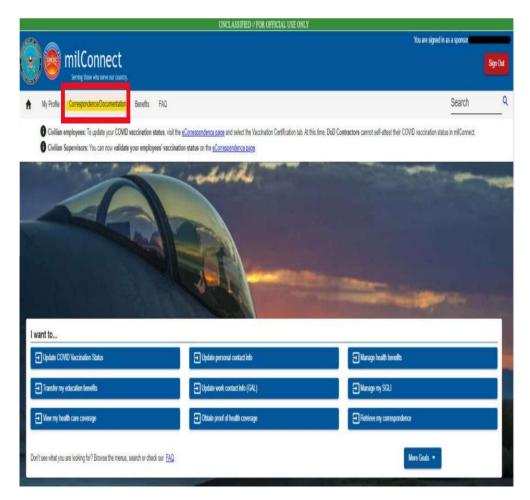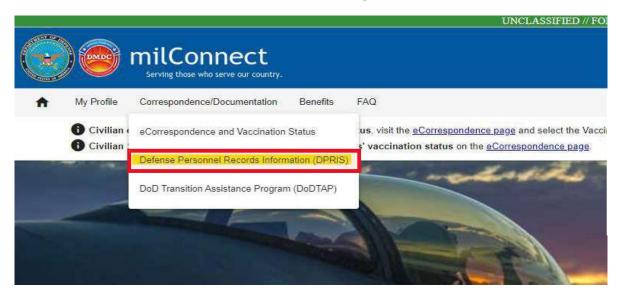From your signed-in homepage, click or tap on Correspondence/ Documentation

Select Defense Personnel Records Information (DPRIS) from the drop-down menu.

Choose the Request Personnel File tab and Select Request My Personnel File

Fill out the personal information on the form.

Choose Select All in Service Computation Group and Administrative Group. Then click on the Create and Send Request button.

This page confirms that the request is being processed. You will receive an email once the documents are available, typically in 24-48 hours.