Registration / Login – in myDHR website

- User registers online with myDHR>Clicks on **Create Account**
• Enter First, Middle, Last Name and Suffix
• Create Sign-In Information using your email address and set a password
Registration / Login – Enter PII

- Enter your Personal Information

Personal Information:

- Date of Birth: 01/01/1978
- SSN: XXX-XX-XXX5
- Gender: Male

Contact Information:

- Cell Phone: (123) 123-1234
- Home Phone: (123) 123-1234
- Work Phone: (123) 123-1234

Are you currently involved in any child support cases?

- Yes
- No
Registration / Login – Enter Address

- Enter your Residential Address and Mailing Address (if different from your Residential Address) > Click “Register”

[Form fields for Residential Address and Mailing Address]

Already have a myDHR account? Sign In
Registration / Login – Complete Registration

- Registration Complete confirmation will be displayed. Follow instructions to access your myDHR Account.
Registration / Login – Sign In to your Account

- After Clicking the Link in the Automated email, Login in to the system using “Sign In”