

[Joint Forms Online User Guide](#)



Our Navy Forms Online has been retired and the content is now available through Data Services Online. This guide will outline the steps to order forms on the DSO site. If you have any questions, please contact the Customer Support center at: j67dcsc@dla.mil or 1-866-736-7010

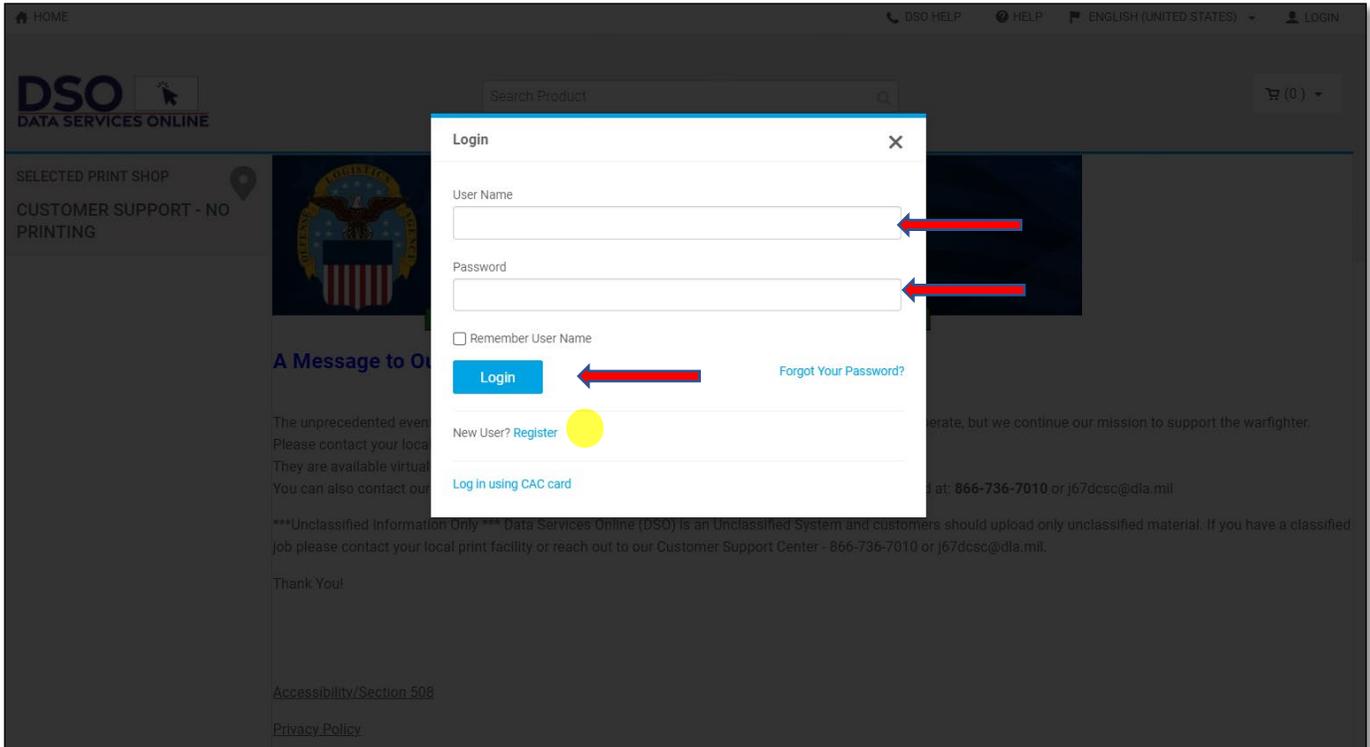
Note: Data Services Online is no longer compatible with Internet Explorer. For best results please use Microsoft Edge, Mozilla Firefox, or Google Chrome.

