



# Guide for eDHA Users

## eDHA Login and Wizard Guide for Filling Out DHAs

3 May 2013

UNCLASSIFIED



# Topics Covered

- ***New eDHA Users login***
- ***Create a new Deployment Health Assessment (DHA)***
- ***Previous eDHA user login***
- ***Forgot your password option***



# New eDHA Users

Access eDHA Web Page at: <https://data.nmcphc.med.navy.mil/edha>

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Welcome to the U.S. Navy's Electronic Deployment Health Assessment Database (EDHA). To login, please enter your Login ID and password below.

**Login ID**  **Password**

- [Forgot Your Password?](#)
- [New User? \(Local Admins/Providers, see below\)](#)
- [Perform Service Member Referral Update? \(Providers only\)](#)

**NEW:** If prompted, please complete ONLY the required fields in Internet Explorer 6.0 with pop-up blocking turned off.

If you are a Provider and need to register, contact your Local Administrator at [EDHAHelpDesk@med.navy.mil](mailto:EDHAHelpDesk@med.navy.mil)  
If you are a member of the Reserve Component, to complete your registration, contact your Local Administrator for review: 1-888-PDHRA-99.

If you are a member of the Active Component, your Unit will provide you with the necessary information.

**NEW PROCEDURE FOR LOCAL ADMINISTRATORS**  
Local Admins and Providers only--Please read this System Administrator's Guide.

accelerate your life. **NAVY** EDHA Global :: Enter a Passphrase Help About

**Instructions:** Enter a valid Passphrase to register with the EDHA Database. Remember the Passphrase is case sensitive. You may get a valid Passphrase from your Local Administrator.

Passphrase:



# New User Registration

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**Instructions:** Please fill in the following information in order to register with the EDHA Database. Please note that all information is required.

**Social Security Number (Login ID)**  
Enter your Social Security Number (no dashes). Please note that this will be your Login ID.  
SSN:

**Password**  
Make sure your Password contains 8-12 characters, including: a number(s), upper case alpha character(s), lower case alpha character(s) and a non-alpha character (!, @, &, etc.). Spaces are not allowed.  
Password:   
Confirm Password:

**Reset Password Reminder Question and Answer**  
Choose a question you will be able to answer in the event you forget your password:  
Question:   
Answer:

**Default Profile**  
Enter your default profile information. All fields are required.

Last Name:  First Name:  MI:

DOB (mm/dd/yyyy):

**Gender:**  
 Male  Female

**Service Branch:**  
 Air Force  
 Army  
 Navy  
 Marine Corps  
 Coast Guard  
 Civilian Expeditionary Workforce (CEW)  
 USPHS  
 Other Defense Agency  
List:

**Component:**  
 Active Duty  
 National Guard  
 Reserves  
 Civilian Government Employee

**Pay Grade:**  
 E1  O1  W1  
 E2  O2  W2  
 E3  O3  W3  
 E4  O4  W4  
 E5  O5  W5  
 E6  O6  Other  
 E7  O7  
 E8  O8  
 E9  O9  
 O10

**Enter your information then click "Register" to complete**



# Create a New Deployment Health Assessment

Profile Help About Logout
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EDHA Global :: User Main Page

Welcome: Christian Sanchez

**Instructions:** Deployment Health Assessments (DHA) and Mental Health Assessments (MHA) are required to be completed at specific time frames prior to, at return, and after a qualifying deployment. The table below indicates the timeframe each assessment is to be completed.

