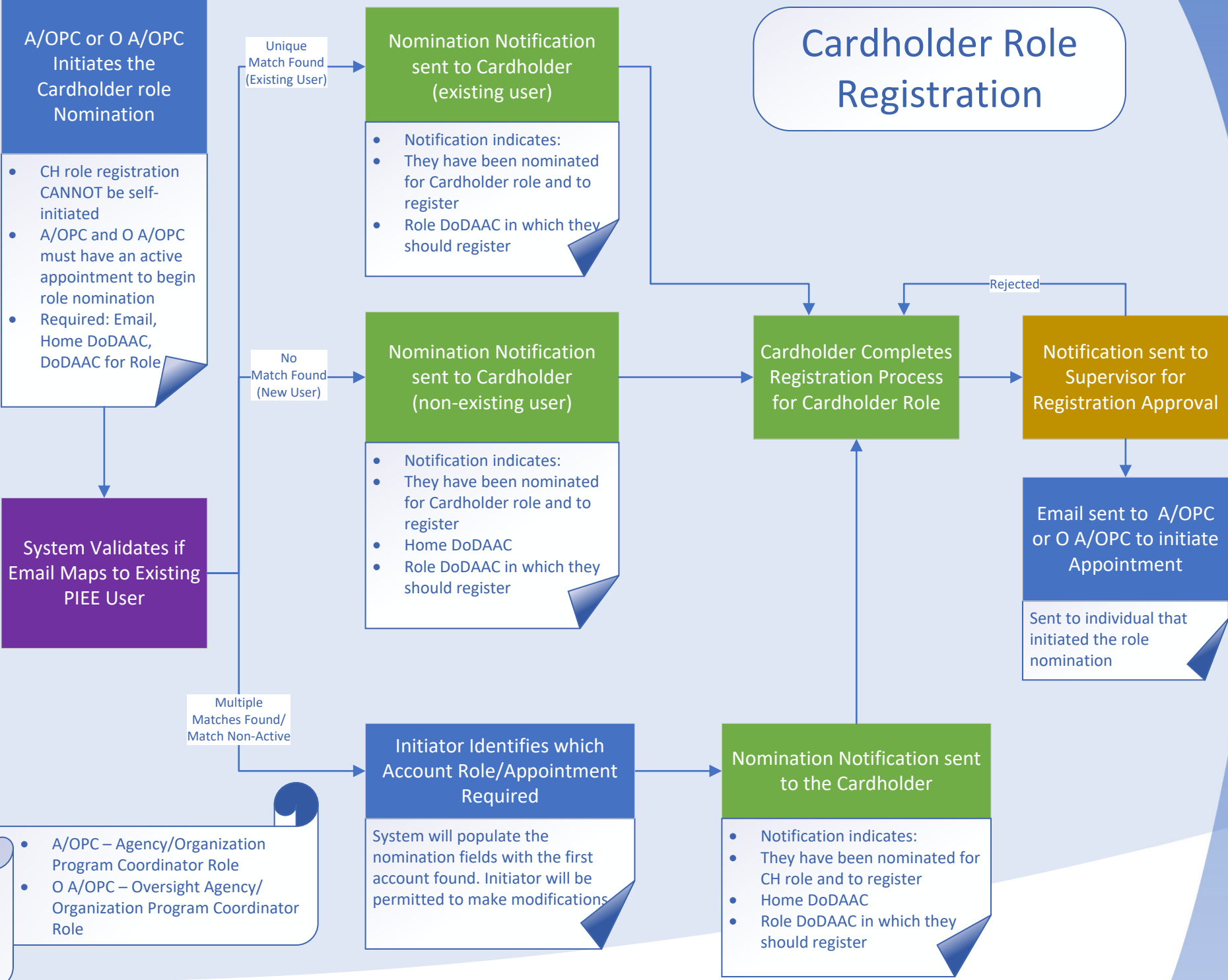# Cardholder Role Registration

A/OPC or O A/OPC Initiates the Cardholder role Nomination

- CH role registration CANNOT be self-initiated
- A/OPC and O A/OPC must have an active appointment to begin role nomination
- Required: Email, Home DoDAAC, DoDAAC for Role

↓

System Validates if Email Maps to Existing PIEE User

Unique Match Found (Existing User) →

Nomination Notification sent to Cardholder (existing user)

- Notification indicates:
- They have been nominated for Cardholder role and to register
- Role DoDAAC in which they should register

No Match Found (New User) →

Nomination Notification sent to Cardholder (non-existing user)

- Notification indicates:
- They have been nominated for Cardholder role and to register
- Home DoDAAC
- Role DoDAAC in which they should register

Multiple Matches Found/ Match Non-Active →

Initiator Identifies which Account Role/Appointment Required

System will populate the nomination fields with the first account found. Initiator will be permitted to make modifications

→

Nomination Notification sent to the Cardholder

- Notification indicates:
- They have been nominated for CH role and to register
- Home DoDAAC
- Role DoDAAC in which they should register

Cardholder Completes Registration Process for Cardholder Role

→

Notification sent to Supervisor for Registration Approval

Rejected

↓

Email sent to A/OPC or O A/OPC to initiate Appointment

Sent to individual that initiated the role nomination

- A/OPC – Agency/Organization Program Coordinator Role
- O A/OPC – Oversight Agency/Organization Program Coordinator Role