

## **How to Access the AF Civilian Emergency Data System (EMDS)**

**You will access the AF Civilian Emergency Data System (EMDS) at:**  
[www.afpc.randolph.af.mil/emds/default.htm](http://www.afpc.randolph.af.mil/emds/default.htm) Click on ENTER EMDS at bottom of page.

### **To Use Your Established BEST User-Id and Password**

- You will need to input your BEST User-Id and password to access your records. Your password is the same for all AFPC Secure Web Sites (e.g. EBIS). If you have forgotten your password, you may click on the “password re-creation” button in the middle of the screen. The system will prompt you to provide your Social Security Number (SSN), date of birth, service computation date for leave, pay plan, grade and step. Once the system verifies this information, you will be allowed to select a new password.
- You are now ready to enter the names and address of your family members you would like notified in the event of an emergency or your death. If you provide their phone numbers, you may do so in the Continuation/Remarks block. When you have finished entering the information, please make a copy and provide to your Supervisor.

### **To Create Your User-ID and Password**

- Click on the EMDS Security Log-On button, which will take you to the AFPC Secure Web Sites Login
- The Civilian Verification Screen will appear where you will enter your SSN, date of birth, service computation date for leave, pay plan, grade and step. Please verify this information from your most recent Leave and Earning Statement or SF50, Notification of Personnel Action.
- Once the system accepts this information, you will create your User-Id and password. The User-Id will default to the first four letters of your last name and the last four numbers of your SSN unless you enter a different User-Id. The system will require you to enter a valid E-mail address either at home or work. If you do not have a valid E-mail address, you can obtain a free E-mail account from GiMail at [www.gimail.af.mil/](http://www.gimail.af.mil/). You may need to type this address directly into your web browser. After the system accepts your User-Id and password, you will click on “Return to Log-In Screen.” The system will take you back to the AFPCV Secure Web Sites Login where you will input your newly created User-Id and password and press “Submit.”
- Click on EMDS. This will take you to the EMDS web transactions’ area where you will enter the names and addresses of family members you would like notified in the event of an emergency or your death.