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 (<u>www.usmcservmart.gsa.gov</u>), click on the "Register" link in the Account Login box

>	ACCOUNT LOGIN	
Us	er ID:	
Pa	ssword:	
To	obtain a User	60
ID, re	/Password, please gister.	
aco	ninder for an existing count please <u>click here</u> .	

2. You will be taken to the Membership Registration Page where you will provide the required information and click "Register"

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Member	Tour curtication 0 (tem(s) \$0.0
Wiember	registration
in order to log method of pa	i mo the USMC ServMart and begin browsing for flems, you must first register with a unique User ID, Password and yment. Please enter all required information and click "Register".
Please Note: prompted to s	If you have Javascript disabled on your browser, bypass the bureau selection and complete the registration. You will t select a bureau.
**Note: If you re-register, yo	have already registered your e-mail address on GSA Advantage or GSA Global Supply Website you will not be allowe u must use that login information.
	> MEMBER REGISTRATION
	Agency* - Select an Agency -
	Bureau Code* (if your bureau is not listed, please select the bureau that matches your agency)
	First Name* Last Name*
	Phone* Fax
	E-mail Address* Re-enter E-mail*
	Custamer - enter city at APO er FPO, trate as AA, AE er APO, then atter APO er FPO sip code): thipping Address Line 1 Shipping Address Line 2
	state or province
	Zip Code*
	Please be sure to print out this page or write down your User ID. Password, and answer to the question below for your records!
	User ID* (Must be at least six (6) characters long)
	marinetester
	Note: Enter <u>Case Sensitive</u> password that is at least 8 characters long. Password must contain at least 1 alpha 1 numeral. AND 1 special characters Place must your password carefully.
	New Password* Re-enter New Password*
	Password Hint Question* Password Hint Answer*
	What is your mother's maiden name?
	Would you like to receive e-mail status updates for your orders?
	⊙ Yes ○ No
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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 <u>here</u> for instructions" link on the front page of the USMC ServMart page located directly under the Account Login Box:

USMC SERVMART		1-866-370-8894
About USMC ServMart Contact Us Help	Welcome to the USMC ServMart On 26 October 2007, Major General Edward G. Usher, D. Installations and Logistics, and Commissioner James A. Will Acquisition Service signed a Memorandum of Agreement to de party logistics (4PJ) provider for readily available commercial sugmers of the agencies' collaboration on this supply concept, G Speaking of the agencies' collaboration on this supply concept, G sysembly, and now we're maneuvering. We're achieving our objest system on routine purchases. All orders are requisitions and can b just begun its pilot testing phase, we invite you to explore and back often as we continually work to improve the site and increase. Thanks for visiting. WHAT'S NEW? 2013 Calendar Refills Click here to learn more about changes in the way GSA identifies "oreen" products. * "Thank vou" for Customer Satisfaction Surveys	<text><text><text><text><text><text><text><text></text></text></text></text></text></text></text></text>
		CO Powered by GSA.Advantage!

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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Do I need a DoDAAC Finding Your DoDAA	? C Point of Contact							
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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 <u>here</u> 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

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Method o	of Payment									
Instructions: click 'Update' Note: USMC Se billing stateme	Instructions: The following payment methods are associated with your membership. You may enter any necessary changes and click 'Update' to save. If you have a Purchase Card, make sure the expiration date is valid. Note: USMC ServMart offers users the option of purchase card or DoDAAC for payment. Purchase card users can request "line item" detail on their billing statement, or a "consolidated" option for a given order.									tion bok
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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:

USI	MC SE	rvM a	Aboi	ut USMC ServMa Feedba He 1-866-370-889	rt k lp 24				
Logout	Welcome JOHNPR	OFILE. 🍙 V	ourHome 🍞 Your	Profile 🛒 You	ur Cart 📄 Your	Order Status	Parked Carts		
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* Note	: A password i	s <u>not</u> require	d if you intend t	to use your g	overnment pur	chase card to	r purchases.		

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

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