1. Go to the DSO main page at: <https://dso.dla.mil> .
2. Click on the “Login” link in the upper right corner.

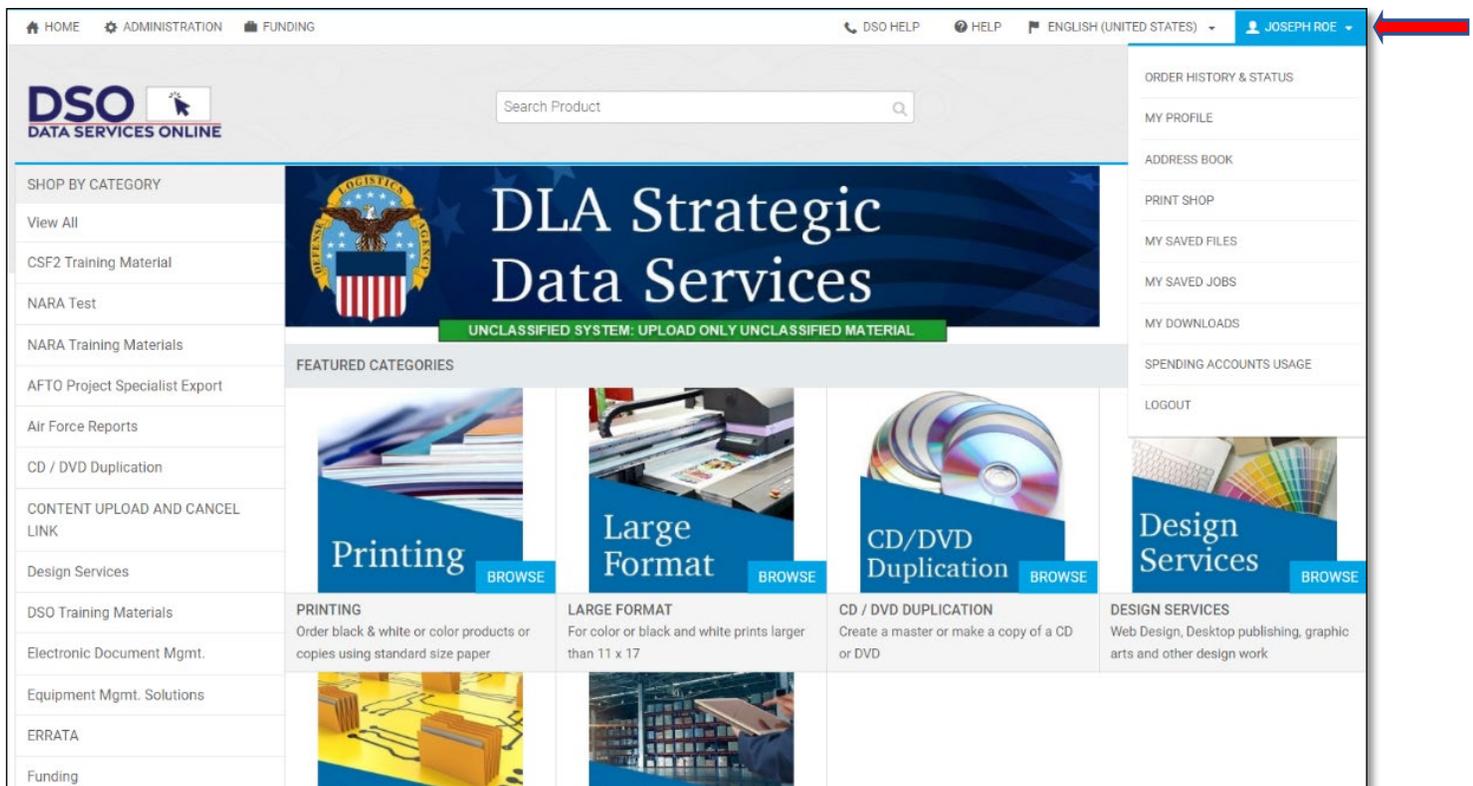
A screenshot of the DSO (Data Services Online) website. The top navigation bar includes a 'HOME' link, 'DSO HELP', 'HELP', 'ENGLISH (UNITED STATES)', and a 'LOGIN' button. Below the navigation bar is the DSO logo and a search bar labeled 'Search Product'. A red arrow points to a shopping cart icon showing '(0)'. The main content area features a large banner for 'DLA Strategic Data Services' with the DLA logo and the text 'UNCLASSIFIED SYSTEM: UPLOAD ONLY UNCLASSIFIED MATERIAL'. Below the banner is a section titled 'A Message to Our Customers' with the following text: 'The unprecedented events over the last year have caused a wide variety of changes to the way we all operate, but we continue our mission to support the warfighter. Please contact your local Customer Relations Specialist (CRS) if you have questions. They are available virtually to provide assistance with your critical printing needs. You can also contact our Customer Support Center for your questions or concerns. They can be reached at: 866-736-7010 or j67dcsc@dla.mil ***Unclassified Information Only *** Data Services Online (DSO) is an Unclassified System and customers should upload only unclassified material. If you have a classified job please contact your local print facility or reach out to our Customer Support Center - 866-736-7010 or j67dcsc@dla.mil. Thank You!'. At the bottom of the page, there are links for 'Accessibility/Section 508' and 'Privacy Policy'.

