

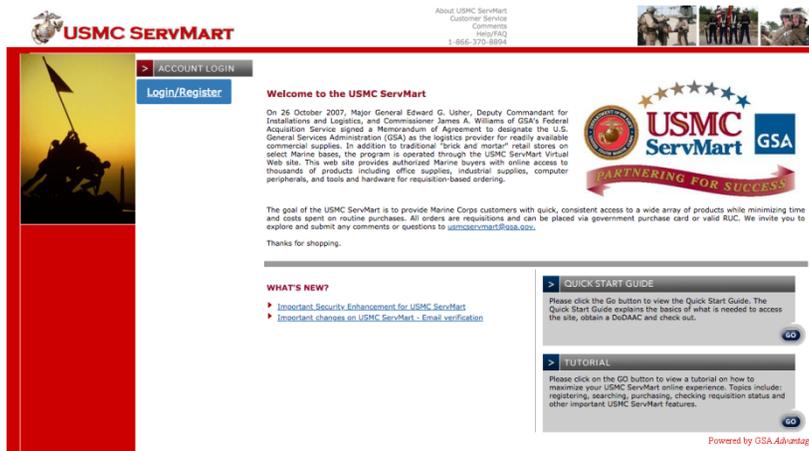
USMC ServMart Quick Start Guide

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 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.



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 REGISTRATION

Agency*
- Select an Agency -

Bureau Code* (if your bureau is not listed, please select the bureau that matches your agency)
-- Select a Bureau --

First Name* **Last Name***

Phone* **Fax**

E-mail Address* **Re-enter E-mail***

Enter a U.S. Shipping Address below. This is going to be your default shipping address. (APO/FPO Customers - enter city as APO or FPO, state as AA, AE or AP, then enter APO or FPO zip code):

Shipping Address Line 1 **Shipping Address Line 2**

City **State or Province**

Zip Code*

 Please be sure to print out this page or write down your answer to the question below for your records!

Note: Enter Case Sensitive password that is at least 12 characters long, a lowercase, an uppercase letter, a number, a symbol **AND** no parts of your username. Please guard your password carefully.

New Password* **Re-enter New Password***

Password Hint Question* **Password Hint Answer***

What is the name of your first pet? **Show Answer:**

Ordering Email Verification (optional)
If you intend to place orders on USMC ServMart, GSA requires your email address to be verified. Please ensure that the email address you are providing in your registration is a valid U.S. Federal Government email address (i.e. .mil, .gov, etc). Note - Personal email addresses are not acceptable if you plan on ordering.

I intend to place orders on USMC ServMart. Please send me the verification email. Follow the instructions included in the verification email. Once your email has been verified, you may begin ordering from USMC ServMart.

Would you like to receive e-mail status updates for your orders?
 Yes No

Content of emails
Consolidated - Send me one daily message combining all orders

Format of emails
Plain Text (works well with all mail clients except Lotus 4.x)

Would you like to receive USMC ServMart updates?
 Yes No

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

Remember me

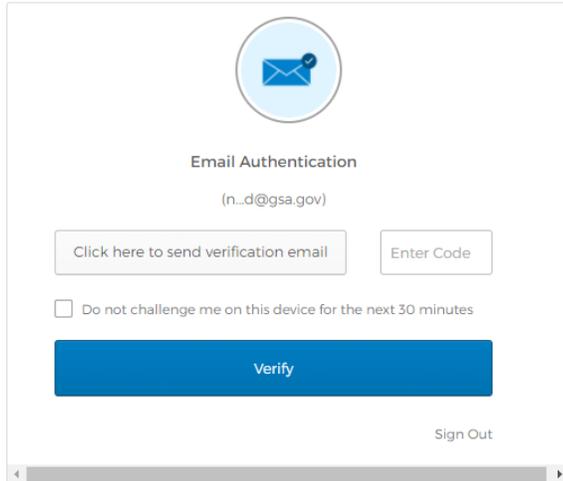
[Forgot password?](#)

