**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