



DEPARTMENT OF DEFENSE  
**DCPAS**  
Defense Civilian Personnel Advisory Service



## Fact Sheet



## INTRODUCING MyBiz+

MyBiz+ is the redesign of My Biz.

DCPAS is pleased to reintroduce an online self-service tool that has served employees and managers over the years to access information that is important to them. MyBiz+ is the redesigned source for all employees, supervisors and managers to view and update their personal and HR related information. MyBiz+ benefits all employees by providing a variety of interactive tools to manage career information and plan for the future.

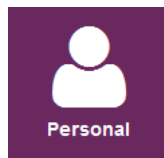
MyBiz+ will be available to all DoD civilian employees and access to MyBiz+ will be the same as before through the DCPDS Portal at <https://compo.dcpds.cpms.osd.mil/>.

The initial redesign of MyBiz+ provides a foundation that is employee-centric, coupled with design features that are intuitive, interactive and can be personalized.

Moving forward, the redesign will continue with the integration of manager-centric products and functionality. Supervisors and managers can expect enhanced capability and collaboration to support their job responsibilities.

Some of the new features and products include:

- Easy to understand descriptions of data elements
- Civilian Career Report, a custom report created by the employee
- SF-50 retrieval, including employment at other DoD Components
- Personalization of MyBiz+ homepage view



Personal



Pay, Leave  
and Benefits



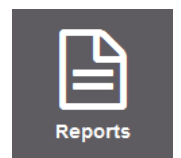
Professional  
Development



Position



Performance



Reports

For more information about DCPAS and the products and services provided, visit us online at:

<http://www.cpms.osd.mil/>



**Employment Verification (EV)** is an online self service MyBiz+ tool allowing current DOD employees to send employment and/or salary information to an external organization (business, bank, credit union) or person directly from the Defense Civilian Personnel Data System (DCPDS) in a password-protected document via email.

All you need is the recipient's email address along with your work or personal email address to initiate confirmation and validation of your employment verification.

### Employment Information that is Sent

- Employee Name
- Current Date
- Employer Name
- Employer Address
- Duty Station
- Last Four of SSN
- Employment Status
- Most Recent Start Date
- Original Hire Date
- Total Time with Employer
- Position Title
- Rate of Pay (*if Salary is selected*)
- Salary (*if selected*)
- Reference Number
- Email to Address

Contact your servicing Human Resource Office if you have any questions regarding the accuracy of your employment information.

### Steps to Send EV Information

1. Log into the DCPDS Portal at <https://compo.dcpds.cpms.osd.mil/>
2. Select **MyBiz+**
3. Under **Key Services**, select **Request Employment Verification**
4. Select your details to share, either
  - a. **Employment Information**, or
  - b. **Employment and Salary Information**
5. Enter recipient's email information in the **To** field
6. Verify that your desired email address is included in the **My Email** field to receive the password
7. Select **Continue** to preview the information
8. Select **Acknowledge and Submit** to send your EV information
9. Confirm your submission
10. Consent to release your information
11. Provide password to recipient to view EV information

**Access to the MyBiz+ Employment Verification tool is available with your Common Access Card (CAC)!**

For more information about DCPAS and the products and services provided, visit us online at:

<http://www.cpms.osd.mil/>

To submit Employment Verification comments and/or suggestions, log into MyBiz+, select Help, and select **MyBiz+ Feedback Page**.