[Joint Forms Online User Guide](#)

3. Enter your user name and password. And click the blue "Login" button.
To register for a new account click on "Register"



4. This will take you to the DSO Home page. Click on your name in the upper right-hand corner of the screen.



Joint Forms Online User Guide

5. Click on "Print Shop" in the drop down list.

The screenshot shows the DSO Data Services Online homepage. At the top, there are navigation links for HOME, ADMINISTRATION, DSO HELP, HELP, and ENGLISH (UNITED STATES). The user's name, JOSEPH ROE, is displayed in the top right corner. The main header features the DSO logo and a search bar. Below the header, there is a large banner for "DLA Strategic Data Services" with a "UNCLASSIFIED SYSTEM: UPLOAD ONLY UNCLASSIFIED MATERIAL" warning. The page is divided into several sections: "SHOP BY CATEGORY" on the left, "FEATURED CATEGORIES" in the middle, and a user menu on the right. The user menu includes options like ORDER HISTORY & STATUS, MY PROFILE, ADDRESS BOOK, PRINT SHOP (highlighted with a red arrow), MY SAVED FILES, MY SAVED JOBS, MY DOWNLOADS, SPENDING ACCOUNTS USAGE, and LOGOUT. The featured categories include Printing, Large Format, CD/DVD Duplication, and Design Services, each with a "BROWSE" button.

6. Enter "OK - JFOL Warehouse" in the "Search By" field and click the blue search button.

The screenshot shows the DSO Data Services Online "Print Shop" page. The user menu on the left is expanded, and "Print Shop" is selected. The main content area displays the "PRINT SHOP" section. At the top, there are navigation links for HOME, ADMINISTRATION, FUNDING, DSO HELP, HELP, and ENGLISH (UNITED STATES). The user's name, JOSEPH ROE, is displayed in the top right corner. The page features a search bar and a shopping cart icon (0). Below the search bar, there are dropdown menus for "Sort By" (Name) and "Ascending". The "Search By" field contains the text "ok - jfol warehouse" and is highlighted with a red arrow. A blue search button is located to the right of the search field. Below the search results, there is a list of print shops. The first result is "OK - JFOL Warehouse" with the following details: 3420 D Avenue, Tinker AFB, OK, 73145, 405 855-3039. To the right of the address, there is a list of hours: Sun Closed, Mon-Thu 7:30 AM-3:30 PM, Fri 8:00 AM-3:30 PM, Sat Closed, Current Print Shop Time 10/12/2021 1:46:32 PM. At the bottom, there is a "SELECTED PRINT SHOP" section with a location pin icon, showing "VA - FORT BELVOIR". Below this, there are buttons for "Find DSO Orders" and "Register CAC Card".

Joint Forms Online User Guide

7. Select the “OK - JFOL Warehouse” option by clicking on the “o” a dot should appear in it to show it has been selected.

