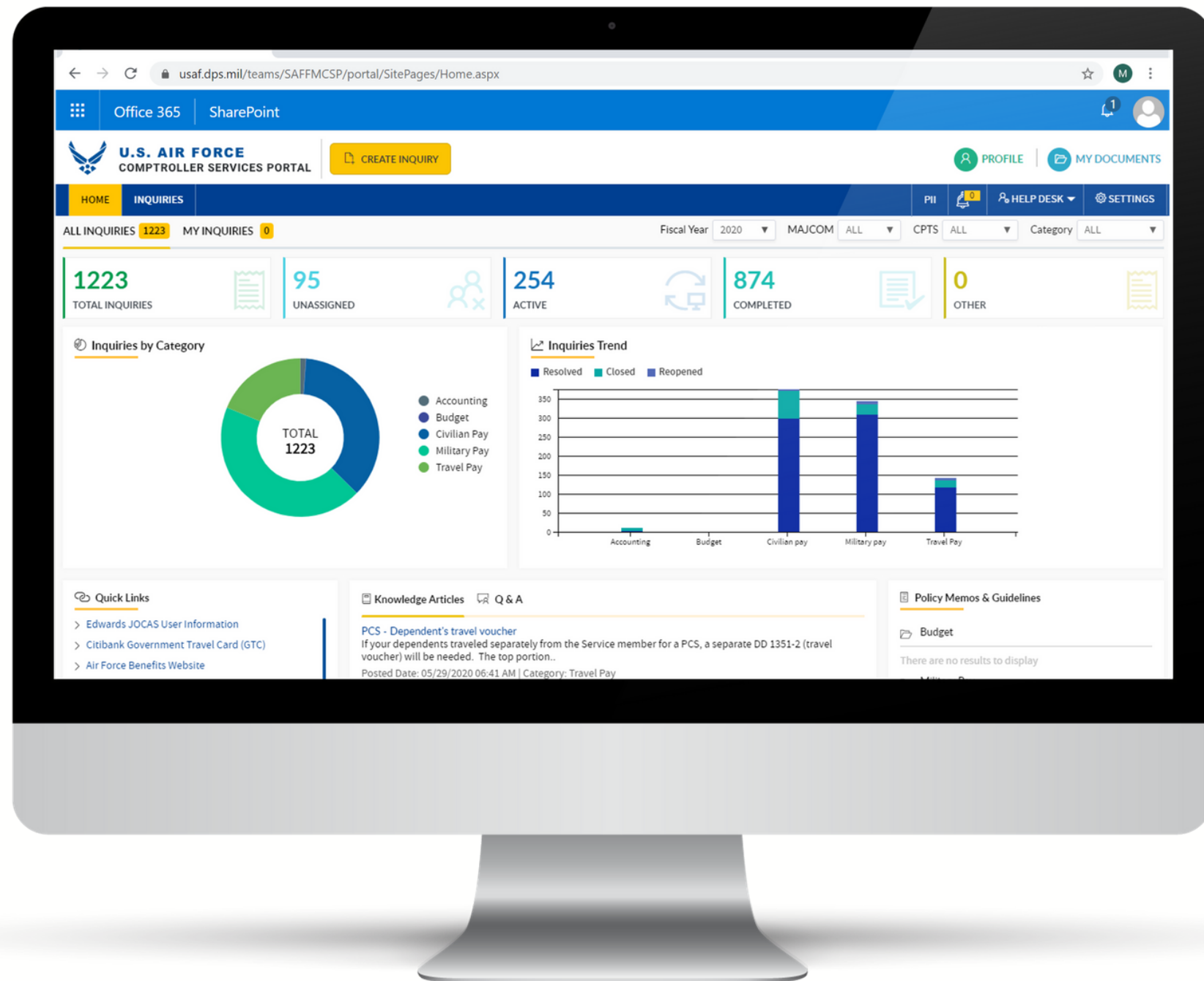




U.S. AIR FORCE COMPTROLLER SERVICES PORTAL

QUICK-START GUIDE



1

Set up your Profile

On your CAC-enabled device, go to usaf.dps.mil/teams/saffmCSP/portal; click "PROFILE" and populate the text boxes as directed (note: Left click on auto-populated fields to select)



Click "UPDATE" when complete



2

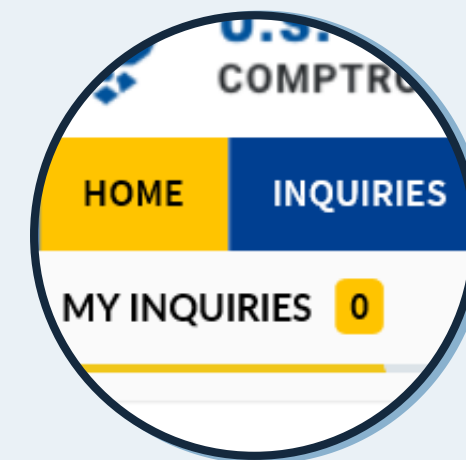
Create an Inquiry

Click "CREATE INQUIRY" on the top banner of the page; review your information in Section - A: Customer Details and provide additional details as directed

Scroll down to Section - B: Inquiry Details to input your question and provide key details-similar to how you would during an in-person CPTS visit



Click "SUBMIT" when complete



3

Check Inquiry Status

Refer to the "INQUIRIES" tab to check the progress of your submission