MILCONNECT INSTRUCTIONS – INITIATING SM EFORM

* Step 1 – Log on to [www.dodtap.mil](http://www.dodtap.mil). You will be directed to MilConnect.
If this does not work, enter this link: <https://milconnectpki.dmdc.osd.mil/milconnect/>.

* Step 2 – Select login button (top right). Follow instructions for MilConnect login.



* Step 3 – Select “Correspondence/Documentation” (center tab). Select DoDTAP – last item on list.
* If initiating a new eForm, stay on the “My Dashboard” tab and scroll down to “Initialize Pre-Separation Counseling.” Follow instructions to complete Section I, II and sign and save under Section IV.