## **MEDPROS LOGIN FOR PART 1/A PHA COMPLETION**

## 1) LOGGING IN TO MEDPROS TO COMPLETE PHA WITH A CAC (must also have a CAC reader)

Please go to <u>https://rc.mods.army.mil/MHA/pdha/DHADeploymentCheck.aspx</u>. Make sure that you have allowed trusted certificates. Instructions for this are found at <u>www.militarycac.com</u> based on your PC and browser.

Once you have done that, please clear your cache and close the browser. Go back to <u>https://rc.mods.army.mil/MHA/pdha/DHADeploymentCheck.aspx</u> and select PKI login. Make sure that your CAC reader is connected to the computer and the CAC is inserted in the CAC reader. If multiple certificates pop up, please select the authentication certificate. Enter your PIN and you should be in the site to complete the Part 1/A PHA.

Select the PHA tab at the top, then Start new Survey.

Once that is done, you will have to reach out to QTC to set up your account and subsequently schedule your Part 2/B PHA.

## 2) LOGGING IN TO MEDPROS TO COMPLETE PHA WITHOUT A CAC

Coordinate with Surgeon Office via email at <u>usarmy.knox.hrc.mbx.sg-admin@army.mil</u> that you need to reactivate your ICAM account. Provide your DODI and your civilian email address. If you do not remember your DODI, make sure you include your full name and rank.

Download the Mobile Connect app to your phone.

The Surgeon Office rep will reactivate your ICAM account, and a link will be sent to your civilian email address to update your password and security questions. The link is only good for two hours, so if they link is suspended, just send an email and ask them to reactivate your account again.

After you have updated your password and security questions, go into the Mobile Connect app and scan the QR code that is associated with your ICAM account. This is linking your account with your mobile phone.

Proceed to <u>https://rc.mods.army.mil/MHA/pdha/DHADeploymentCheck.aspx.</u> Enter your ICAM username and password, then hit "Password Login". It should authenticate your ICAM account on your phone.

Once you are in select the PHA tab at the top, then Start New Survey.

Once that is done, you will have to reach out to QTC to set up your account and subsequently schedule your Part 2/B PHA.