



How to Request eMH Access

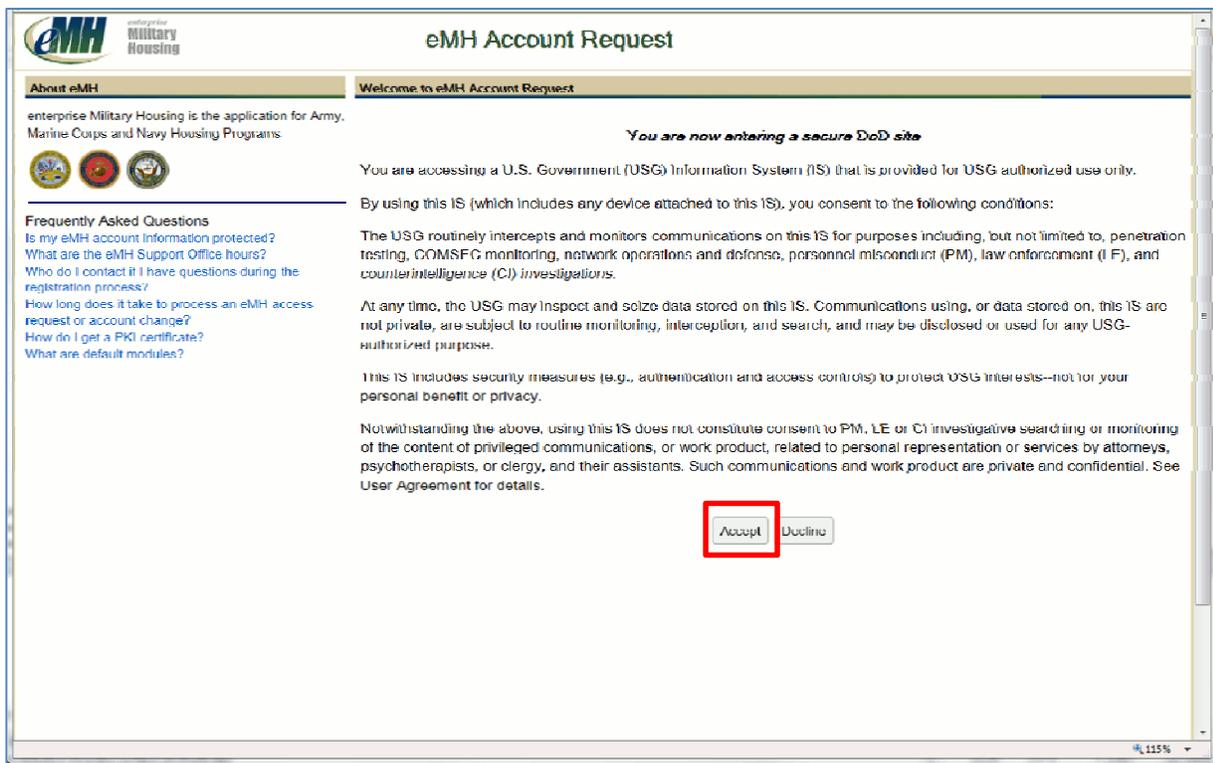
The Enterprise Military Housing (eMH) information technology (IT) system is an integrated joint-service (Navy, Army, USMC) enterprise system that supports management of installation, region, and headquarters unaccompanied and family housing business processes throughout the world.

Purpose

This document provides step by step instructions for requesting access to eMH and specific eMH modules.

Step 1

With your CAC in the reader, go to the following website: <https://www.emh.housing.navy.mil>. Once you select your certificate and access the below site, click the **Accept** button.



Step 2

Fill out all fields marked with a red asterisk (*). First Name, Last Name and Branch of Service will automatically be populated with information from your CAC.

eMH Account Request

Welcome to eMH Account Request

User Information

Last Name * Sample

Middle Name A

First Name * User

Verify Email *

Commercial Work Phone *

Contracted?

Connection Name

Branch of Service Navy

Click the "Select Location" button to select your location.

Location * Select Location

Program Office * Select

If Other, explain

If your access request is approved, you will automatically be given access to the following default eMH modules:

Default Module(s)

Additional Module(s)

Reason for Access

Step 3

To select your Location/Installation, click **Select Location**.

eMH Account Request

Welcome to eMH Account Request

Last Name * User

Email *

Verify Email *

Commercial Work Phone *

Contracted?

Connection Name

Branch of Service Navy

Click the "Select Location" button to select your location.

