

You must have an AKO account in order to participate in the Referral Bonus program. All referrals for the Referral Bonus program must be entered into the SMART website in order for you to receive credit for your referral. Referrals made outside of the SMART website will not be considered for the referral bonus. Future Soldiers who wish to provide referrals must enter their referrals information into the SMART website at www.usarec.army.mil/smart or through the USAREC 1-800 line (1-800-223-3737 ext 6-0473) dedicated to this program.

SMART has been redesigned. To establish a user account, you must answer the Profile questions on the SMART website in the following manner:

- a. The web site now requires one of the following accounts in order to log in. (Choose Army Knowledge Online (AKO). By choosing AKO, the site will automatically retrieve personal information from the AKO database. This will speed up the registration process and virtually eliminate erroneous data.)
- b. Enter User Name: (Enter AKO Username i.e. firstname.lastname)
- c. Enter Password: (Enter AKO Password)
- d. Click "User Profile" on left nav bar.
- e. Verify Personal and contact Information. Any data that is not correct, input correct data into data fields.
- f. Select box on bottom of screen to certify that information is correct.
- g. Click "Save"
- h. Verify personal address and shipping address information. If information is incorrect, type correct information into data fields. Once all information is correct, click "Save"
- i. Complete Military Information in the following manner:
 - (1) Service: A: "Army"
 - (2) Military Installation: A: "U.S. Army Recruiting Command, KY"
 - (3) Branch: Leave Blank
 - (4) Component: A: "Active" or "Reserve", whichever applies
 - (5) Grade: A: Enter E Grade e.g. E01 for E-1, E02 for E-2, etc...
 - (6) Rank: A: Enter Rank commensurate to E Grade e.g. Private-1, Private-2, Private First Class, Specialist.
 - (7) MACOM: A: "U.S. Army Training and Doctrine Command"
 - (8) UIC: A: "W06QAA" By inputting the UIC, the database will automatically populate the next block, UIC Information, with USAREC data.
 - (9) The next 3 blocks, "ROTC School", "Recruiting Involvement", and "I am currently participating in or have participated in", should be left blank.
- j. This will complete the update of your user profile.
- k. If a you had given a referral with the old system, you need to import the referral from the old system to the new. Once you log in, you will be given instructions on how to import referrals. You must do this within the first 5 days from your first login. Failure to import these referrals may result in the data being lost and no incentives being awarded to you.