

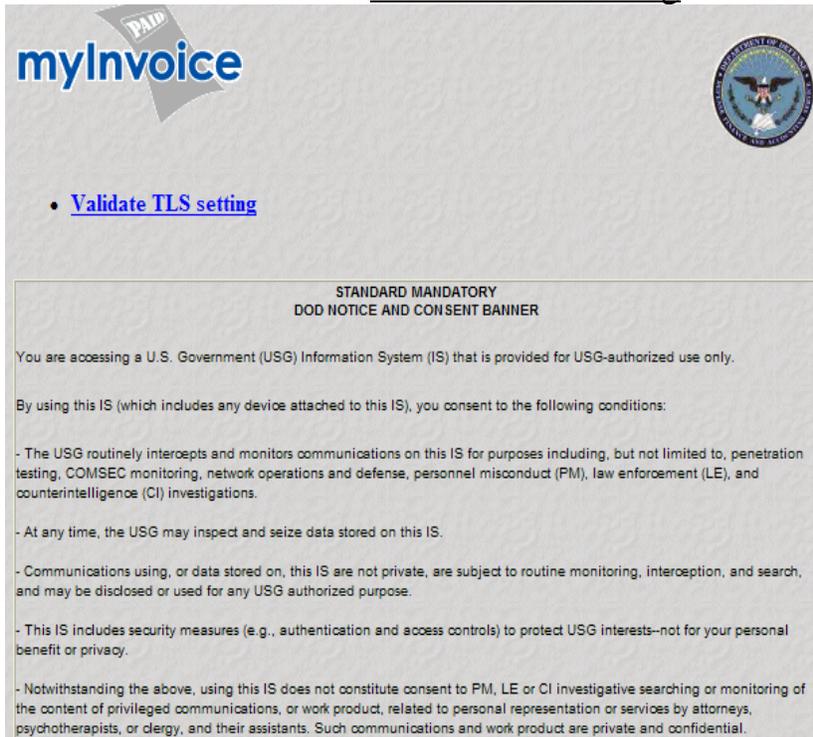
System Requirements for Accessing myInvoice

June 2011

The Defense Finance and Accounting Service (DFAS) myInvoice website application, a Department of Defense (DoD) system, contains sensitive customer information and DoD mandates certain system security controls be in place to provide protection of the data contained therein. The Internet security settings Transport Layer Security (TLS) 1.0/Secure Socket Layer (SSL) 3.0, TLS 1.0/SSL 3.0, are required to be implemented on myInvoice and are rescheduled to be turned on **June 29, 2011**.

Please note that the TLS 1.0/SSL 3.0 settings may not be compatible with all customer systems based on their own company requirements, and implementation of these settings may interfere with the running of other programs already installed. Customers are advised to check with their company's Information Technology (IT) representative before changing any settings.

A validation test website has been created with the required security settings implemented and will be available **June 9, 2011**. Accessing the link <https://validatetls.csd.disa.mil/> provides the myInvoice TLS1.0/SSL3.0 Test Page in the form of the below Validate TLS setting screen.



myInvoice

PAID

DEPARTMENT OF DEFENSE
OFFICE OF THE SECRETARY

- [Validate TLS setting](#)

**STANDARD MANDATORY
DOD NOTICE AND CONSENT BANNER**

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential.

Click on the [Validate TLS setting](#) link to see if your security settings comply. Receipt of the below screen indicates your computer settings already include the TLS 1.0/SSL 3.0 security settings. Congratulations! The OK button conveniently provides a link to the actual myInvoice website at <https://myinvoice.csd.disa.mil/>.



If the above screen is not received as the result of clicking on the [Validate TLS setting](#) link, the following instructions will assist with the review of the computer settings. The settings include implementation of the TLS 1.0/SSL 3.0 settings.

The following instructions were developed for use with the following:

System: Windows XP

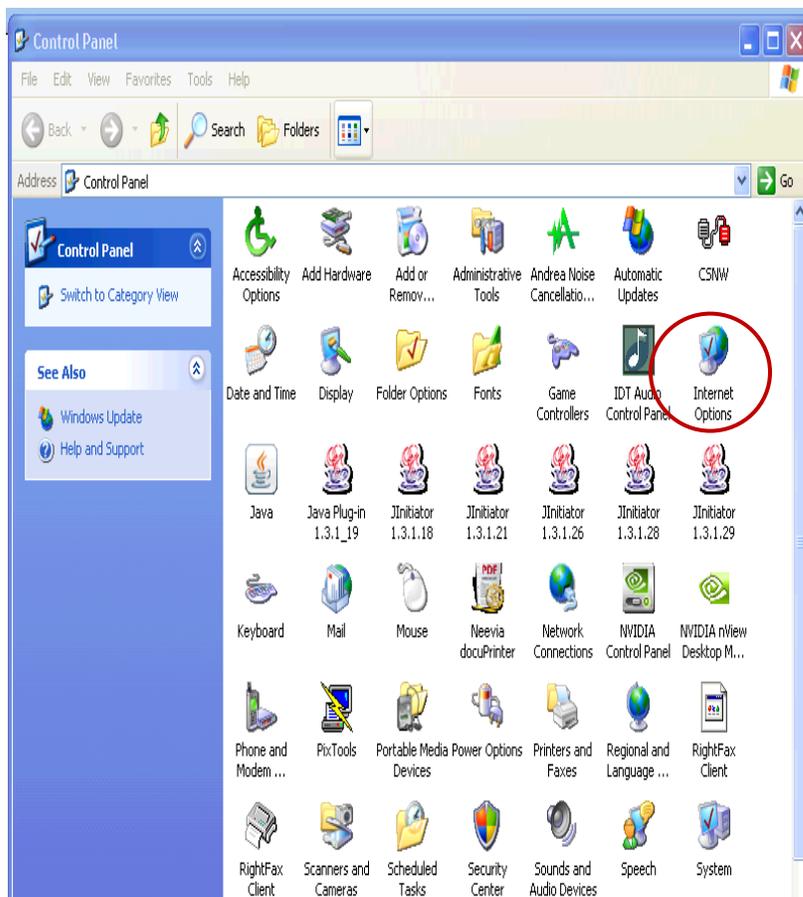
Internet Browser: Internet Explorer (IE) 7 with at least Java j2se 1.6.0_24 or newer

Instructions

1. Click on the Start button on the computer, then go to the Control Panel short cut and click on it for the Control Panel window to open. (Note: The Start button may or may not look like the one in the screen shot below.)