The screenshot shows the DSO (Data Services Online) interface. At the top, there are navigation links for HOME, ADMINISTRATION, and FUNDING, along with user information for JOSEPH ROE. The main header includes the DSO logo and a search bar. The left sidebar contains a menu with options like Order History & Status, My Profile, Address Book, Print Shop (highlighted), My Saved Files, My Saved Jobs, My Downloads, Spending Accounts Usage, and Register CAC Card. The main content area is titled 'PRINT SHOP' and features a search bar with 'ok - jfol warehouse' entered. Below the search bar, the 'OK - JFOL Warehouse' option is selected, indicated by a radio button and a red arrow. The selected option's details are displayed, including the address (3420 D Avenue, Tinker AFB, OK 73145, 405 855-3039) and operating hours (Sun Closed, Mon-Thu 7:30 AM-3:30 PM, Fri 8:00 AM-3:30 PM, Sat Closed, Current Print Shop Time 10/12/2021 1:47:39 PM). A 'SELECTED PRINT SHOP' section at the bottom of the main content area also shows 'OK - JFOL WAREHOUSE' with a location pin icon.

8. After making the selection, click on the “HOME” Button on the upper left side of the screen.
9. Select “JFPOL Joint Forms and Publications Online” from the list on the left side of the DSO Home page.

The screenshot shows the DSO Home page. The top navigation bar includes the DSO logo, a search bar, and a shopping cart icon. The left sidebar lists various categories under 'SHOP BY CATEGORY', including View All, CSF2 Training Material, NARA Test, NARA Training Materials, AFTO Project Specialist Export, Air Force Reports, CD / DVD Duplication, CONTENT UPLOAD AND CANCEL LINK, Design Services, DSO Training Materials, Electronic Document Mgmt., Equipment Mgmt. Solutions, ERRATA, and Funding. The main content area features a large banner for 'DLA Strategic Data Services' with the text 'UNCLASSIFIED SYSTEM: UPLOAD ONLY UNCLASSIFIED MATERIAL'. Below the banner, there are four featured categories: Printing, Large Format, CD/DVD Duplication, and Design Services, each with a 'BROWSE' button. At the bottom, there are two more featured categories: Electronic Management Solutions and Equipment Management Solutions, also with 'BROWSE' buttons. A red arrow points to the 'JFPOL - Joint Forms and Publications Online' link in the left sidebar.

Joint Forms Online User Guide

10. Click on "Browse" under the "Department of the Navy" Icon.

The screenshot shows the JFOL homepage. At the top, it says "DATA SERVICES ONLINE" and "JFOL - JOINT FORMS AND PUBLICATIONS ONLINE". Below this is a banner for "Defense Logistics Agency - Strategic Data Services" with the text "WELCOME TO JOINT FORMS ONLINE" and "JFOL". Underneath the banner, there is a "VIEW BY:" section with three circular icons representing different departments: Defense Health Agency (DHA), Department of Navy (DON), and Air Force (USAF). Each icon has a "BROWSE" button below it. A red arrow points to the "BROWSE" button under the Department of Navy icon.