**Deployment Health Assessment (DD Forms 2795, 2796, 2900) Mental Health Assessment (NAVMED 6100/8)**

	Prior to Deployment	Returning from Deployment	Once Returned from Deployment		
Assessment	Pre-Deployment Health Assessment (Pre-DHA) (DD 2795)	Post Deployment Health Assessment (Post-DHA) (DD 2796)	Post Deployment Health Re-Assessment (PDHRA) (DD Form 2900)	Mental Health Assessment (MHA) (NAVMED 6100/8)	Mental Health Assessment (MHA) (NAVMED 6100/8)
Timeframe	To be completed no earlier than <b>120 days</b> prior to start of deployment	To be completed between <b>30 days</b> before and 30 days after return from deployment	To be completed between <b>90-180 days</b> after returning from deployment*. Early completion is allowed only for service members separating from the Navy/USC	To be completed between <b>181-545 days</b> (7-17 months) after returning from deployment	To be completed between <b>546-910 days</b> (18-30 months) after returning from deployment**

\* The PDHRA must be completed even if it has been more than 180 days after returning from deployment  
 \*\* The final MHA must be completed even if it has been more than 30 months after returning from deployment

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List of Health Assessment Selected for Review: Click "Create a New Deployment Health Assessment"

To customize this list: [Click Here](#)

➔ Create a New Deployment Health Assessment
➔ Create a new Standalone Mental Health Assessment NAVMED 6100/8 (3/2012)

EDHA Assessments
Standalone Mental Health Assessment (MHA) NAVMED 6100/8 (3/2012)

SSN	Pre DHA Date Submitted	PreDHA Certified	PreDHA Review	PreDHA MHA	Post DHA Date Submitted	POSTDHA Certified	POSTDHA Review	PDHRA Date Submitted	PDHRA Certified	PDHRA Review	PDHRA MHA	MHA 4 Date Submitted	MHA4 Review	MHA 5 Date Submitted	MHA5 Review
	--	No	--	--		No		--	No	--	--	--	--	--	--



# Select the Correct DHA

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Welcome: Christian Sanchez

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Enter Assessment Association Wizard - Step 1

List of Health As  
To customize this li

Departure Type:

Are you being deployed? **SELECT** **Pre-DHA (DD2795)**

Are you returning from being deployed? **SELECT** **PDHA (DD2796)**

from deployment within the past 90 to 180 days? **SELECT** **PDRHA (DD2900)**

Report Mental Health Assessment **SELECT** **NAVMED 6100/8**

**CANCEL**

*We will select PDHRA (DD2900) for this period of instruction*

*Choose the appropriate DHA based on the "Timeframe" associated with the "Assessment" then click the green "SELECT" which corresponds to the DHA you need to fill out*

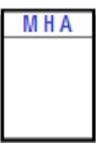


# Select the Reason for PDHRA then Enter the Date of Departure from Theater

**Click “Boots on the Ground for at least 30 days” or “Required by Command,” whichever applies, to complete the PDHRA. “U.S. Marine Corps” is for USMC Service Members Only!**

User Assessment Association Wizard - Step 2

Area of Deployment:

 Boots on the Ground for at least 30 days.	 U.S. Marine Corps	 Being deployed on a ship.	 Required by Command.	 Mental Health Assessment required.
--	--	--	---	---

**CANCEL**



Assessment Association Wizard - Step 3

Date of Departure:  
Enter your date of departure from Theater (range: Today - (90 ~ 180 days))  
(mm/dd/yyyy)

...

- OR -

**CANCEL**

**BACK** **NEXT**

**Enter the date you departed from the theater of operation using the drop down option. If your “Departure Date” is outside of the compliance window, use the “Report an Overdue PDHRA Survey” option.**



# Navigating the eDHA Wizard

**Assessment Association Wizard - Step 3**

Date of Departure:  
Enter your date of departure from Theater (range: Today - 90 days)  
(mm/dd/yyyy)  
02/02/2013

**BACK**      **NEXT**      **Report an Overdue PDHRA Survey**

**Assessment Association Wizard - Step 4**

Report a new Post-Deployment Health Reassessment Survey:

PDHRA

**+**      **ADD**      **OTHER**

**CANCEL**

**EDHA Global :: Enter a Passphrase**

Instructions: Enter a valid Passphrase to create a new survey. The Passphrase is case sensitive. You may get a valid Passphrase from your Local Administrator.