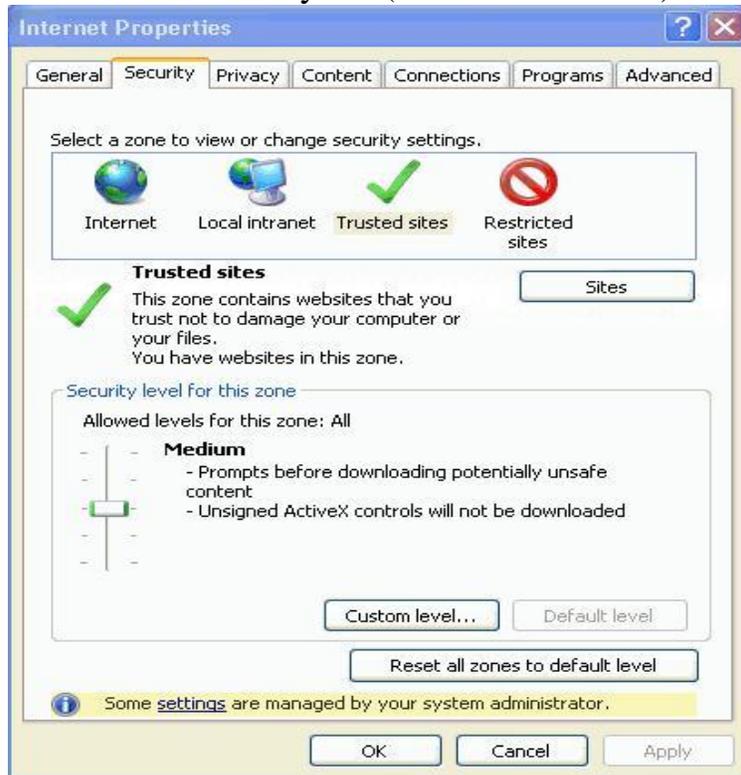
2. Double click on the Internet Options short cut (circled in screen shot below) to access the Internet Properties window.



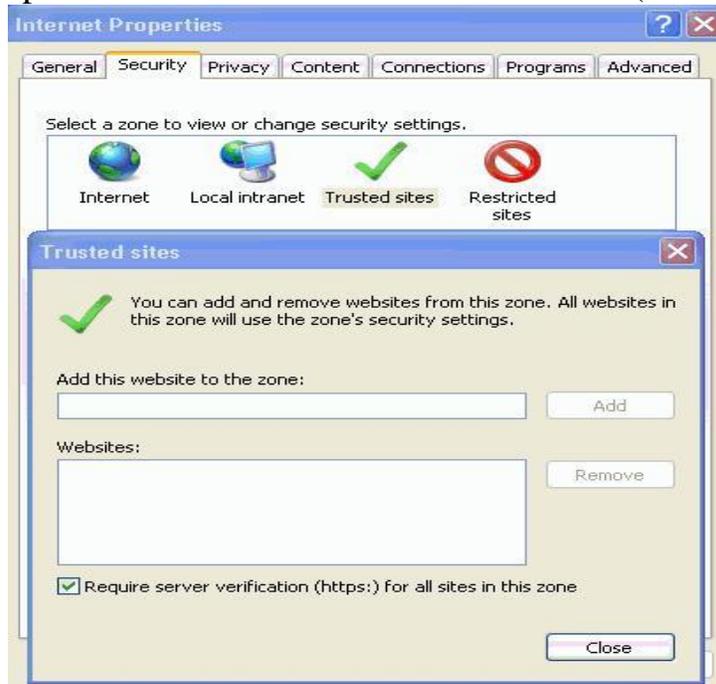
3. The Internet Properties window should display with seven (7) tabs (General, Security, Privacy, Content, Connections, Programs, and Advanced) (screen shot below).



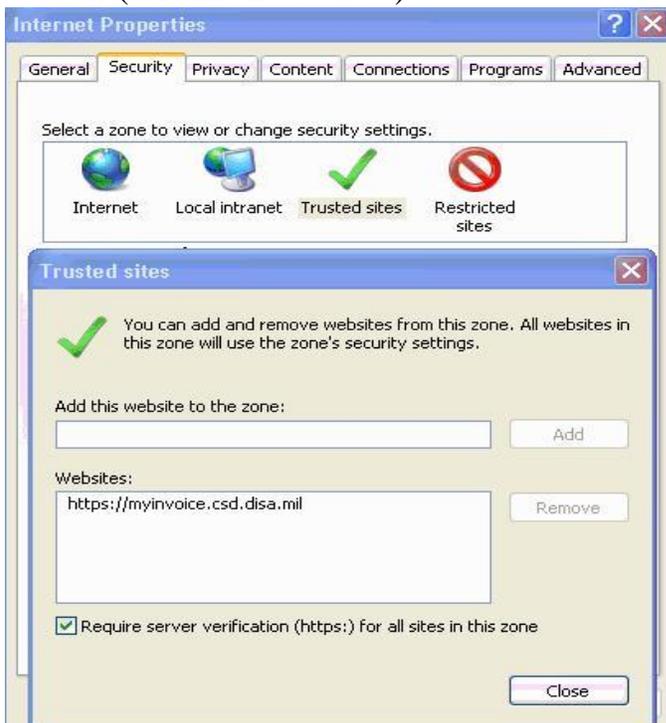
4. Click on the Security tab (screen shot below).