[Register Here](#)

[Help](#)

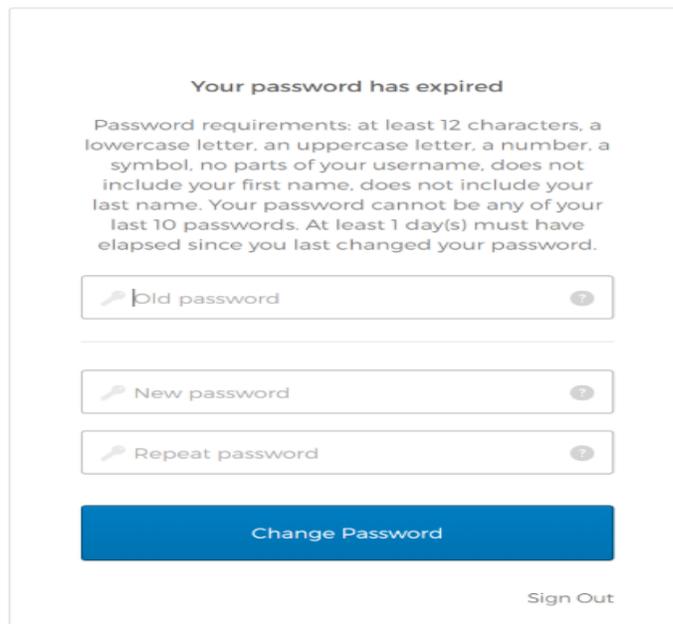
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3. Users must enter a verification code to complete the login to USMC ServMart. Click “Send email” and the verification code will be sent to your email address.
4. Enter the “Verification Code” once received in your email
5. Click on “Verify”



The screenshot shows the 'Email Authentication' interface. At the top is a blue envelope icon with a checkmark. Below it, the text reads 'Email Authentication' and '(n..d@gsa.gov)'. There are two buttons: 'Click here to send verification email' and 'Enter Code'. A checkbox labeled 'Do not challenge me on this device for the next 30 minutes' is present. A large blue 'Verify' button is at the bottom, with a 'Sign Out' link below it.

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

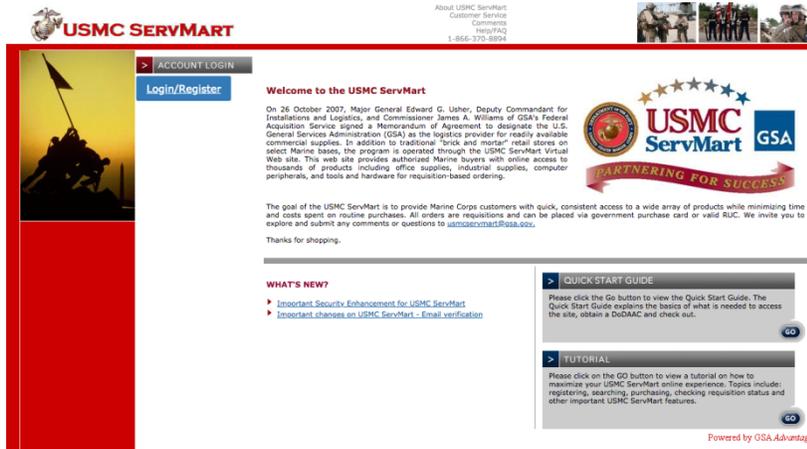


The screenshot shows a message: 'Your password has expired'. Below the message are password requirements: 'Password requirements: at least 12 characters, a lowercase letter, an uppercase letter, a number, a symbol, no parts of your username, does not include your first name, does not include your last name. Your password cannot be any of your last 10 passwords. At least 1 day(s) must have elapsed since you last changed your password.' There are three input fields: 'Old password', 'New password', and 'Repeat password'. A large blue 'Change Password' button is at the bottom, with a 'Sign Out' link below it.