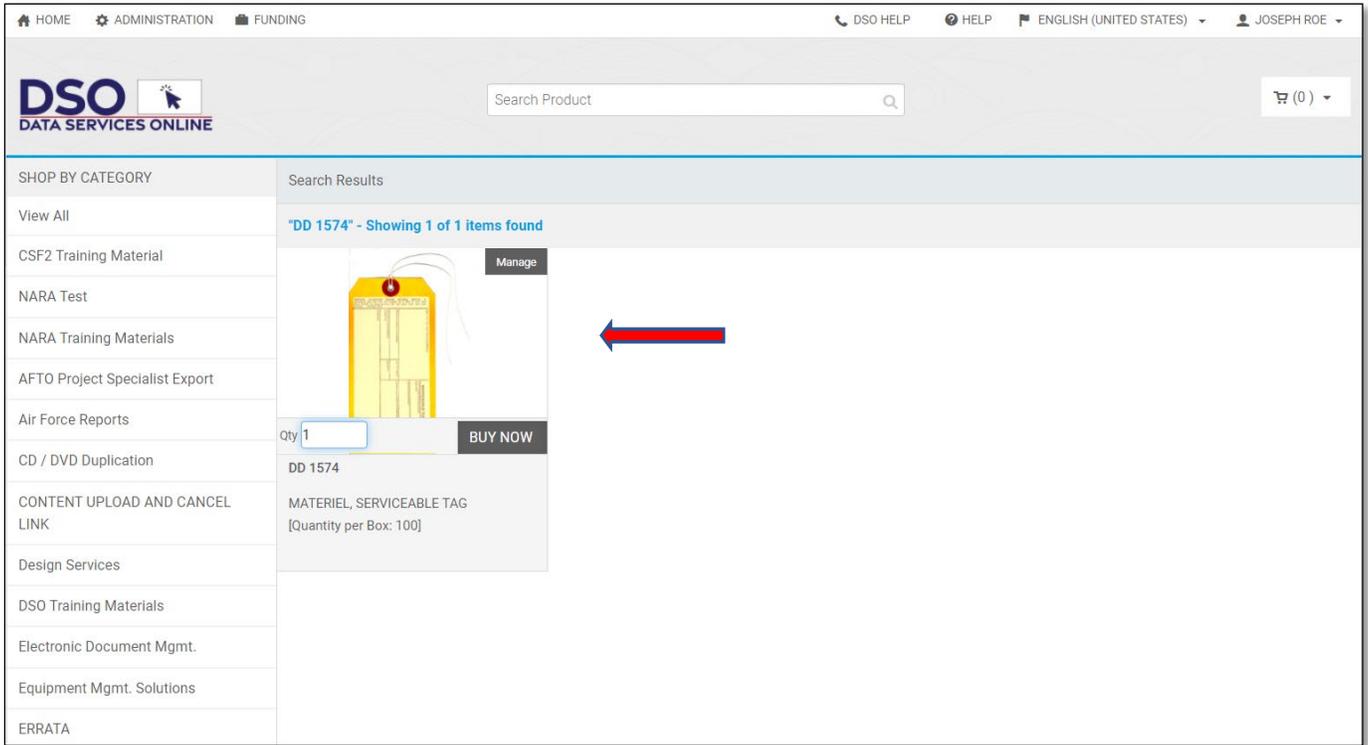
11. You can search by form number, NSN or title keyword. Enter them in the search field and hit the "enter" key.

Examples: (NAVMC 10241, 0109LF0632800, BAGGAGE IDENTIFICATION CHECK)

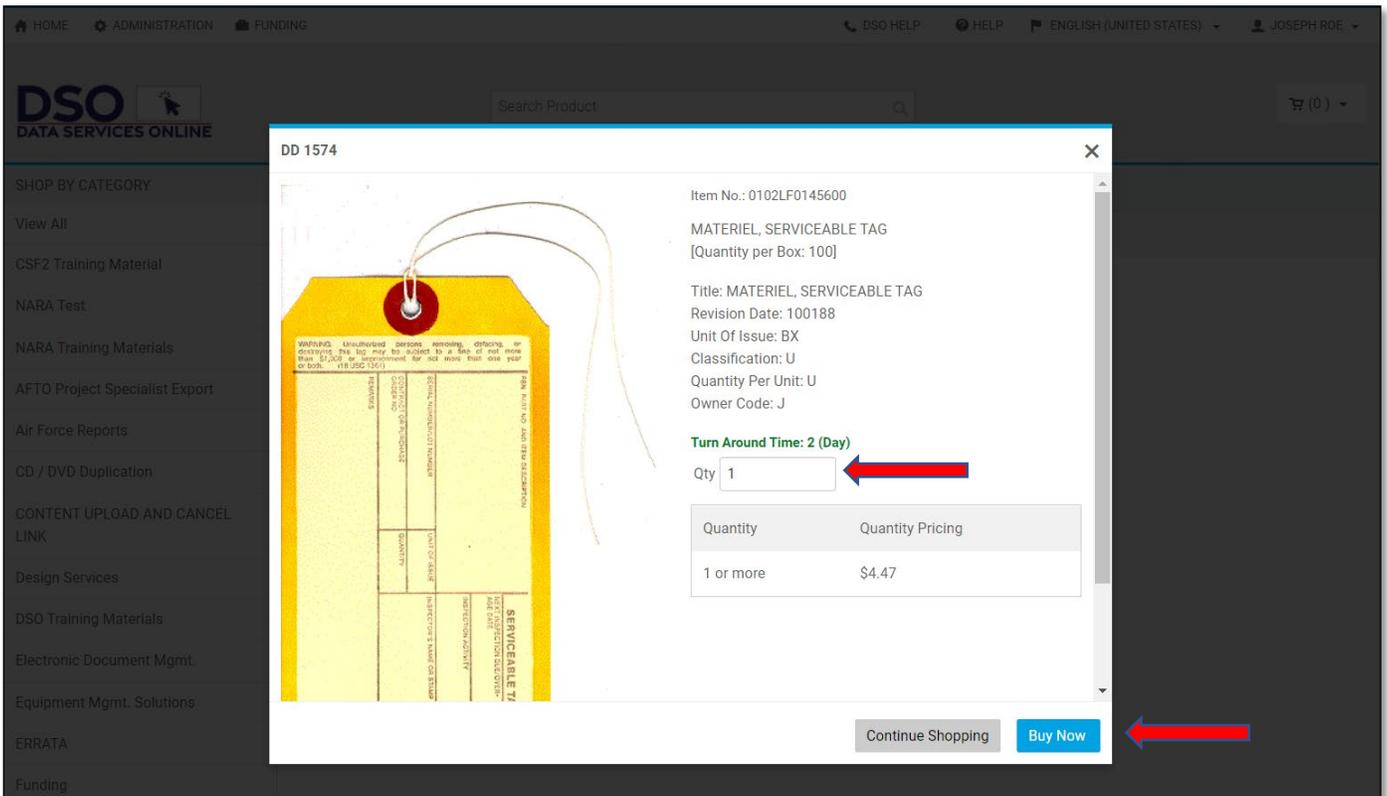
The screenshot shows the JFOL search page. At the top, there are navigation links: HOME, ADMINISTRATION, FUNDING, DSO HELP, HELP, ENGLISH (UNITED STATES), and JOSEPH ROE. Below this is a search bar with "DD 1574" entered and a search button. A red arrow points to the search button. The page content shows "JFOL -> DON" and a banner for "Defense Logistics Agency - Strategic Data Services" with the text "SEARCH FORMS BY ENTERING ONE OF THE FOLLOWING: STOCK NUMBER, FORM NAME OR KEY WORD". Below the banner, there is a "VIEW BY:" section with two circular icons representing "GENERAL" and another icon.