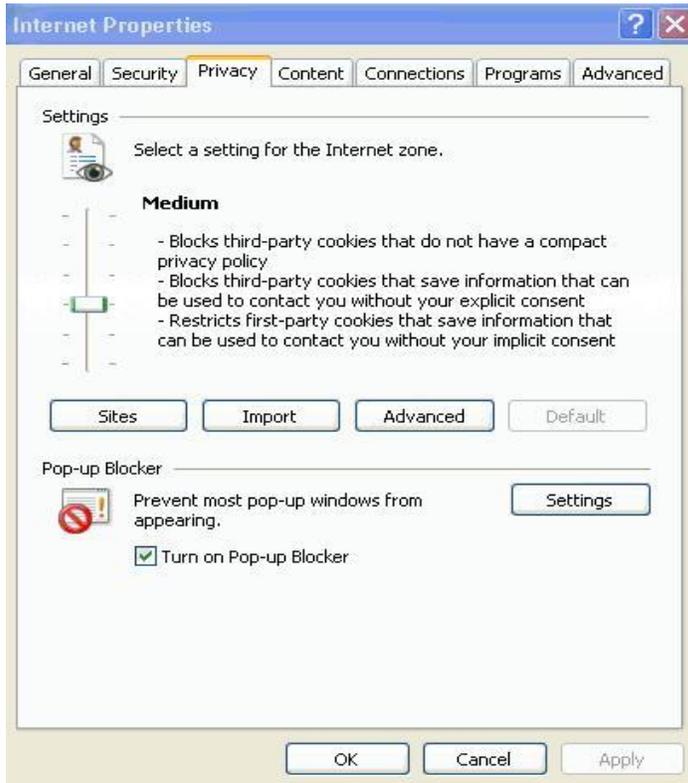
5. Click on the Trusted Sites icon, and then click on the Sites button which will open another window called Trusted sites (screen shot below).



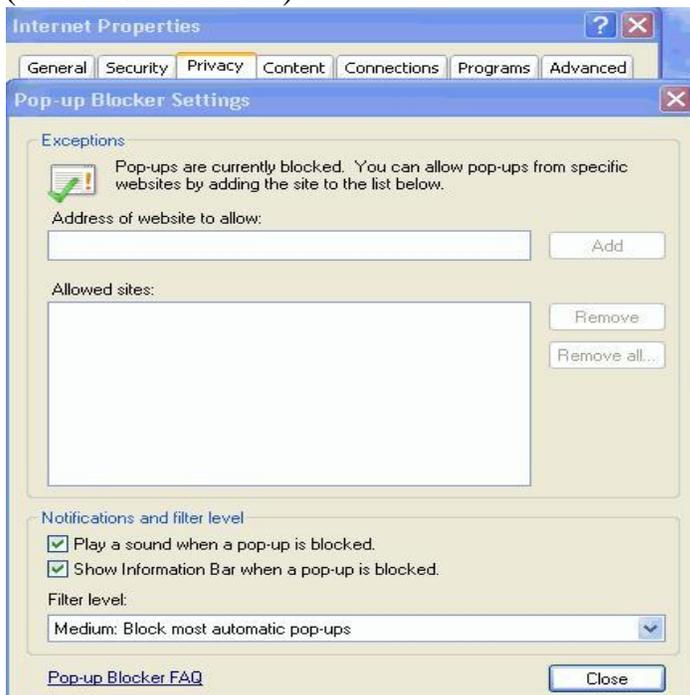
6. If the myInvoice home page Uniform Resource Locator (URL) address <https://myinvoice.csd.disa.mil> is not already listed in the 'Websites:' box, then type it in the 'Add this website to the zone:' text box and click the Add button. The URL should then be displayed in the 'Websites:' box. Click the Close button (screen shot below).



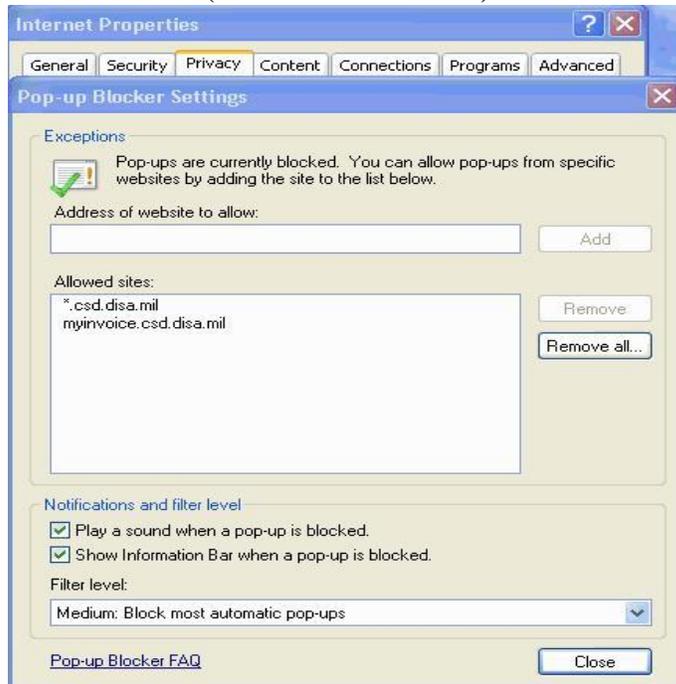
7. Click on the Privacy tab to bring it to the front (screen shot below). If the 'Turn on Pop-up Blocker' box is not already checked, check it and click the Apply button.



