

Accessing the Defense Civilian Payroll System

Your primary interface with the Defense Finance and Accounting Service is through the Defense Civilian Payroll System. DCPS provides you the ability to update an employee's payroll information and view payroll reports in response to requests from those you serve.

To get DCPS access, you must (1) create an account with DISA's Multi-Host Internet Access portal and (2) request a DCPS user ID and temporary password.

MIAP: The MIAP website provides authorized users with secure access to online tools and information. As a CSR, you will use this portal to access several portions of DCPS to input new or updated information, or to retrieve current payroll account data on the employees you serve.

To create your MIAP account, go to <https://miap.csd.disa.mil/>. The steps to register for an account will depend on whether you are using a CAC-enabled computer (used within DoD) or not. Follow the appropriate instructions that will guide you through this process.



Multi-Host Internet Access Portal homepage

Before you begin...

First time DCPS users must take the DCPS Security Awareness Training course prior to obtaining a DCPS user account. You will need to provide the date the course was completed on the DD Form 2929.

The training is available online at <https://dfas4dod.dfas.mil/systems/dcps/consolid/cbt/Cbttoc.htm>.

For non-CAC users, your user ID and temporary password will be emailed to you once your request for a MIAP account has been processed.

DCPS: Before accessing DCPS through the MIAP secure website, you must have a DCPS user ID and temporary password. This will require you to complete the following forms (available online at the DoD Forms Management website at <http://www.dtic.mil/whs/directives/infomgt/forms/>) and submit them using the Remedy or Imaging systems.

- DD2875 System Authorization Access Request
- DD2929 DCPS Non-Payroll Office Access

Submissions via Remedy Action Request System:

- If possible, use the Insert digital signature function available on the forms to be submitted.

Submission via Imaging:

- Fax your completed and signed forms to 866-401-5849. Our automated system scans your documents and sends them to the appropriate team members for processing. Digital signatures are **not** accepted via Imaging.

Once your request for access is processed, you will receive an email with your user ID and temporary password. You must log into DCPS within 3 days from receiving your login information to create a permanent password or your access will be terminated and you will be required to repeat the process.

IMPORTANT REMINDER: As a CSR, you are required to access DCPS at least once a month in order to keep your account active. Failure to log in monthly will result in your inability to access DCPS and require you to repeat the DCPS access request process.