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 Login/Register and the system will route new Users to Registration page. Already registered Users will enter their email and password to start the login.

USMC SERVMART	About USHC ServNant Customer Sention Comments Heig/FAQ 1-966-70-8694	
Account Login/Register	Velcome to the USKC ServHart Data of Corollary States and Service A. Unlex, Deputy Corona finaliations and Experts, and Coronationer James A. Williams of CMA for the Corollary of Corollary Service A. Williams of CMA Generation Services Administration (CGA) as the logistics provder for ready to the Corollary of Corollary Services and Corollary Services and Services We share. This we to site provders addressed for expected we share the Service Administration (CGA) as the logistics provder for ready we share. This we to site provders addressed for expected we share the Service Administration (CGA) as the logistics provder for ready we share the Service Administration (CGA) as the logistics provder for ready we share the Service Administration (CGA) as the logistics provder for ready we share the Service Administration (CGA) as the logistics provder for ready we share advected and bandware for expected to the Corollary with a service advected and bandware for expected to the Corollary and the service advected and bandware for expected to the Corollary with a service advected and bandware for expected to the Corollary advected to the service advected and the Corollary advected to the Corollary advected to the service advected advected to the Corollary advected to the Corollary advected to the service advected to the Corollary advected to the Corollary advected to the service advected to the Corollary advected to the Corollary advected to the service advected to the Corollary advected t	there for a series to a well are or well BUC. We invite you to
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2. You will be taken to the Membership Registration Page where you will provide the required information and click "Register"

> MEMBER REGISTRATION		
Agency*		
- Select an Agency -		
Bureau Code* (if your bureau is not lis	ted, please select the b	areau that matches your agency)
Select a Bureau 😂		
First Name*	Last Name*	
Dhanat	Fau	
Phone*	rax	
E-mail Address*	Re-enter E-mail*	
Enter a U.S. Shipping Address below. This	is going to be your defa	ault shipping address. (APO/FPO
Customers - enter city as APO or FPO, stat	e as AA, AE or AP, then	enter APO or FPO zip code):
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Would you like to receive e-mail st	tatus updates for y	our orders?
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Content of emails		
Consolidated - Send me one daily r	nessage combining a	all orders
Format of emails		
Plain Text (works well with all mail of	lients except Lotus	4.x)
Would you like to receive USMC Se	ryMart updates?	
Yes No	and aparton	
	Register	

USMC ServMart LOGIN

- 1. Enter your email address and your password and click Login.
- 2. You can use "Forgot Password" and "Register Here" when required.

Please login to continue	
1 Enter your email address	0
Password	0
Remember me	
Login	
Forgot password?	
Register Here	

- 3. Users must enter a verification code to complete the login to USMC ServMart. Click "Send email" and the verification code will be sent to your email address.
- 4. Enter the "Verification Code" once received in your email
- 5. Click on "Verify"

Email Authentication (nd@gsa.gov) Click here to send verification email Enter Code Do not challenge me on this device for the next 30 minutes
(nd@gsa.gov) Click here to send verification email Enter Code Do not challenge me on this device for the next 30 minutes
Click here to send verification email Enter Code Do not challenge me on this device for the next 30 minutes
Do not challenge me on this device for the next 30 minutes
Verify
Sign Out

6. Users 1st logon after the implementation of MFA will require a new password.

Descuerd requirements, at least	12 characters a
lowercase letter, an uppercase le symbol, no parts of your usern- include your first name, does no last name. Your password canno last 10 passwords. At least 1 day elapsed since you last changed	tter, a number, a ame, does not ot include your it be any of your y(s) must have your password.
P bld password	•
New password	0
🎤 Repeat password	9

 This is a required step in the logon process for only the 1st logon after MFA has been implemented. This screen will not appear for subsequent logons.

Request DoDAAC (Approvers Only):

USMC S	ervMart	About USHC Servitan Castomer Service Commenta 1-866-370-8894	
	ACCOUNT LOGIN	Welcome to the USKC ServHart Dn 26 Stocker 2007, Mayer General Edward G. Luher, Depuis Communications and Loging and Communication and Loging	the first ward of the first of
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- 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.
- 2. Log into USMC ServMart and click (1) Your Profile, (2) Edit Method of Payment and then (3) Apply for a Password as shown in the screenshot below.

			About USM	C ServMart Feedback Help			
Home	IC SER	CVIVIAN	1-866	-370-8894	Your cart contains	:: 0 item(s): \$0.00	
Logout	Welcome MARINE.	Your Hom	e 🕞 Your Profile	🛒 Your Cart 📄 Your	Order Status	Parked Carts	
Computer Products	Office Supplies	Furniture and Furnishings	Housewares Ind and Cleaning Su	ustrial Tools and pplies Hardware	"Green" items	Disaster Relief	
			SEARCH/BROWSE Advanced Search	In Al	Categories	. 60	
Method o	of Payment						
Instructions: click 'Update' Note: USMC Se billing stateme	The following pa to save. If you h ervMart offers users ent, or a "consolidat	ayment methods a ave a Purchase C the option of purch red [®] option for a giv	are associated with you ard, make sure the exp ase card or DoDAAC for p en order.	r membership. You may (iration date is valid. ayment. Purchase card users	enter any necess	ary changes and tem" detail on their	> YOUR PROFILE
> PURCH	ASE CARD	_	_	_	_		Edit Methods of Payment
Card Numb	er	Card Holder Nam	e Expiration Mont	Billing Option	n D	Oefault Delete	
> ACTIV	ITY ADDRESS CO	DE (AAC)	_				
AAC Numbe	r	Password	Default	Delete			
M12345		••••	۲				
Apply for a	Password App Update 3	ly for an AAC					

3. You will see the DoDAAC Password Request page which will show your USMC ServMart email address and phone number. Enter the DoDAAC for which you would like to create a password in the (4) AAC/DoDAAC field and click the (5) Submit button as shown in the screenshot below.

ome Logout	Welcome JOHNPI	ROFILE. 🏦 V	ourHome 🖸 You	1-866-370-88' r Profile	94 Jur Cart 📄 Your	Your cart contain	<u>is:</u> 0 item(s): \$0.0 W Parked Car				
Computer Products	Office Supplies	Furniture and Furnishings	Housewares and Cleaning	Industrial Supplies	Tools and Hardware	"Green" items	Disaster Relief				
			SEARCH/BROWSE Advanced Search		In All	Categories	- Go)			
DoDAAC	Password	Request						-			
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- 4. The password, once created, will be sent to your email address.
- 5. After you have completed these steps, you are ready to proceed with accessing the USMC ServMart and purchasing items using your DoDAAC.