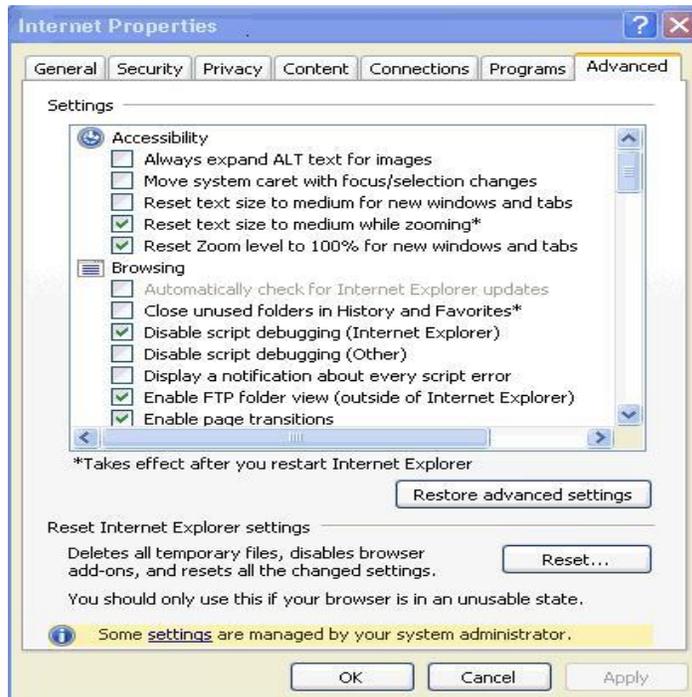
8. Click on the Settings button to bring up the Pop-up Blocker Settings screen (screen shot below).



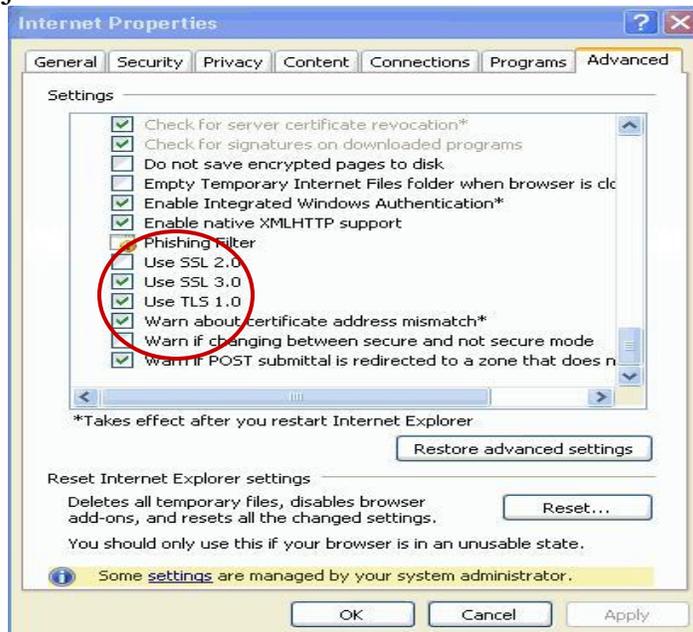
9. If not already listed in the 'Allowed sites:' box, type the myInvoice home page URL address **myinvoice.csd.disa.mil** and also ***.csd.disa.mil** into the 'Address of website to allow:' text box, and click the Add button after typing each one. Each address should then be displayed in the 'Allowed sites:' box. Click the Close button (screen shot below) to return to the Privacy tab screen.



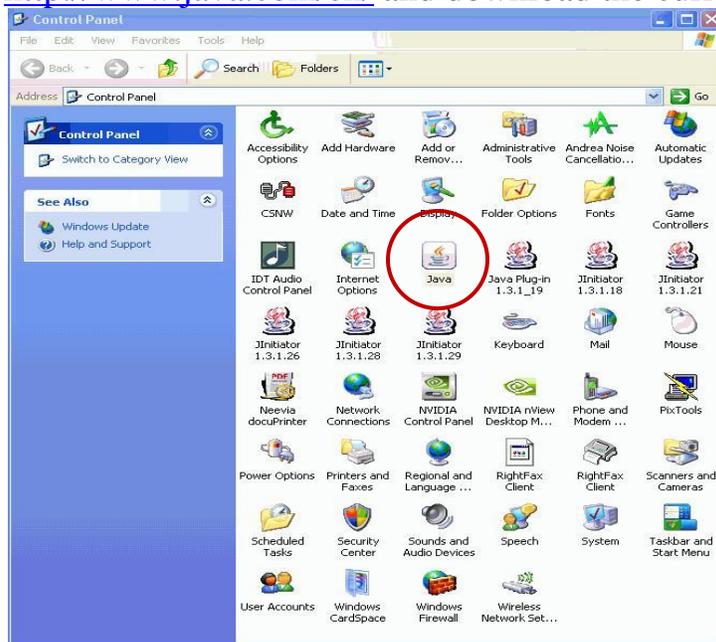
10. Upon return to the Privacy tab screen, click on the Advanced tab (screen shot below).



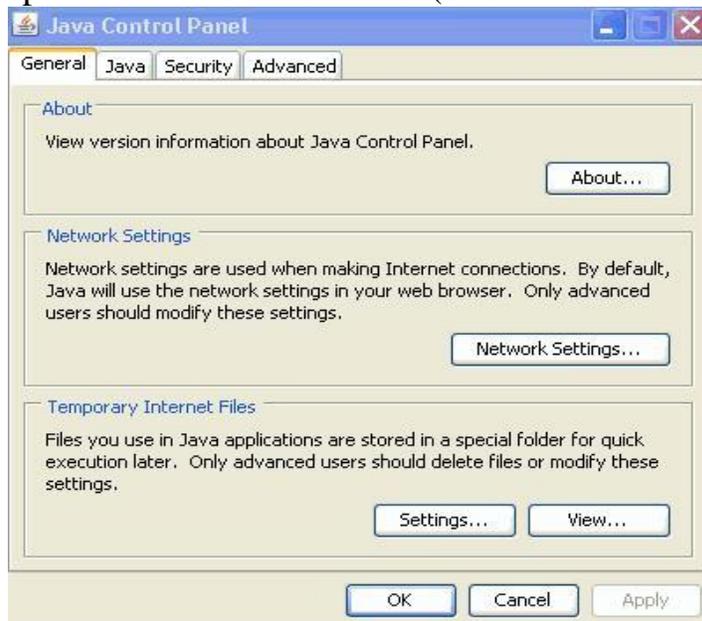
11. On the Advanced tab screen, use the scroll bar to scroll down to the very end and ensure that the 'Use TLS 1.0' and 'SSL 3.0' boxes are checked (screen shot below). If both are not already checked, check as appropriate, click the Apply button, and then click the OK button. If both settings were already checked, just click the OK button.