Joint Forms Online User Guide

12. The results will appear. If you click on the photo, more details regarding the form will appear.



13. The detailed field will list both the unit of issue, quantity per unit, and cost per unit. Please select the number of units you wish to purchase and click "Buy Now".



Joint Forms Online User Guide

14. You will be taken to your shopping cart. You can click the “Continue Shopping” button to return to the previous screen and add more items, adjust quantities, or proceed to check out.

The screenshot shows the DSO shopping cart interface. At the top left is the DSO logo and a search bar. The cart contains one item: 0102LF0145600 [110] with a quantity of 1, unit price of \$4.47, and a total of \$4.47. The item name is DD 1574. Below the item are buttons for 'Save for later' and 'Remove'. On the right, the subtotal is \$4.47 and the total is \$4.47. At the bottom, there are three buttons: 'CONTINUE SHOPPING', 'CLEAR CART', and 'PROCEED TO CHECKOUT'. The footer includes copyright information and a link to 'Terms & Conditions'.

DSO DATA SERVICES ONLINE

Search Product

(1)

CART

Due Date

Selected Print Shop OK - JFOL Warehouse

| Products | Quantity | Unit Price | Total |
|---|----------|------------|--------|
|  0102LF0145600 [110] Item Name: DD 1574 | 1 | \$4.470000 | \$4.47 |

*Estimated Subtotal: \$4.47

Total: \$4.47

Proceed to checkout to view final order total, including taxes, fees, shipping.

CONTINUE SHOPPING CLEAR CART PROCEED TO CHECKOUT

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EFI Productivity Suite

15. Click on the due date and accept the default date provided by clicking the blue “Save” button.
DO NOT Change the default date that is provided.

This screenshot shows the same shopping cart page as above, but with a date picker modal open over the 'Due Date' field. A red arrow points from the 'Choose a Requested Due Date & Time' text to the date picker. The date picker shows a calendar for October 2021, with the 18th selected. Below the calendar, the time is set to 07:30AM. There are 'Cancel' and 'Save' buttons at the bottom of the modal. The rest of the page, including the item list and checkout buttons, remains visible in the background.