Passphrase:

**Submit**      **Cancel**

**Help About**

**After you enter the "Date of Departure," click the "NEXT" arrow. The next screen will ask you to ADD the PDHRA.**

**Click "ADD" green arrow . In the next screen, the system will prompt you to enter the "Passphrase."**

**If you chose "Report an Overdue PDHRA Survey," the system will take you directly to the "Enter a Passphrase" screen**

**Enter the Passphrase "Activenavy1#" then click "Submit." The system will then take you to the PDHRA Form.**



# If the DHA Originally Selected is not the Correct DHA

Assessment Association Wizard - Step 4

Report a new Post-Deployment Health Assessment Survey:

POSTDHA

ADD

BACK

OTHER

**If the DHA originally selected from the previous screen is not the correct DHA, click the "OTHER" green arrow. In the next screen, you will have the option to choose the correct DHA.**

Assessment Association Wizard - Step 5

You have selected to opt-out from the selection of options that were presented to you on the previous page.

Step 1: Please specify the reason: -- Please select reason --

Step 2: Please describe (if needed): -- Please select reason --

Step 3: Please select your action: New Deployment  
Other

PRE DHA

POSTDHA

PDHRA

ADD

BACK

**Select the reason why you opt out of the previous screen then click the "ADD" green arrow of the correct DHA – choose PDHRA in this instance. In the next screen, the system will prompt you to enter the Passphrase.**

NAVY accelerate your life. EDHA Global :: Enter a Passphrase

Instructions: Enter a valid Passphrase to create a new survey. The Passphrase is case sensitive and must be entered by the Administrator.

Passphrase:

Submit Cancel

**Enter the Passphrase "Activenavy1#" then click "Submit"**



# Fill out all the Pages then Save

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Welcome: **John Paul Jones** [Redacted]

Reset Timeout  
Remaining Time: 1:59:29

Post-Deployment Health Re-Assessment (Deployer)



**Demographics: Profile**

<b>Last Name</b>	<b>First Name</b>	<b>Middle Initial</b>
<input type="text" value="Jones"/>	<input type="text" value="John"/>	<input type="text" value="Paul"/>
<b>Social Security Number</b>	<b>Today's Date</b>	
<input type="text" value="123456789"/>	<input type="text" value="03/May/2013"/>	
<b>Date of Birth (dd/mmm/yyyy)</b>	<b>Gender</b>	
<input type="text" value="11/12/1980"/>	<input checked="" type="radio"/> Male <input type="radio"/> Female	
<b>Service Branch *Required</b>	<b>Component</b>	<b>Pay Grade</b>
<input type="radio"/> Air Force	<input checked="" type="radio"/> Active Duty	<input type="radio"/> E1 <input type="radio"/> O1 <input type="radio"/> W1
<input type="radio"/> Army	<input type="radio"/> National Guard	<input type="radio"/> E2 <input type="radio"/> O2 <input type="radio"/> W2
<input checked="" type="radio"/> Navy	<input type="radio"/> Reserves	<input type="radio"/> E3 <input type="radio"/> O3 <input type="radio"/> W3
<input type="radio"/> Marine Corps	<input type="radio"/> Civilian Government Employee	<input type="radio"/> E4 <input type="radio"/> O4 <input type="radio"/> W4
<input type="radio"/> Coast Guard		<input type="radio"/> E5 <input type="radio"/> O5 <input type="radio"/> W5
<input type="radio"/> Civilian Expeditionary Workforce (CEW)		<input type="radio"/> E6 <input type="radio"/> O6 <input checked="" type="radio"/> Other
<input type="radio"/> USPHS		<input type="radio"/> E7 <input type="radio"/> O7
<input type="radio"/> Other Defense Agency		<input type="radio"/> E8 <input type="radio"/> O8
		<input type="radio"/> E9 <input type="radio"/> O9

1 of 10 pages



# Sample User Main Page with Submitted DHA Not Certified

Profile Help About Logout
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EDHA Global :: User Main Page

Welcome: Christian Sanchez

**Instructions:** Deployment Health Assessments (DHA) and Mental Health Assessments (MHA) are required to be completed at specific time frames prior to, at return, and after a qualifying deployment. The table below indicates the timeframe each assessment is to be completed.