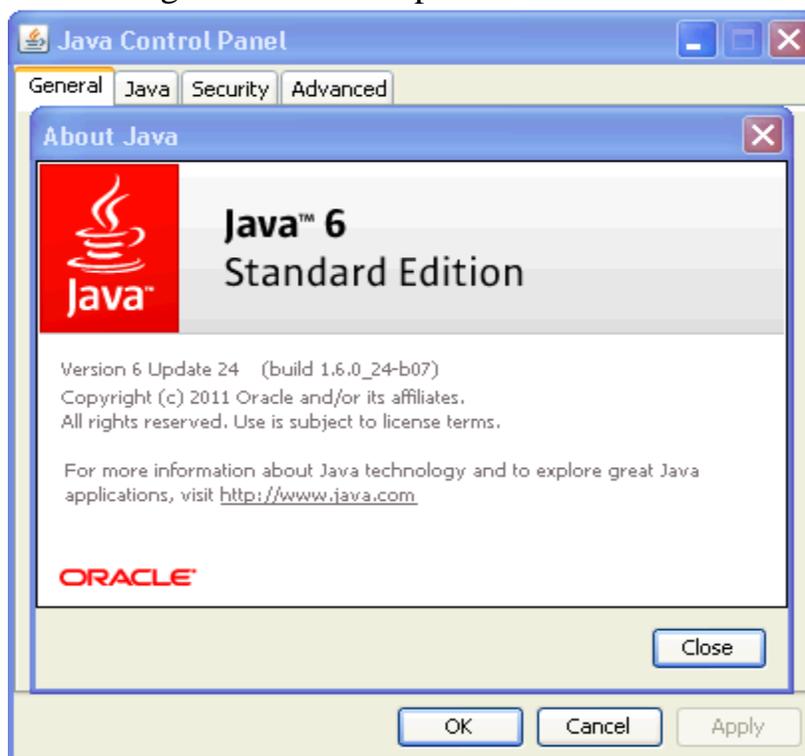
12. Go back to the Control Panel screen and look for the Java icon (circled icon in screen shot below). If there is no matching Java icon, go to Java at <http://www.java.com/en/> and download the current Java version.



13.If the Java icon is already displayed on the Control Panel, double click on it to open the Java Control Panel (screen shot below).



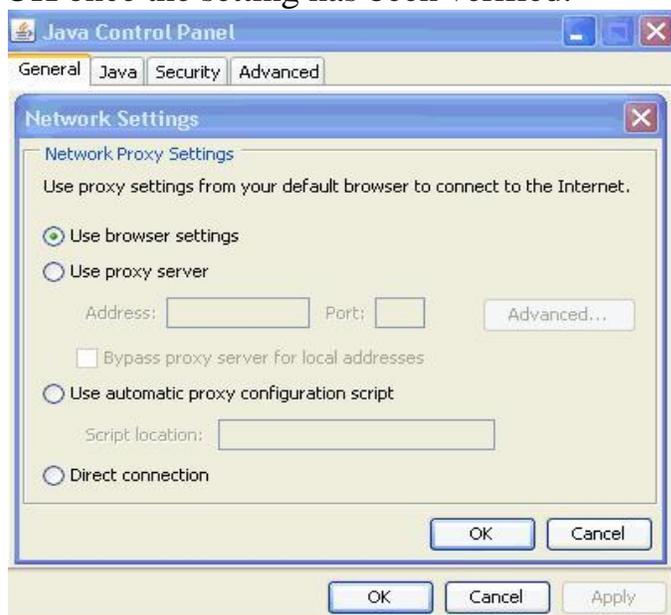
14.Click on the About button to see what Java version is on the computer and if it at least meets the minimum requirements for myInvoice. (NOTE: There is a link to the Java homepage via <http://www.java.com> to retrieve a newer version of Java if required (screen shot below).) If the requirement is already met, click Close and go to the next step.



NOTE: Click on the Java web link (previous screen shot) to provide the JAVA + You screen. To see what Java version is on the computer and if a newer version is available, click on the link named “Do I have Java?” (circled in the screen shot below).