HOME ADMINISTRATION FUNDING DSO HELP HELP ENGLISH (UNITED STATES) JOSEPH ROE

DSO DATA SERVICES ONLINE

Search Product

(1)

CART

Due Date Choose a Requested Due Date & Time

Selected Print Shop OK - JFOL Warehouse

| Quantity | Unit Price | Total |
|----------|------------|--------|
| 1 | \$4.470000 | \$4.47 |

*Estimated Subtotal: \$4.47

Total: \$4.47

Proceed to checkout to view final order total, including taxes, fees, shipping.

PROCEED TO CHECKOUT

Rush fee may be applied to job

OCTOBER 2021

MON TUE WED THU FRI SAT SUN

27 28 29 30 01 02 03

04 05 06 07 08 09 10

11 12 13 14 15 16 17

18 19 20 21 22 23 24

25 26 27 28 29 30 31

Time: 07:30AM

(GMT-06:00) Central Time (US & Canada)

Cancel Save

Joint Forms Online User Guide

16. Click the blue "PROCEED TO CHECKOUT" button.

HOME ADMINISTRATION FUNDING DSO HELP HELP ENGLISH (UNITED STATES) JOSEPH ROE

DSO
DATA SERVICES ONLINE

Search Product

(1)

CART

Due Date: MON October 18 2021 07:30

Selected Print Shop: OK - JFOL Warehouse

| Products | Quantity | Unit Price | Total |
|---|----------|------------|--------|
|  0102LF0145600 [110] Item Name: DD 1574 | 1 | \$4.470000 | \$4.47 |

Save for later Remove

*Estimated Subtotal: \$4.47
Total: \$4.47

Proceed to checkout to view final order total, including taxes, fees, shipping.

CONTINUE SHOPPING CLEAR CART **PROCEED TO CHECKOUT**

17. Fill out the shipping address information.

1 Shipping 2 Payment 3 Finish

Select a shipping address & shipping options

****Your order contains estimated amounts based on selections, special instructions and other variables; final quote can be obtained from your CRS. If you require delivery in less than 3 days please contact your CRS or print shop directly. Final charges will be calculated upon completion of your order. If paying by Credit Card, the initial authorization may not reflect the final total. You will only be charged for the final amount

SHIPMENT 1
Please select a shipment type.
USPS

ADDRESS
[Add from Address Book](#)

* First Name:
Joseph

* Last Name:
Roe

* Address Line 1:
J6 DLA Information Operations

Address Line 2:
J63E HQ DLA Document Services

Address Line 3:
Customer Supprt Center

* City:

Products
0102LF0145600 [110]
Item Name: DD 1574

| Qty | Unit Price | Total |
|-----|------------|--------|
| 1 | \$4.470000 | \$4.47 |

*Estimated Subtotal: \$4.47
*Estimated Shipping: \$0.00
Total: \$4.47

Joint Forms Online User Guide

18. Click the blue "Save" button.

New Cumberland

Country:
United States

* State/Province/Region:
PA - Pennsylvania

* Zip/Postal Code:
17070

Phone Number 1:

* Agency:
Department of Defense

Email:
joseph.roe@dla.mil

Delivery Instructions

Save to My Address Book

Save **Cancel**

You must click save to proceed with checkout.

Add Another Recipient

19. Confirm your address information is correct. If it is incorrect, click the back button to edit.
Once verified correct, click the blue "PROCEED TO PAYMENT" button.

1 Shipping 2 Payment 3 Finish

Select a shipping address & shipping options

****Your order contains estimated amounts based on selections, special instructions and other variables ; final quote can be obtained from your CRS. If you require delivery in less than 3 days please contact your CRS or print shop directly. Final charges will be calculated upon completion of your order. If paying by Credit Card, the initial authorization may not reflect the final total. You will only be charged for the final amount

SHIPMENT 1
USPS

ADDRESS
[Edit Address](#)
Joseph Roe
J6 DLA Information Operations
J63E HQ DLA Document Services
Customer Supprt Center New Cumberland
United States
PA - Pennsylvania - 17070
Department of Defense
joseph.roe@dla.mil

Add Another Recipient

| Products | | |
|----------------------|------------|---------------|
| 0102LF0145600 [110] | | |
| Item Name: DD 1574 | | |
| Qty | Unit Price | Total |
| 1 | \$4.470000 | \$4.47 |
| *Estimated Subtotal: | | \$4.47 |
| *Estimated Shipping: | | \$0.00 |
| Total: | | \$4.47 |

CONTINUE SHOPPING **PROCEED TO PAYMENT**

Joint Forms Online User Guide

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)) 7yV) @8) -u @

Shipping 2 Payment 3 Finish

How would you like to pay?

