

# eSponsorship Application & Training



## Quick Start Guide for Sponsors

---

### Logon and Register

Logon to the eSAT application at <http://apps.mhf.dod.mil/ESAT>. Complete the Sponsor Registration with your information.

### Complete the eSponsorship Training

Continue to the eSponsorship Training. The training is self-paced and self-correcting. This training includes 14 pages with articles and questions and should only take 15 minutes to complete. Once you complete the eSAT training, download (PDF) the Sponsorship Duties Checklist and obtain your Certificate of Completion for your records or for your unit. The Certificate of Completion is downloadable as a PDF.

### Proceed to Tools Page & Make Initial Contact with Newcomer

1. There is a downloadable sample email for you to use as a guide when contacting your newcomer.
2. There is a downloadable fillable needs assessment form to attach to the email or there is a needs assessment checklist that you can use during a phone call with your newcomer.

### Review the Newcomer's Needs Assessment

After you have received an email or made telephone contact with your newcomer and understand what information he/she and/or their family member's require, you can prepare a welcome letter/package.

### Prepare the Welcome Letter/Package

On the Tools page there are draft welcome letters that you can use as a guide when creating your letter/package. These letters are in Word and downloadable for your use. The Welcome letter includes hot-links that will take the newcomer to important information about your installation.

### Stay in Touch with the Newcomer

Stay in touch with your newcomer, and follow the guidance in the Sponsorship Duties Checklist and your knowledge of your duties to be an effective sponsor. Remember that your duties are not done until the transferee is settled in to the unit and new quarters.