**Deployment Health Assessment (DD Forms 2795, 2796, 2900) Mental Health Assessment (NAVMED 6100/8)**

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	Pre-Deployment	Post Deployment	Post Deployment Health	Mental Health	Mental Health

YOU ARE NOT DONE YET!

*It is now time to have your DHA medically certified by the medical provider:*

- *Schedule a face-to-face interview with the medical provider at your local Military Treatment Facility (MTF) to have your DHA certified*
- *For the PDHRA: If in a remote location without access to an MTF; or if you are a Reserve Sailor, contact the PDHRA Call center at 1-888-734-7299 to have your PDHRA certified*

List of Assessments

To customize this view, [click here](#)

[Create a New Deployment Health Assessment](#)
[Create a new Standalone Mental Health Assessment NAVMED 6100/8 \(3/2012\)](#)

EDHA Assessments    Standalone Mental Health Assessment (MHA) NAVMED 6100/8 (3/2012)

SSN	Pre DHA Date Submitted	PreDHA Certified	PreDHA Review	PreDHA MHA	Post DHA Date Submitted	POSTDHA Certified	POSTDHA Review	PDHRA Date Submitted	PDHRA Certified	PDHRA Review	PDHRA MHA	MHA 4 Date Submitted	MHA4 Review	MHA 5 Date Submitted	MHA5 Review
	--	No	--	--		No		5/3/2013	No	Edit	--	--	--	--	--



# Edit an Uncertified DHA

← [https://data.nmcpbc.med.navy.mil/edha/User\\_Index.aspx](https://data.nmcpbc.med.navy.mil/edha/User_Index.aspx)

accelerate your life **EDHA Global :: User Main Page**

Welcome:

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 \*\* The final MHA must be completed even if it has been more than 30 months after returning from deployment

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**List of Health Assessment Selected for Review:** All surveys listed

To customize this list: [Click Here](#)

SSN	Pre DHA Date Submitted	Certified	PreDHA Review	PreDHA MHA	Post DHA Date Submitted	Certified	POSTDHA Review	PDHRA Date Submitted	Certified	PDHRA Review	PDHRA MHA	MHA 4 Date Submitted	MHA4 Review	MHA 5 Date Submitted	MHA5 Review
	7/20/2007	Yes	<a href="#">View</a>	--	10/19/2008	No	<a href="#">View</a>	10/19/2008	Yes	<a href="#">View</a>	--	--	--	--	--
	7/24/2007	Yes	<a href="#">View</a>	--	--	No	--	--	No	--	--	--	--	--	--
	3/29/2010	Yes	<a href="#">View</a>	--	--	No	--	--	No	--	--	--	--	--	--
	5/30/2012	Yes	<a href="#">View</a>	<a href="#">View</a>	10/22/2012	No	<a href="#">View</a>	4/1/2013	No	<a href="#">Edit</a>	--	--	--	--	--



# Sample User Main Page with Certified/Completed DHA

Profile Help About Logout
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EDHA Global :: User Main Page

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**List of Health Assessment Selected for Review:** All surveys listed

To customize this list: [Click Here](#)

[➔ Create a New Deployment Health Assessment](#)
[➔ Create a new Standalone Mental Health Assessment NAVMED 6100/8 \(3/2012\)](#)

EDHA Assessments

Standalone Mental Health Assessment (MHA) NAVMED 6100/8 (3/2012)

SSN	Pre DHA Date Submitted	PreDHA Certified	PreDHA Review	PreDHA MHA	Post DHA Date Submitted	POSTDHA Certified	POSTDHA Review	PDHRA Date Submitted	PDHRA Certified	PDHRA Review	PDHRA MHA	MHA 4 Date Submitted	MHA4 Review	MHA 5 Date Submitted	MHA5 Review
	--	No	--	--		No		5/3/2013	Yes	<a href="#">View</a>	--	--	--	--	--



# Previous eDHA User Login

**NAVY** accelerate your life. **EDHA Global :: Electronic Deployment Health Assessment (EDHA)** Help About

Welcome to the U.S. Navy's Electronic Deployment Health Assessment Database (EDHA). To login, please enter your Login ID and password below.

