

DoW Identity Registration (DMDC Mission Partner Portal)

Purpose: Once your ECA certificate is issued and installed, you must register it in the Department of War (DoW) central identity system to create your DoW digital identity.

Prerequisites: Ensure your Hardware Token (smart card) is plugged into your card reader, or your Software Certificate is installed in your browser, before navigating to the portal.

Step 1: Access the Portal & Initial Consent

1. Navigate to the **DMDC Mission Partner Registration Portal**:
<https://mpartnerregweb.dmdc.osd.mil/mpartnerregweb/app/>
2. **Certificate Prompt (if applicable):** If prompted by your browser, select your **IdenTrust ECA certificate** and enter your PIN.
3. **DoD Notice & Consent:** Read the standard mandatory DoD Notice and Consent banner and click "**Accept**".

Step 2: Select Credential Registration

1. On the main page, click the button labeled "**Register an approved non-DoD credential**".
2. **Certificate Prompt:** Select your IdenTrust ECA certificate from the prompt and enter your PIN if requested.
3. **Second Consent Banner:** Click "**Accept**" on the follow-up consent splash page.

Step 3: Credential Identification

- On the Credential Identification screen, click "**PKI Login**".

Step 4: Registration Application – Identity Information

1. Complete all **mandatory fields** marked with an **asterisk (*)**.
2. **Mission Partner Dropdown:** Select **IdenTrust**.
3. **Affiliation to Mission Partner:** If prompted, select Contractor.
4. Click "**Next**".

Step 5: Sponsor Information

1. In the "Your Sponsor Information" field, enter the official DoW email address of your designated sponsor:
 - **Option A (Preferred):** The full .mil email address of the designated SCIP Application Information Owner (e.g., your WebRoR sponsor).
 - **Option B:** Any authorized U.S. Government civilian, military member, or contractor holding an active DoW CAC (including your local ADE, if they are willing/authorized to act as your sponsor).
2. Click "**Next**".

Step 6: Review & Submit

1. **Review** all displayed identity and sponsor information for accuracy.
2. Click "**Submit**".
3. Confirmation: Upon successful submission, you will see an Application Confirmation screen displaying your unique Confirmation Number.
4. Click "**Exit**" to close the session.

Step 7: Sponsorship Approval & Identity Creation Timeline

- **Sponsor Action:** Your designated sponsor will automatically receive an email notification directing them to the DMDC Sponsorship Portal to review and approve your registration.
- **Processing Window:** Once your sponsor clicks "Approve", it takes between 8 to 48 hours for the DoW identity linked to your ECA to replicate across the enterprise.

Step 8: Final System Authorization (SailPoint Role Requests)

Important Reminder: DMDC sponsorship only establishes your Authentication (Identity). It does not grant application access.