Accounts Here").  The Civilian Verification screen will appear.  Enter your social security number (SSN), date of birth, service computation date (SCD) for leave, and your pay plan, grade, and step.  You will find this information on your most recent Leave and Earnings Statement (LES) or SF 50 (Notification of Personnel Action).

        -- Once the system accepts this information, you will create a UserID and password.  (The UserID will default to the first four letters of your last name and the last four numbers of your SSN unless you enter a different one.)  You'll also be required to enter a valid E-mail address (either at home or work).

        -- During the account creation process the system will prompt you to enter your Mother's Maiden Name for use in the online password reset process.  If it does not, once you reach the AFPC Secure Main Menu page, scroll down to the bottom and click on "Enter/Edit Mother's Maiden Name."  If you later forget your password, you can create a new one by clicking the "New Password" button - located next to "Forget your password?" on the right side of the AFPC Secure login screen.

        -- After successful creation of your new UserID and password, you'll be returned to the Login screen where you'll enter the UserID and password and click the "Secure Login" button.  The AFPC Secure Main Menu page will appear.

        -- Click the "EMDS" button and complete or update your emergency next-of-kin data.


**Logging into AFPC Secure from another workstation or your home computer**.  Click Cancel when the "Client Authentication" dialog box appears on the screen, enter your UserID and password, and click the "Secure Login" button.

**If you forget your UserID and it has been <u>less</u> than 120 days since you last accessed AFPC Secure**, click on "Contact Us" at the top of the screen, select the type of assistance you need, and call the phone number listed for assistance.

**If you have not used AFPC Secure for more than 120 days, your account is now non-existent**.  You will recreate your account from the AFPC Secure Login screen by clicking on the "Civilian" button and entering your SSN, date of birth, service computation date for leave, pay plan, grade, and step (obtain from your most recent LES or SF 50).

**If you forget your password**, you have three options:  1) click the "New Password" button next to "Forgot your password?" on the right side of the AFPC Secure Login screen, enter your Mother's Maiden Name, then enter a new password; 2) login using your CAC card and CAC PIN and change your password by clicking on the "Change Password" button; or 3) if the first two options don't work, click on "Contact" at the top of the screen, select the type of assistance needed, and call the phone number listed for help.