USMC ServMart Quick Start Guide

In order to access the USMC ServMart website, you must complete the following steps:

1. Membership Registration: register for membership on the USMC ServMart website
2. Request DoDAAC: request a DoDAAC from your DoDAAC Point of Contact (Approvers Only)
3. Request DoDAAC Password: Request a password for your registered DoDAAC (Approvers Only)

Membership Registration:

1. On the front page of the USMC ServMart website (www.usmcservmart.gsa.gov), click on the "Register" link in the Account Login box

2. You will be taken to the Membership Registration Page where you will provide the required information and click "Register"
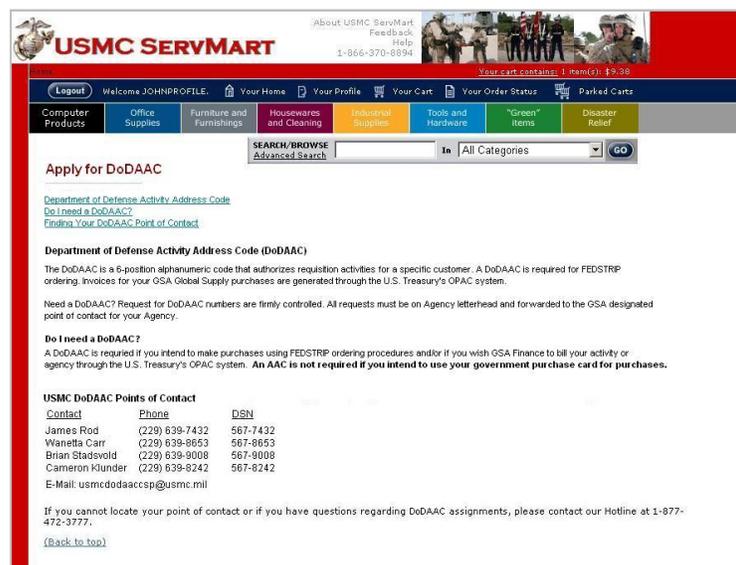
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Request DoDAAC (Approvers Only):

1. Once you receive confirmation of approval, you may begin browsing the store. If you are going to pay with a Government Issued Purchase Card, you may add items to the cart and check out, i.e. pay for, your items. If you wish to use a DoDAAC to pay for your items, you must request a DoDAAC from your USMC DoDAAC point of contact. The information for requesting a DoDAAC, as well as applicable points of contact, can be found by clicking on the "If you need a DoDAAC, click here for instructions" link on the front page of the USMC ServMart page located directly under the Account Login Box:
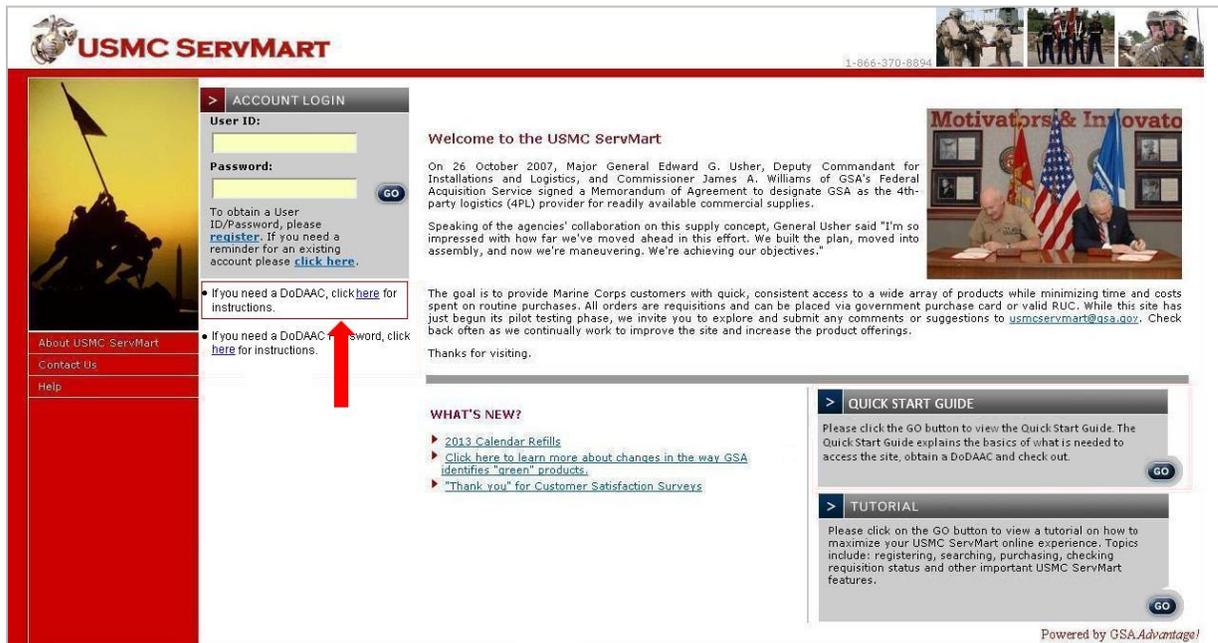
2. You will be taken to the Apply for DoDAAC information page which will guide you to the correct point of contact for obtaining a DoDAAC within the USMC.