Location * **Select Location**

Program Office * Select

If Other, explain

If your access request is approved, you will automatically be given access to the following default eMH modules:

Default Module(s)

Additional Module(s)

Reason for Access

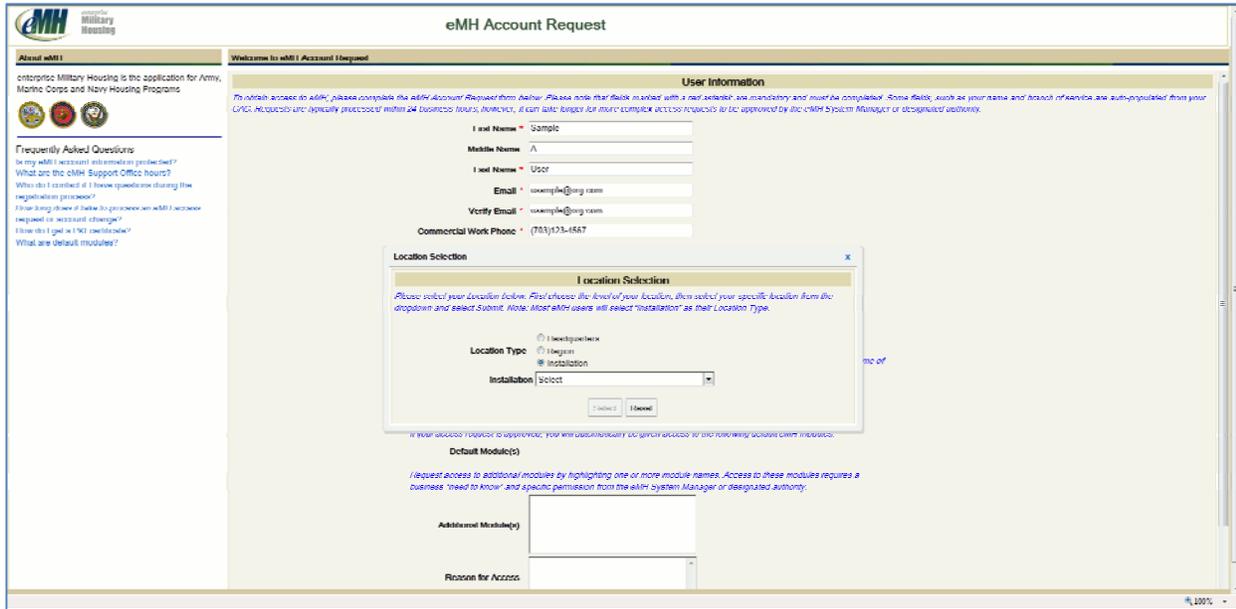
Submit Reset Cancel

FOR OFFICIAL USE ONLY
Support Office: 800 877 8503 (CONUS) / 703 435 2506 (OCONUS)

eMH Support Office: emhsupport@aemcorp.com or 1-800-877-8503 (CONUS) / 703-435-2506 (OCONUS)

