

How do I get access to the HQMC SharePoint site?

Instructions on how to register for an eHQMC account are below. Follow the instructions to register. Once your account has been built you will receive an email confirmation.

1. Go to <https://ehqmcsupport.usmc.mil/sites/mcwar/default.aspx>. This is the eHQMC account creation website.
2. Click on "REQUEST eHQMC PORTAL ACCOUNT".
3. Click on "I Agree." Users must "agree" to the user agreement or an account will not be created.
4. Complete the form. Fields with a * must be completed or the form may not be submitted.

A. If you input your EDIPI (CAC card digital signature) per the form instructions, there is no need to submit a follow-up, digitally signed email. You must ensure your EDIPI is correct prior to submission. If the EDIPI is entered incorrectly, the account will be created, however you will not be able to access the account as it uses your EDIPI for authentication. Should this occur, contact the HQMC IT Center Help Desk.

To insert your EDIPI (digital signature) on the form, do the following (instructions are also listed on the electronic form):

- 1) Double-Click on the "ActivClient Agent" Smart card reader on the bottom right of your desktop screen.
- 2) Double-Click "My certificate", and then Double Click on any of the certificates in the right pane.
- 3) Copy the last 10 digits inside the "Issue To" field. This is your CAC-EDIPI #

B. If you HQMCITCenterHelpDesk@usmc.mil. The HQMC IT Center will use the digitally signed email to extract your EDIPI. **do not** input your EDIPI, you must follow-up the form submission with a digitally signed email to the HQMC IT Center Help Desk at

Who do I contact if I have questions about the MF SharePoint sites or problems accessing them?

Issues and problems concerning access to the MF SharePoint Site Collection should be directed to the HQ Branch that you are trying to access (i.e. Family Readiness, Behavioral Health etc.). If you do not fall under any specific MF Division Branch then contact the Site Collection Administrator William Bowman (bowmanw@usmc-mccs.org).

eHQMC Registration Procedures

For access to the MF Division SharePoint Site Collection you must first obtain an eHQMC account. Instructions on how to register are below:

Please Note: .org users must enter their correct email first followed by a semicolon then default@usmc.mil. For example, an email address of bowmanw@usmc-mccs.org should be entered as bowmanw@usmc-mccs.org;default@usmc.mil. The electronic form is currently configured to only except .gov or .mil email addresses but the above procedure will allow .org account creation and account submission.