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Request DoDAAC Password (Approvers Only):

1. If you already have a DoDAAC or have requested and received your new DoDAAC, you will need to set up a Password on the USMC ServMart website.

2. On the front page of the USMC ServMart website, click on the "If you need a DoDAAC Password, click here for instructions" link, OR

3. Log into USMC ServMart and click on (1)Your Profile, (2) Edit Methods of Payment, and then (3) Apply for a Password
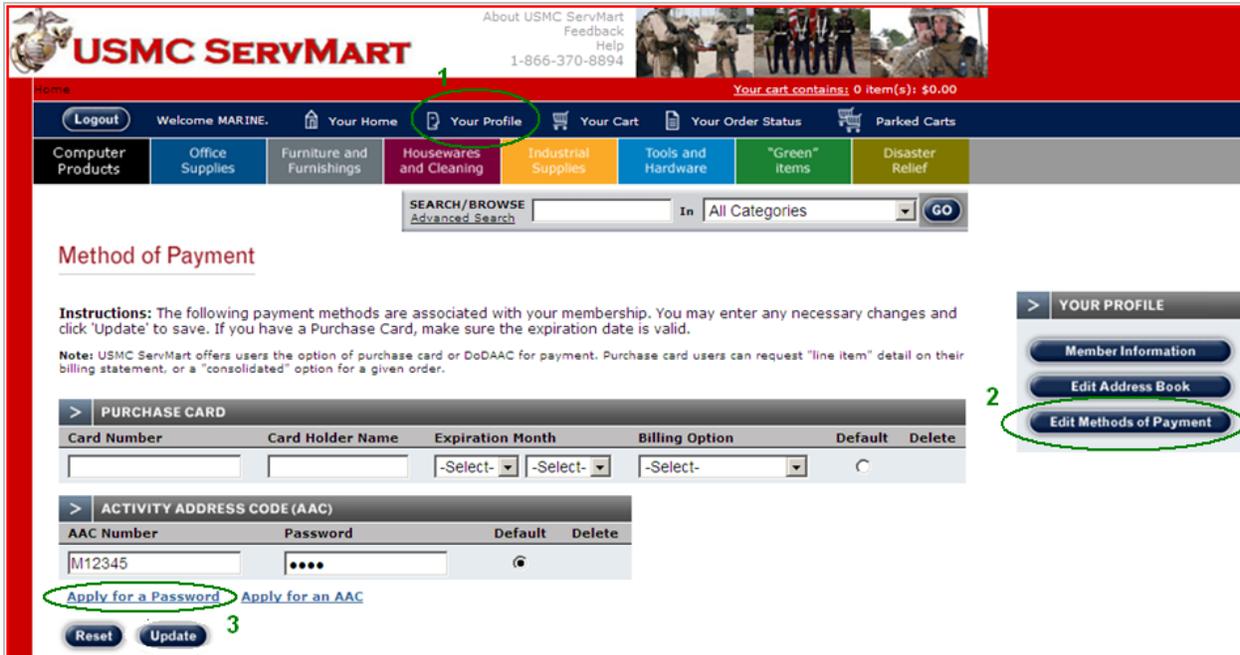