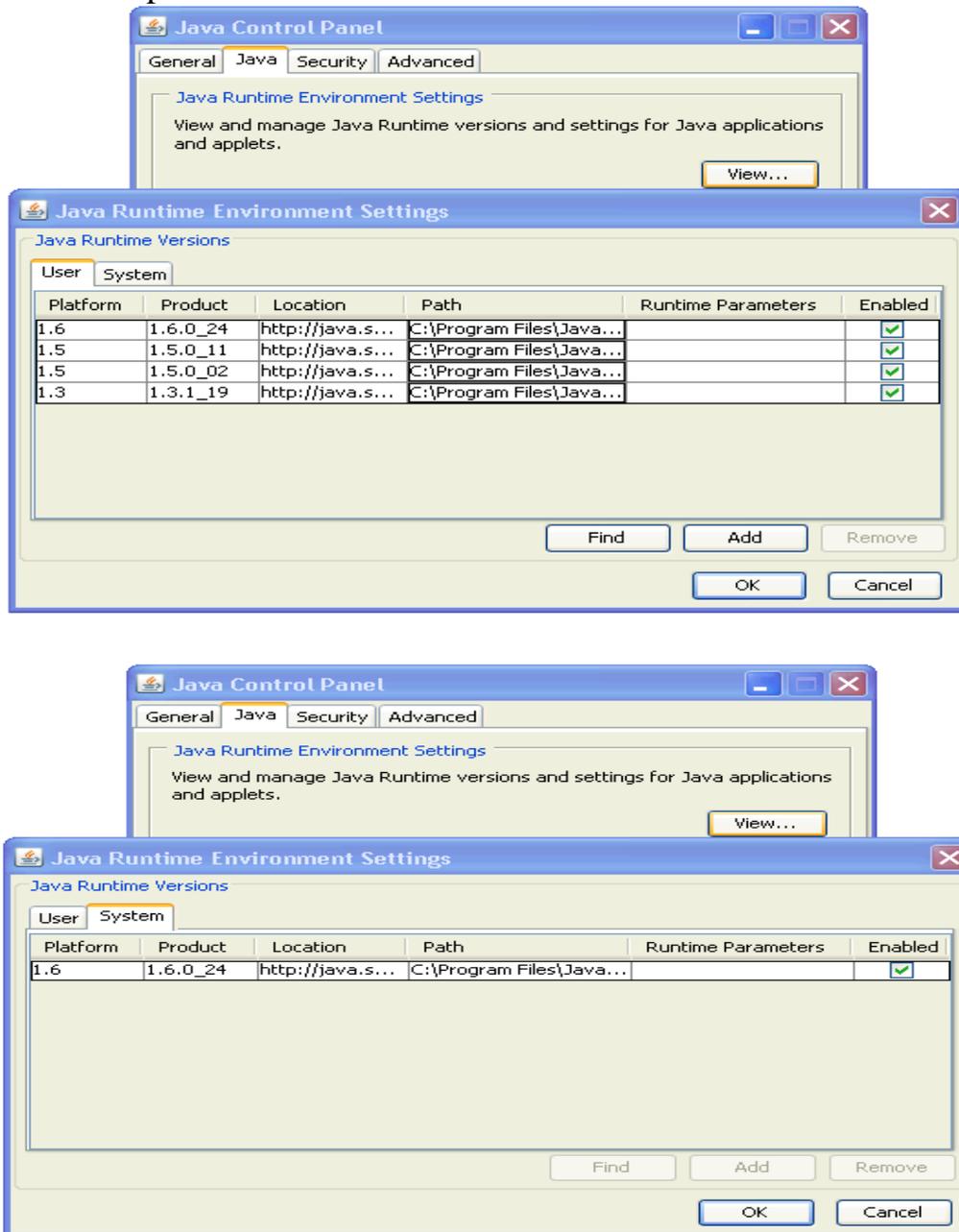


15. On the General tab, click on the Network Settings button. Java will use the browser settings by default. If the computer is using something different than the browser settings, verification with your servicing Information Technology staff is advised to ensure the setting is correct. Close this window by clicking OK once the setting has been verified.

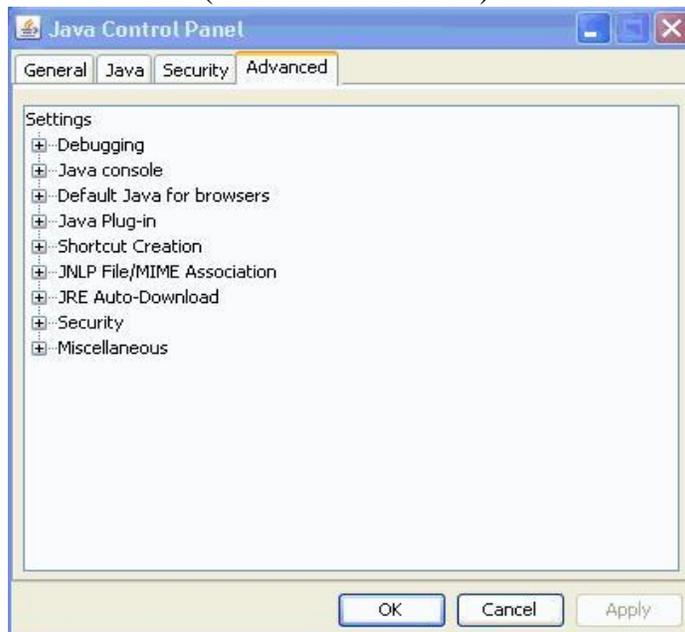


16. Click on the Java tab and then the View button to display the screen Java Runtime Environment Settings, with tabs User and System. Click on the User and System tabs to ensure the version of Java just verified and/or installed is being used by the system (screen shots below). Click OK on the User and System tabs, but if any change was made to either or both, click Apply on the Java tab.

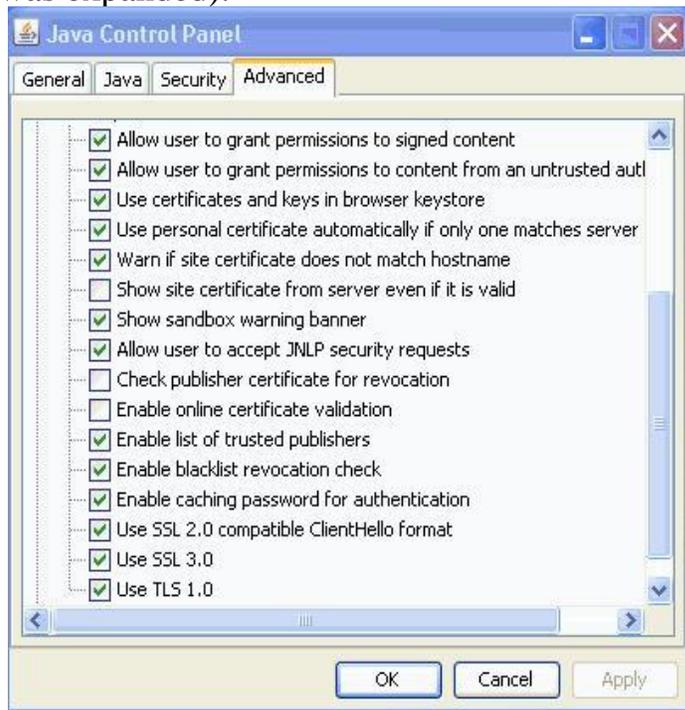
NOTE: Each tab will show a check mark in the Enabled column. Verify that the tabs represent the same view to ensure the system will use the Java version on the computer.



