Standard Operating Procedures (SOP)

How to self-register on the SPOE (Single Point of Entry) website
Document Control Change Record

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<th>Date</th>
<th>Author</th>
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<td>Jacob Falling</td>
<td>V1.0</td>
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1) Open your web browser and navigate to https://spoe.dla.mil
   - If this is your first time using SPOE, you will be directed to the self-registration portal

   ![Defence Logistics Agency SPOE Self-Registration Portal](image)

2) Fill out all the fields requested and click next (your CAC ID should automatically be filled out for you)

3) On the next screen you will be asked to “Identify your primary support need.” Select ‘DLA Document Services’

   ![Defence Logistics Agency SPOE Self-Registration Portal](image)

4) Click on Submit at the bottom when finished