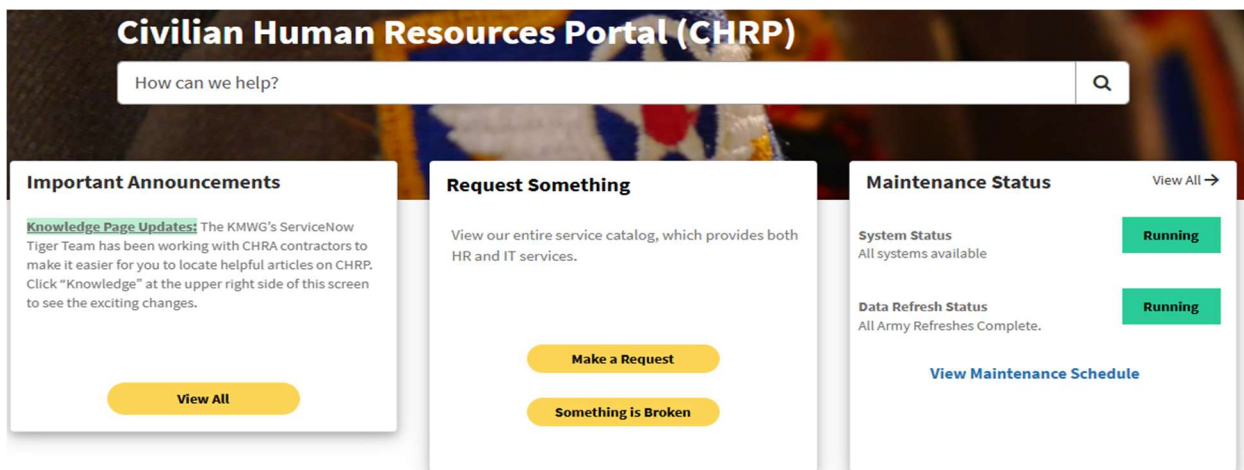


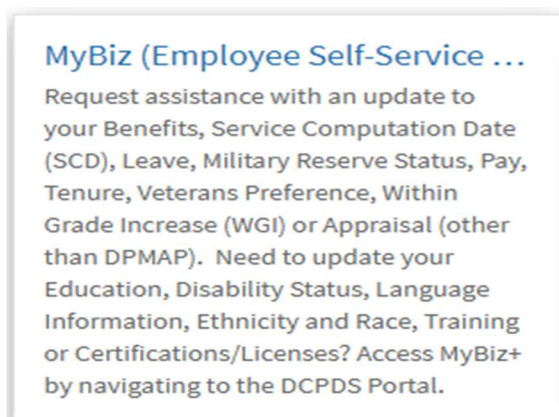
CHRP Requests

<https://service.chra.army.mil/chra>

1. Click the Make a Request button as shown below



2. Click on MyBiz tile



3. Select type of request needed using drop down menu



4. Example of the request form below

MyBiz (Employee Self-Service Requests)


Request assistance with an update to your Benefits, Service Computation Date (SCD), Leave, Military Reserve Status, Pay, Tenure, Veterans Preference, Within Grade Increase (WGI) or Appraisal (other than DPMAP). Need to update your Education, Disability Status, Language Information, Ethnicity and Race, Training or Certifications/Licenses? Access MyBiz+ by navigating to the DCPDS Portal.

* Indicates required

* What type of MyBIZ assistance do you require?

* Employee Name

* Select Pay Request Type

* Provide any additional information for this request and attach any required documentation.

 Add attachments