How to Refer a Marine

To access the WWR Assignment and Transfer Form follow this three step process:

**Step 1.** Register for eHQMC Portal Access
**Step 2.** Send a digitally signed email to HQMCITAS.FCT@usmc.mil
**Step 3.** Request access to the WWR SharePoint Page

Once you have access to the WWR SharePoint page, save the link to your Browser Favorites for easy access.
Step 1: Register for eHQMC Portal Access

1. To register for eHQMC Portal access go to:
   b. You must have a CAC to register and access this site.

2. Select your Email certificate and enter your pin.

3. Once you’ve gained access to the registration page, click “REQUEST eHQMC PORTAL”.

![Image of SharePoint registration page]

Wounded Warrior Call Center 24/7—1.877.487.6299
Stay connected—www.woundedwarrior.marines.mil
4. Read the eHQMC Portal Access user Agreement and click “I Agree”.

5. Fill out your information as follows:
   - First Name registered to your CAC
   - Last Name registered to your CAC
   - Rank (CIV, CTR, Etc.)
   - Government Issued email Address, ex: (john.smith.CTR@usmc.mil)
   - Organization/Unit
   - Telephone: Desk phone number
   - Citizen- Yes or No based on your Citizenship
   - EDIPI Number- Located on the back of your CAC under DoD ID Number
6. Click “Submit_With_CAC_EDIP#”.

7. A pop-up will open that states your request has been submitted. Click “Ok” to close the registration sheet.
Step 2: Send Digitally Signed Email

1. After submitting the request for access you will need to send a digitally signed email to the HQMC IT Support HelpDesk ([HQMCITAS.FCT@usmc.mil](mailto:HQMCITAS.FCT@usmc.mil)) to validate you have a CAC.
   a. Subject and body of email can be generic.
   b. To send a digitally signed email:
      i. Open Outlook
      ii. On the File tab, click Options.
      iii. Click Trust Center.
      iv. Click Trust Center Settings.
      v. Click E-mail Security.
      vi. Under Encrypted e-mail, select the Add digital signature to outgoing messages checkbox.
      vii. Click OK twice.

2. Once you send your digitally signed email to HQMC IT Support you will receive an email from [HQMCITCenterHelpDesk@usmc.mil](mailto:HQMCITCenterHelpDesk@usmc.mil) within one business day about the status of your account.
   a. Once you are approved you can request access to the WWR SharePoint Page.
   b. If you are denied or do not hear back from HQMC IT within one business day, email [WWR_IT@usmc.mil](mailto:WWR_IT@usmc.mil) and notify them of the issue.
Step 3: Request Access to WWR SharePoint Page

1. Contact the RCC program at wwrcc@usmc.mil to request permission to the WWR SharePoint Page. Within one business day of requesting permission to the WWR SharePoint Page you will receive an email that states that you’ve been granted access.  
   a. If you do not receive an email, re-contact the RCC Program at wwrcc@usmc.mil.

Accessing SharePoint

1. Go to https://hqmeportal.hqi.usmc.mil/sites/wwr/SitePages/RCC.aspx
2. Assignment and Transfer form will be located under “Refer a Service Member”.

![Image of SharePoint page with links and forms]