



# Self Service

## Registration for Portability Employees

**Step 1:** Type <https://hrms.usmc-mccs.org> in the address bar of your internet browser. Ensure you only have one browser open at a time.

**Step 2:** To begin the registration process, enter your Employee ID number as your User ID and click Submit.

**Step 3:** Enter your First Time Password (MCCS and the last six digits of your SSN) and click First Time Login.

**Step 4:** You will then be prompted to establish and save a new password.

**Step 5:** Next you will be required to select and answer eight Security Questions. These will enable you to be able to instantly reset your own Self Service password in the future.

**Step 6:** Upon saving your Security Questions/Answers, you will receive confirmation that your registration has been successfully completed and will be able to proceed with signing in by clicking Sign In. Sign in using your Employee ID number as your User ID and your newly created Password.

**Important:** If you forget your password or enter 3 invalid password attempts and are locked out, click on the *Forgot Password* link on the sign in page. You will be prompted to answer three randomly selected questions out of the eight Security Questions you have set up to verify your authenticity and create a new password.

The featured self service tiles will display. Click the tile to review and/or update your portability self service information.

For additional assistance with your NAF Federal Retirement self service account contact the Marine Corps NAF Headquarters Benefits Office at 703-432-0423 or 703-432-0421 between 7:00 a.m. and 5:00 p.m. ET Monday through Friday or by email at [MCNAF.Portability@usmc-mccs.org](mailto:MCNAF.Portability@usmc-mccs.org).