

## Okinawa District Easy EBIS INSTRUCTIONS



1. Go to <https://hq-w3.dodea.edu>
2. Click on "NEW USER/FORGOT LOGIN"
3. Fill in your personal information. (You'll need your SF-50 to refer to when completing this page.)
4. The PIN you enter should be 6 numbers.
5. Now you can enter your social security number and the six number PIN you just established.
6. To make changes to your benefits, go to "Transactions".
7. The rest is self- explanatory.

If you are a New User or you have forgotten your PIN, you will need your latest Leave and Earnings Statement or Notification of Personnel Action to complete the information on the New User/Forgot Login link above. Your new permanent PIN must be six numbers and cannot be in the exact order of your Social Security number, date of birth, service computation date, or repetitive/consecutive numbers. For help within EBIS contact the benefits section via e-mail at [benefits@hq.dodea.edu](mailto:benefits@hq.dodea.edu) or via phone at (703)588-3981.