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@dlamil 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.
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.
5. Click on “Print Shop in the drop down list.

6. Enter “OK - JFOL Warehouse” in the “Search By” field and click the blue search button.
7. Select the “OK - JFOL Warehouse” option by clicking on the “o” a dot should appear in it to show it has been selected.

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.
10. Click on “Browse” under the “Department of the 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)
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”.
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.

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.**
16. Click the blue “PROCEED TO CHECKOUT” button.

17. Fill out the shipping address information.
18. Click the blue “Save” button.

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.
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How would you like to pay?

- Add funding

Thank You!
Please continue to provide funding details

Products
01020F014669 [116]
Item Name: DD 1574
QTY Unit Price Total
1 $4.47 00 $4.47

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

CONTINUE SHOPPING

Search Product

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

PROCEED TO CHECKOUT

Terms & Conditions

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22. Fill out the fields and click “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.