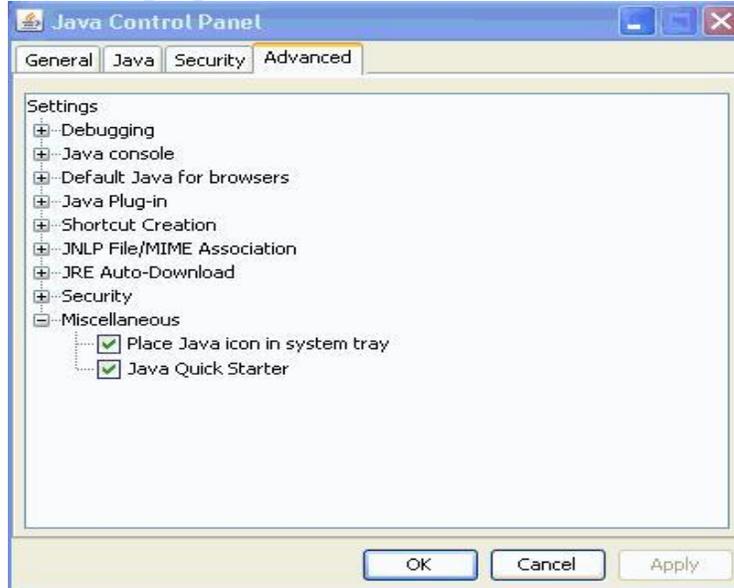
17. Click on the Advanced tab to review and verify additional settings for the Java environment (screen shot below).



18. Click on the plus (+) in front of Security and the plus (+) in front of General to expand and display the properties to ensure that TLS 1.0 and SSL 3.0 have check marks in front of them (screen shot below). Click the Apply button if you checked TLS 1.0 and/or SSL 3.0. Click the negative sign (-) in front of Security (Note: the negative sign (-) replaced the plus sign (+) when Security was expanded).



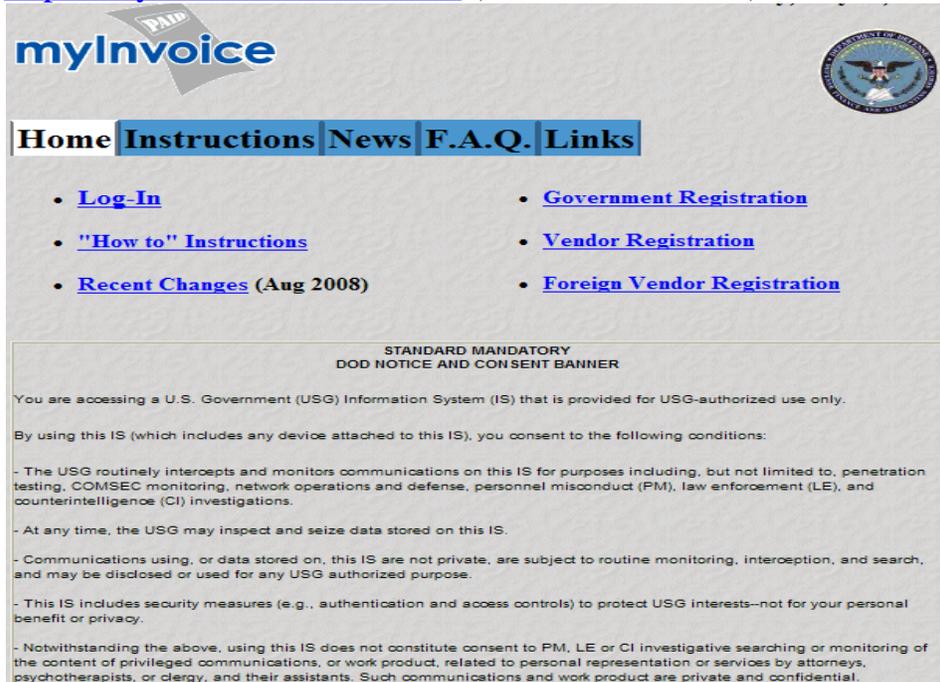
19. Click on the plus (+) in front of Miscellaneous to expand it and ensure both 'Place Java icon in system tray' and 'Java Quick Starter' (disregard if not an option/grayed out) are checked. If they are not both already checked, click to check as necessary, then click the Apply button. Click the negative sign (-) to close the properties of Miscellaneous (screen shot below).



20. For trouble shooting purposes, expand Debugging and check 'Enable logging', then click the Apply button and close Debugging. Expand Java console to ensure the 'Show console' radio button is active and if not, click to activate, click the Apply button, and click OK to close the Java Control Panel window/screen (screen shot below).

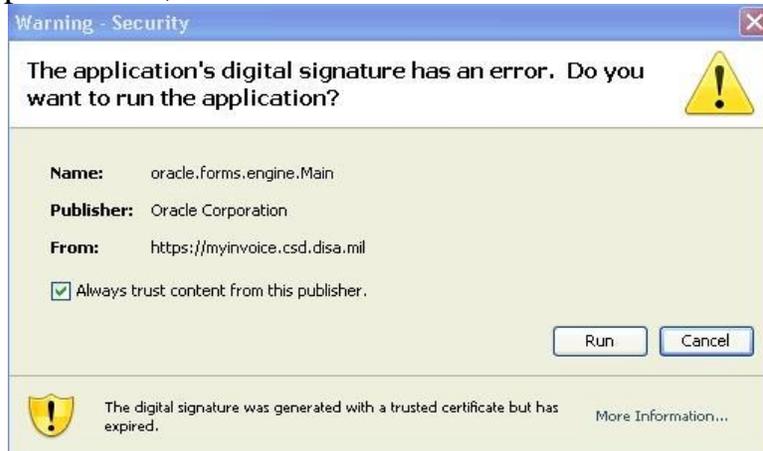


21. Close all Internet Explorer browser windows if any are open. Open a new session of Internet Explorer and go to the myInvoice home page at <https://myinvoice.csd.disa.mil/> (screen shot below).