1 ****Your order contains estimated amounts based on selections, special instructions and other variables ; final quote can be obtained from your CRS. If you require delivery in less than 3 days please contact your CRS or print shop directly. Final charges will be calculated upon completion of your order. If paying by Credit Card, the initial authorization may not reflect the final total. You will only be charged for the final amount

PAYMENT METHOD
Please select a payment type.

Add funding

ADD FUNDING

Thank You!
Please continue to provide funding details

| Products | | |
|----------------------|------------|---------------|
| 0102LF0145600 [110] | | |
| Item Name: DD 1574 | | |
| Qty | Unit Price | Total |
| 1 | \$4.470000 | \$4.47 |
| *Estimated Subtotal: | | \$4.47 |
| *Estimated Shipping: | | \$0.00 |
| Total: | | \$4.47 |

← CONTINUE SHOPPING → ADD FUNDING DETAILS →

O # # @
#ko

HOME ADMINISTRATION FUNDING DSO HELP HELP ENGLISH (UNITED STATES) JOSEPH ROE

DSO
DATA SERVICES ONLINE

Search Product

Shopping Cart (1)

Shipping 2 Payment 3 Finish

How would you like to pay?

Choose Payment Option *

Please Select

- Please Select
- Not Funded Yet
- Open Funding
- Credit Card
- Line of Accounting
- Pre-Paid Check

← →

v11.4.0.25325 [Terms & Conditions](#)

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Joint Forms Online User Guide

22. Fill out the fields and click “PROCEED TO CHECKOUT”.

Shipping 2 Payment 3 Finish

How would you like to pay?

Choose Payment Option *
Credit Card

Add New Credit Card Use Existing Credit Card

Agency *
DOD

Funding Name *
Joe_CC

Credit Card # *
444522299990007

Card Holder First Name *
JOE

Card Holder Address *
1 1st St.

City *
New Cumberland

Card Holder Email *
Joseph.roe@dla.mil

Upload Authorization Form File
Choose File No file chosen

Credit Card Type *
VISA

Expiration Date (MM/YY) *
10/24

Card Holder Last Name *
ROE

State *
Pennsylvania

Zip *
17070

Card Holder Phone *
1234567890

Save as Template

← CONTINUE SHOPPING PROCEED TO CHECKOUT →

23. Your order will then be placed. You will receive an order number and summary of your purchase. Please keep the order number, as it can be used to track your order through the system.

DATA SERVICES ONLINE

Shipping 2 Payment 3 Finish

Order Confirmation

Thank you for your order!

If you chose store pickup, please bring a copy of this order confirmation when you come to pick up your order.

Order # **767409** Status: **User approved** Order Date: 10/12/2021 2:07:02 PM CDT
As of 10/12/2021 2:07:02 PM CDT Due Date: 10/18/2021 7:30:00 AM CDT

Order placed by: Joseph Roe

Print Shop
OK - JFOL Warehouse

Hours Of Operation
Sun : Closed
Mon-Thu : 7:30 AM-3:30 PM
Fri : 8:00 AM-3:30 PM
Sat : Closed

Products
0102LF0145600 [110]
Item Name: DD 1574

| Qty | Unit Price | Total |
|-----|------------|--------|
| 1 | \$4.470000 | \$4.47 |

Payment Method:
Add funding

| | |
|--------------|---------------|
| Subtotal | \$4.47 |
| Shipping | \$0.00 |
| Total | \$4.47 |

SHIPMENT 1
USPS

If you have any questions, please contact the Customer Support Center at: j67dcsc@dla.mil or 1-866-736-7010