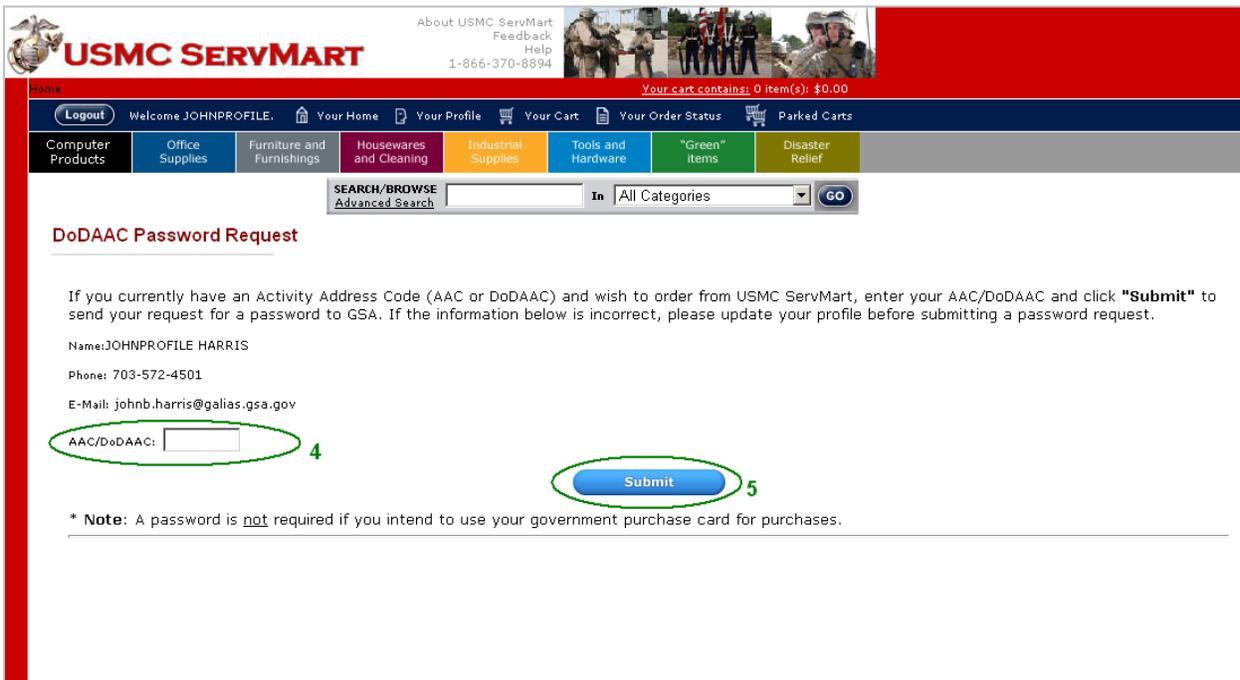4. You will see the DoDAAC Password Request page which will show your USMC ServMart Login ID, the phone number associated with that ID and the e-mail associated with that ID. Enter the DoDAAC for which you would like to create a password in the (4) AAC/DoDAAC field and click the (5) Submit button:

5. The password, once created, will be sent to the e-mail associated with your USMC ServMart Login ID.

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After you have completed these steps, you are ready to proceed with accessing the USMC ServMart and purchasing items using your DoDAAC.