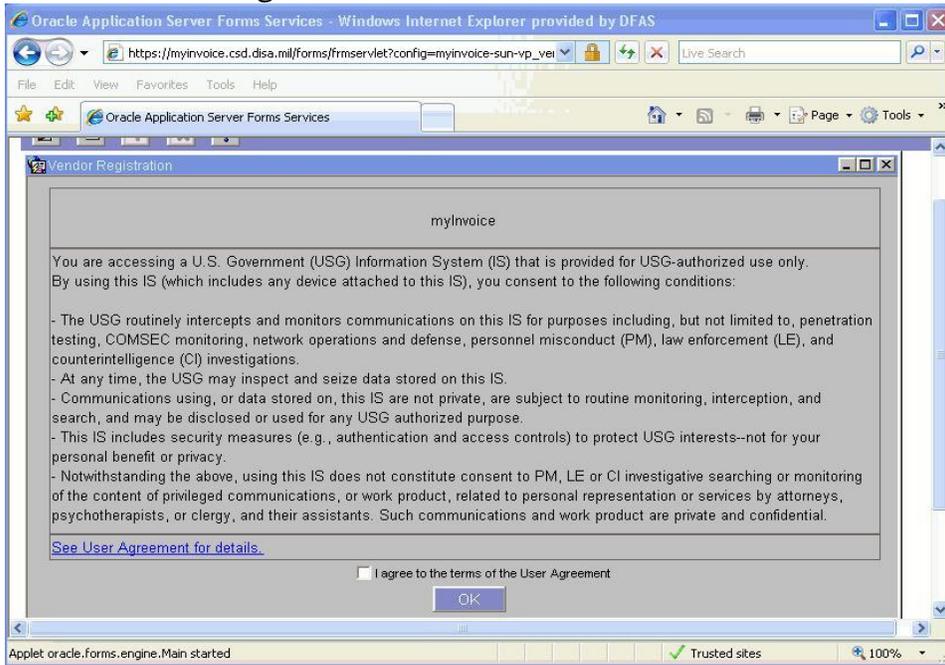


Vendors should be able to click on one of the vendor registration links to create a user account if needed. For the purpose of this documentation, Vendor Registration is used. NOTE: Registration instructions may be accessed via the Instructions tab or the link ["How to Instructions"](#).

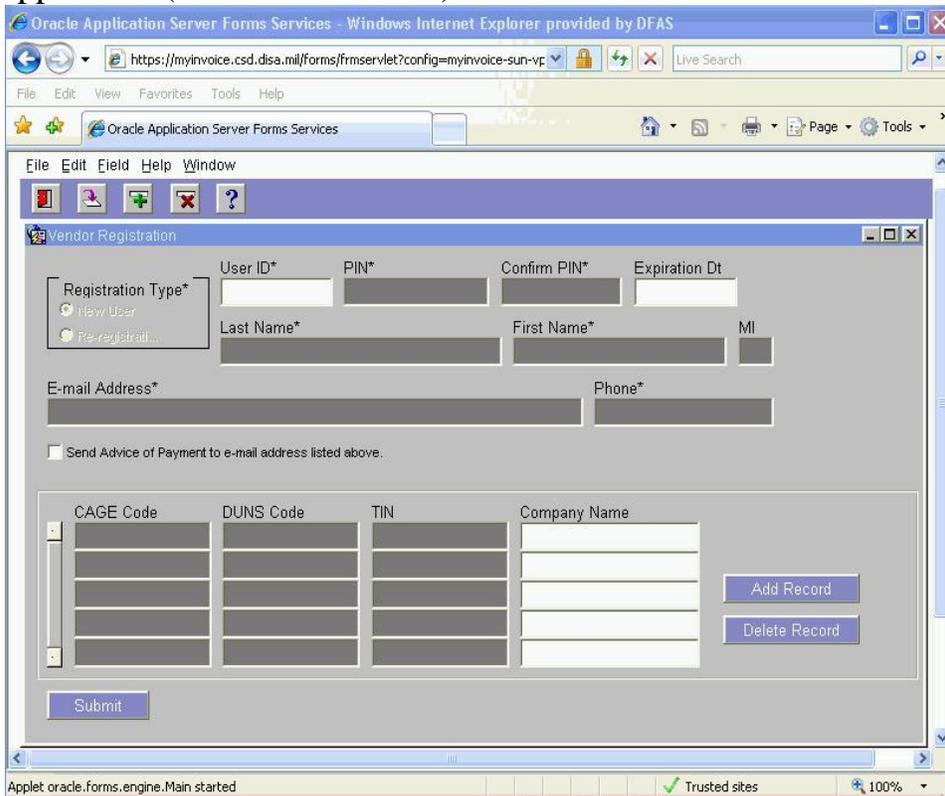
22. After the Vendor Registration link has been clicked and Java begins to run, the below pop-up Oracle Forms Engine 'Warning – Security' may be displayed for first time users stating: 'The application's digital signature has an error. Do you want to run the application?' (screen shot below). If this pop-up window appears, place a check mark in the box 'Always trust content from this publisher.', then click the Run button and Java will finish running.



23. The first portion of the Vendor Registration form provides terms of the myInvoice User Agreement (screen shot below). Please read the notice and click the box to agree to the terms, and click the OK button to continue.



24. The Vendor Registration input form will be displayed for completion as applicable (screen shot below).



If after having worked with your company Information Technology (IT) personnel and through the document "System Requirements for Accessing myInvoice" to review and implement setting changes, but **after June 9, 2011** are still unable to access the test website and successfully find out whether or not your computer is expected to be able to access myInvoice after the changes are implemented, customers may send an email detailing the specifics of the issue and efforts, including the following, to CCO-VALIDATETLS-MYINVOICE@DFAS.MIL.

- Version of Internet Explorer (6/7/8/9) or other Internet browser
- Version of Windows Operating System (OS) (XP/Vista/7) or other OS
- Source IP address: go to What's my IP <http://www.whatsmyip.org/> for this information
- Complete point of contact (POC) information

For questions specifically related to invoice payment issues, please contact DFAS Customer Service for your payment office as identified at:
<http://www.dfas.mil/dfas/contractorsvendors/phonenumbers.html>.

For other myInvoice account or website issues, please contact the DFAS Systems Support Helpdesk at: CCO-SYSTEMS-SUPPORT-HELPDESK@DFAS.MIL or 1-877-692-5260 (614-693-4899, DSN 869-4899).

Thank you for your time and interest.

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