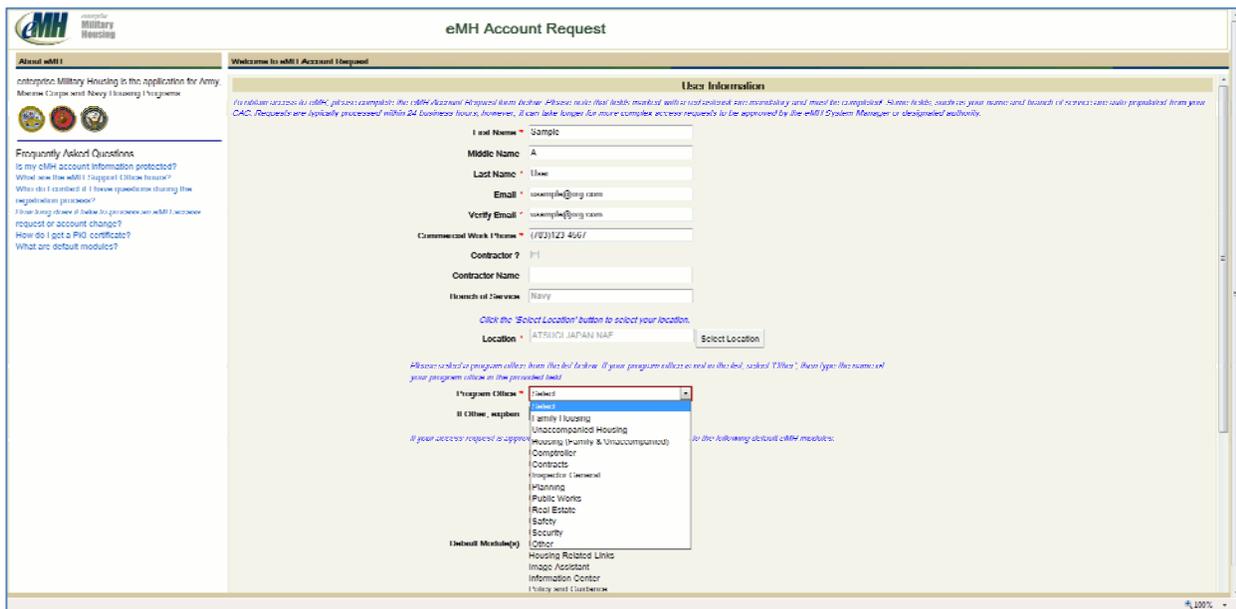
Step 4

Select the **Location Type**. For most users, your Location Type will be **Installation**. Once selected, choose your specific location from the drop down menu. The Installation options are based on the Branch of Service associated with your CAC.



Step 5

In the **Program Office** drop down, select your housing association. Most users should select **Family Housing, Unaccompanied Housing or Housing (Family & Unaccompanied)**.



Step 6

Once your account is active, you will have access to the listed Default Modules. If you require access to additional modules (ex: FHM, UHM), select them in the **Additional Module(s)** section. To select multiple modules, hold down the **CTRL** key and click each module. If you make a mistake and an incorrect module is selected, hold down the **CTRL** key and click on the module to unselect.

The screenshot shows the 'Welcome to eMH Account Request' form. The 'Program Office' is set to 'Housing (Family & Unaccompanied)'. The 'Default Module(s)' list includes: Basic Loading Reports, Budget Reports, Condition Assessments, Enterprise Dashboard, Flag Information Reports, IJULTC, Historic Inventory, Historic Quarters, Housing Contacts, Housing Related Links, Image Assistant, Information Center, Policy and Guidance, RAS Information, Requirements Request Form, eMH Support, and eMH Training Tools. The 'Additional Module(s)' list includes: Administration Module, Basic Loading Module, BI Intranet Module, Criteria Standards Module, and eMH Project Library Module. Red arrows point from the text 'Default Modules' and 'Additional Modules' to their respective lists. The 'Reason for Access' field contains 'For Work'. The 'Submit', 'Reset', and 'Cancel' buttons are at the bottom.

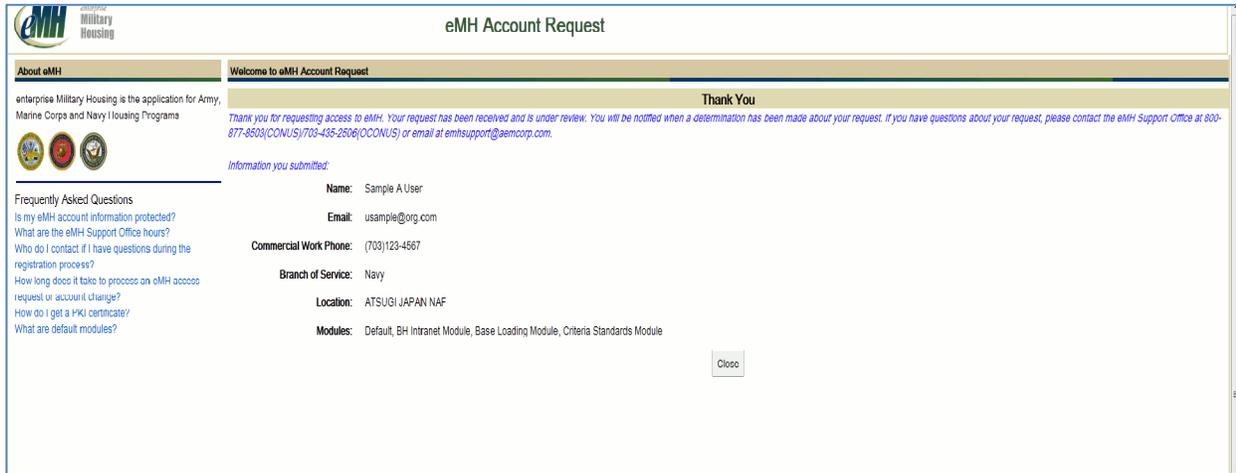
Step 7

Once all fields are completed, click **Submit**.

