

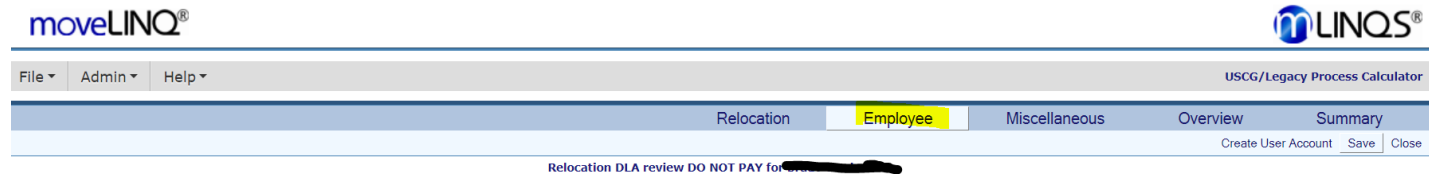
mLINQS new

Create User Account

feature

How it works.....

New feature will be in this tab....



Once a valid @uscg.mil email address is added to **Current Duty Station** address and **New Duty Station** address, hit **SAVE** at the top.

The screenshot displays a form with several sections for address and contact information. The sections are: 'Current Address', 'Current Duty Station Address', 'New Address', 'New Duty Station Address', and 'Commute Address'. Each section contains fields for Line 1, Line 2, Country, State, City, Zip, Phone, and Cell Phone. In the 'Current Duty Station Address' section, the 'Email' field is highlighted in yellow and contains a redacted email address ending in '@uscg.mil'. In the 'New Duty Station Address' section, the 'Email' field is also highlighted in yellow and contains a redacted email address ending in '@uscg.mil'. The 'New Duty Station Address' section also includes fields for Office Phone, Fax, Department, Dept Code, Bureau Code, and Office Code.

The screenshot shows the 'Summary' tab selected in the software interface. Below the tab name is a 'Save' button.

Once you hit "Save" at the top right, the new feature will appear. This will not affect the current **Legacy drop down** application and will only be a function at full go live. This feature will automatically create the members profile in the "EMPLOYEE PORTAL".

