

### AAA-DIP Sign Up Process:

1. Open your internet browser.
2. Enter <http://www.hgwllc.com> in the command line and press enter.
3. Click customer links tub then click Navy ESAMS Login
3. Press the button about mid page of the window which reads “Search/Enroll in Traffic Training Classes”.
4. Under Step 1 you will see “**Specific Course(s): (optional )**”, Select the black arrow to the right side of the page and a pop-up window will open listing all of the available types of classes.
5. Select required course “AAA Driving Improvement Program (DIP)” then save in the top left of the pop-up window. (The pop-up window will close automatically)
6. On the line in Step 2 you will see “**Region:**”, select the black arrow to the right side of the window and select “Navy Region Japan”. The Pull Down menu will disappear.
7. Select the black arrow on the “**Specific Navy Installation(s) offering training:**” line and a pop-up window will open listing class locations.
8. Select “NAF Atsugi” and click save on the top left side of the pop-up window. (The pop-up window will automatically close.)
9. Select the pull down menu beside “**Show classes scheduled for**” in the Step 3 Section, and select the month for which you wish to attend the training.
10. Click on the “Search” button and a new page will load in your current window. (On this page you can see all of the class dates, available seats etc.)
11. To start the enrollment process, click on the word “Enroll” on the left side of the page in the row of the class that you wish to enroll. (A new page will open in the current Window.)
12. Follow the onscreen directions and click on the “Continue Enrollment Process” button. (A new page will open in the current window.)
13. a. Personnel with a current ESAMS I.D. and Password login under “Section 2a.”.  
b. NON ESAMS USERS click on the “Enroll as a Non-ESAMS User” button under “Section 2b.” located @ the bottom left side of the window.

From this point, the sign up process requires you to fill in all of the specified data boxes. Select continue after completing the required information blocks. On the last page, you will need to select the “Enroll” button on the bottom of the page. You will also be prompted with a personal survey, answer the Survey to complete the sign up Process.

#### \*\*\*NOTE:

- a. **FAMILY MEMBERS** must enter their sponsor’s data in all blocks requesting supervisor information such as Email, telephone etc.
- b. **DOD/NAF** personnel must enter your immediate supervisors data.
- c. **ACTIVE DUTY** personnel must enter LCPO/E7 or above supervisor in their chain of command.