This screenshot is identical to the previous one, but with a red box highlighting the 'Submit' button. The 'Reason for Access' field now contains 'For Work'. The 'Additional Module(s)' list is the same as in the previous screenshot.

Step 8

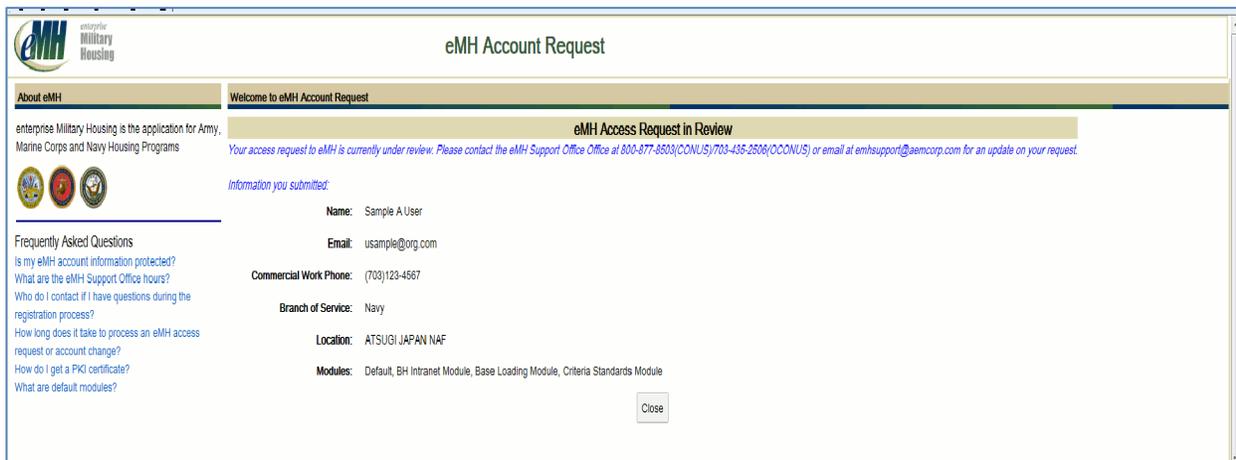
You will be directed to the below page once the request has been submitted.



The screenshot shows the 'eMH Account Request' page. The header includes the eMH logo and the title 'eMH Account Request'. Below the header, there are two tabs: 'About eMH' and 'Welcome to eMH Account Request'. The 'Welcome to eMH Account Request' tab is active, displaying a 'Thank You' message: 'Thank you for requesting access to eMH. Your request has been received and is under review. You will be notified when a determination has been made about your request. If you have questions about your request, please contact the eMH Support Office at 800-877-8503(CONUS)/703-435-2506(OCNUS) or email at emhsupport@aemcorp.com.' Below the message, it lists 'Information you submitted': Name: Sample A User, Email: usample@org.com, Commercial Work Phone: (703)123-4567, Branch of Service: Navy, Location: ATSUGI JAPAN NAF, and Modules: Default, BH Intranet Module, Base Loading Module, Criteria Standards Module. A 'Close' button is located at the bottom right of the page.

Step 9

If you attempt to access eMH prior to your account activation, you will be directed to the below page.



The screenshot shows the 'eMH Account Request' page. The header includes the eMH logo and the title 'eMH Account Request'. Below the header, there are two tabs: 'About eMH' and 'Welcome to eMH Account Request'. The 'Welcome to eMH Account Request' tab is active, displaying an 'eMH Access Request in Review' message: 'Your access request to eMH is currently under review. Please contact the eMH Support Office at 800-877-8503(CONUS)/703-435-2506(OCNUS) or email at emhsupport@aemcorp.com for an update on your request.' Below the message, it lists 'Information you submitted': Name: Sample A User, Email: usample@org.com, Commercial Work Phone: (703)123-4567, Branch of Service: Navy, Location: ATSUGI JAPAN NAF, and Modules: Default, BH Intranet Module, Base Loading Module, Criteria Standards Module. A 'Close' button is located at the bottom right of the page.

Note: You do not have access to eMH until you receive an e-mail from emhsupport@aemcorp.com stating you have received eMH access.

eMH Support Office: emhsupport@aemcorp.com or 1-800-877-8503 (CONUS) / 703-435-2506 (OCNUS)