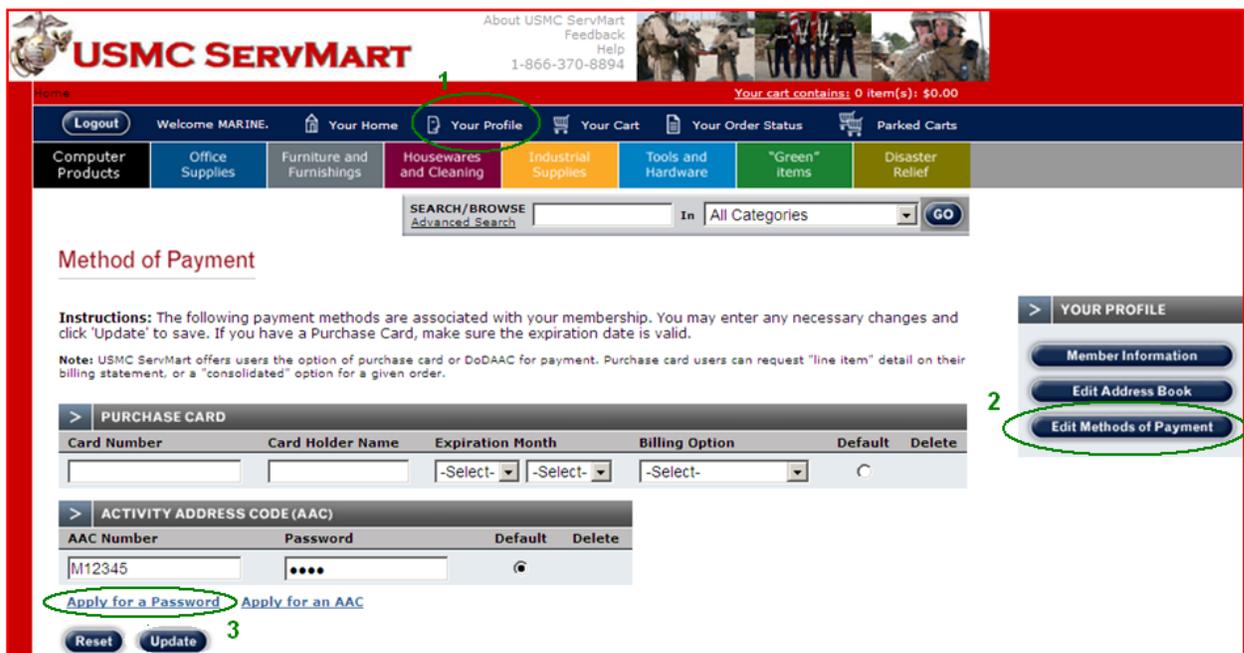
- ❖ This is a required step in the logon process for only the 1st logon after MFA has been implemented. This screen will not appear for subsequent logons.

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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.
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.



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.

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The screenshot shows the USMC ServMart website interface. At the top, there is a navigation bar with links for Home, Logout, and Welcome JOHNPROFILE. Below this is a category menu with options like Computer Products, Office Supplies, Furniture and Furnishings, Housewares and Cleaning, Industrial Supplies, Tools and Hardware, "Green" Items, and Disaster Relief. A search bar is present with the text "SEARCH/BROWSE" and "GO".

The main content area is titled "DoDAAC Password Request". It contains the following text:

If you currently have an Activity Address Code (AAC or DoDAAC) and wish to order from USMC ServMart, enter your AAC/DoDAAC and click "**Submit**" to send your request for a password to GSA. If the information below is incorrect, please update your profile before submitting a password request.

Name: JOHNPROFILE HARRIS
Phone: 703-572-4501
E-Mail: johnb.harris@galias.gsa.gov

AAC/DoDAAC: 4

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* Note: A password is not required if you intend to use your government purchase card for purchases.

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.