Login ID  Password

[Forgot Your Password?](#)  
[New User? \(Local Admins/Providers, see below\)](#)  
[Perform Service Member Referral Update? \(Providers only\)](#)

**NEW:** If prompted, please complete ONLY the required fields in the My Profile Explorer 6.0 with pop-up blocking turned off.

If you are a Provider and need to register, contact your Local Administrator (EDHA POC), or NMCPHC at (757) 953-0717 or send email to: [NMCPHC-EDHAHelpDesk@med.navy.mil](mailto:NMCPHC-EDHAHelpDesk@med.navy.mil)  
If you are a member of the Reserve Component, to complete this Assessment, you must contact the PDHRA CALL CENTER for a health care provider review: 1-888-PDHRA-99.

If you are a member of the Active Component, your Unit will provide direction for the health care provider review process.

**NEW PROCEDURE FOR LOCAL ADMINISTRATORS AND PROVIDERS!**  
Local Admins and Providers only--Please read this document for obtaining access: [Instructions for EDHA Access System Authorization Access Request Form: OPNAV 5239/14 \(Rev 9/2011\)](#)

**Privacy Act Statement :** Authority: 10 U.S.C. 136 Chapter 55, 1074f, 3013, 5013, 8013 and E.O. 9397 Principal Purpose: To assess your state of health after deployment outside the United States in support of military operations and to assist military healthcare providers in identifying and providing present and future medical care to you. Routine Use: To other Federal and State agencies and civilian healthcare providers, as necessary, in order to provide necessary medical care and treatment.

**FOR PROVIDERS ONLY:** Per BUMEDNOTE 6100 of 05 April 2012, the Mental Health Assessment (MHA) will be conducted in coordination with the Pre-Deployment Health Assessment (DD2795) and Post-Deployment Health Re-Assessment (DD2900). This will require all providers to successfully complete the MHA Trainings (<https://mhaquiz.dhhq.health.mil>) prior to reviewing and certifying the PDHA/PDHRA and MHA. If assistance is needed, please contact the helpdesk at: (703)681-6521 or (703)681-9562

**Online Training Video for Mental Health Assessment (MHA)**  
Three online training videos has been prepared for Mental Health Assessment Healthcare Providers. Please select any of the desired surveys to start the training video:

- [New eDHA Release - Provider Section](#)
- [Post-Deployment Health Re-Assessment \(PDHRA\) Mental Health Assessment](#)
- [Mental Health Assessment - Provider Section](#)

**Access eDHA at:**  
<https://data.nmcp hc.med.navy.mil/edha>  
**Login ID = your SSN**  
**Password = the one you used last time you logged in the system**



# Update Your Profile

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accelerate your life. **NAVY** EDHA :: Update User Profile [Help](#) [About](#)

**Instructions:** Since this is your first time using the online version of the EDHA, please take a moment to set your Password and Question/Answer. All of the fields in the Update Profile section must be filled as well.

**Reset Password**

Type in a Password that includes: 8-12 characters, including: a number(s), upper case alpha character(s), lower case alpha character(s) and a non-alpha character (!, @, &, etc.). Spaces are not allowed.

Password:  ← Enter Password twice

Confirm Password:

**Reset Password Reminder Question and Answer**

Choose a question you will be able to answer in the event you forget your password:

Question:  ← Drop-down menu

Answer:  ← Enter answer

**Update Profile**

Enter your default profile information. All fields are required.

