EIS/HCS Account Process

1. **Only** Government/Military Personnel with **active** EIS/MCEITS accounts can submit a new account request on behalf of a new user. First time users **can NOT** submit a new account request for themselves.

   a. (When prompted, select your DoD Authentication certificate)
   b. Agree to the User Agreement

3. From the SharePoint Site drop-down list, select one of the following: **Military Justice** - [https://hcs.usmc.mil/sites/miljustice](https://hcs.usmc.mil/sites/miljustice) if you require access to our case management system utilized by all three Sea Services OR if you require access to USMC LA or USMC VLCO then please select **CMS_A** - [https://hcs.usmc.mil/sites/cms1](https://hcs.usmc.mil/sites/cms1)

4. Based on the selection you made in Step 2 above, enter the respective justification:
   a. “Request access to the Military Justice Site” or “Request access to USMC LA (or USMC VLCO)”
   b. The new user’s location & job title
   c. The new user’s Region Legal Administrative Officer

4. Enter the new user’s email
   a. Email address **MUST** be a .mil email. USN users should use their @NAVY.MIL email.

5. Select 0 - Standard Account

6. Review all fields for accuracy and Submit

Once the request is approved, you will receive an "ACTION REQUIRED" email from the HCS Helpdesk. Please **reply to that email with a digitally signed Email**. The helpdesk will enable CAC access within 24 hours.

**Be sure to select your DoD Authentication certificate whenever accessing the HCS SharePoint sites**

HCS/EIS Help Desk ([EISHELPDESK@usmc.mil](mailto:EISHELPDESK@usmc.mil))
(816) 705-4865
Help Desk Hours of Operation: Monday - Friday 07:00-17:00 EDT