Last Name:  First Name:  MI

Social Security Number:  DOB (mm/dd/yyyy):

<b>Gender:</b>	<b>Service Branch:</b>	<b>Components:</b>	<b>Pay Grade:</b>
<input type="radio"/> Male	<input type="radio"/> Air Force	<input type="radio"/> Active Duty	<input type="radio"/> E1 <input type="radio"/> O1 <input type="radio"/> W1
<input type="radio"/> Female	<input type="radio"/> Army	<input type="radio"/> National Guard	<input type="radio"/> E2 <input type="radio"/> O2 <input type="radio"/> W2
	<input type="radio"/> Coast Guard	<input type="radio"/> Reserves	<input type="radio"/> E3 <input type="radio"/> O3 <input type="radio"/> W3
	<input type="radio"/> Marine Corps	<input type="radio"/> Civilian Government Employee	<input type="radio"/> E4 <input type="radio"/> O4 <input type="radio"/> W4
	<input type="radio"/> Navy		<input type="radio"/> E5 <input type="radio"/> O5 <input type="radio"/> W5
	<input type="radio"/> Other		<input type="radio"/> E6 <input type="radio"/> O6 <input type="radio"/> Other
			<input type="radio"/> E7 <input type="radio"/> O7
			<input type="radio"/> E8 <input type="radio"/> O8
			<input type="radio"/> E9 <input type="radio"/> O9
			<input type="radio"/> O10

Update Profile information will automatically fill surveys

Click "Submit"



# Forgot Your Password Option

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[→ Forgot Your Password?](#)

[→ New User? \(Local Admins/Providers, see below\)](#)

[→ Service Member Referral Update? \(Providers only\)](#)

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If you are a member of the Reserve Component, to complete this Assessment, you must contact the PDHRA CALL CENTER for a health care provider review: 1-888-PDHRA-99.

If you are a member of the Active Component, your Unit will provide direction for the health care provider review process.

**NEW PROCEDURE FOR LOCAL ADMINISTRATORS AND PROVIDERS!**  
Local Admins and Providers only--Please read this document for obtaining access: [Instructions for EDHA Access](#)  
System Authorization Access Request Form: [OPNAV 5239/14 \(Rev 9/2011\)](#)

**Click "Forgot Your Password?"**

**NAVY** accelerate your life. **EDHA Global :: Reset Password** [Help](#) [About](#)

Instructions: Before resetting your password, please enter your Login ID.

Login ID:

**In the next screen, enter your SSN as the Login ID then click "Submit"**



# Reset your Password

**NAVY** accelerate your life. Help About

## EDHA Global :: Reset Password

**Instructions:** Before resetting your password, please enter your Login.

Login ID:

Before resetting your password, please provide your registration information.

SSN:

Date of Birth:   
(mm/dd/yyyy)

Service Branch:  Air Force  Army  Coast Guard  Civilian Expeditionary Workforce (CEW)  Marine Corps  
 Navy  USPHS  Other  Other Defense Agency

Pay Grade:  E1  E2  E3  E4  E5  E6  E7  E8  E9  
 O1  O2  O3  O4  O5  O6  O7  O8  O9  O10  
 W1  W2  W3  W4  W5

***Enter your information then click "Submit." The system will then take you back to the Login Page.***

***Note: Select the rank when you originally registered or the last time you updated your profile.***



# Contact Us

- **NMCPHC EDHA:**

- Website: <https://data.nmcphc.med.navy.mil/edha/>
- Help desk: (757)953-0717/DSN 377 or email at [NMCPHC-EDHAHelpDesk@med.navy.mil](mailto:NMCPHC-EDHAHelpDesk@med.navy.mil)

- **USFF:**

- Website: [www.dha.navy.mil](http://www.dha.navy.mil)
- Email: [usff.dha.fct@navy.mil](mailto:usff.dha.fct@navy.mil)

