

## REGISTERING AS A SPONSOR

In order to register for a Sponsor account, you will need to create a Q-base account on the AF online database system:

- Q-Base Link: <https://www.afspecialneeds.af.mil>

Registering for access: New Sponsor

- To create a New User account, you will need to click **Log In**.



- From the Main Welcome Homepage you will then select **Register**.



- After selecting **Sponsor Registration**, you will then fill in all the boxes marked with an asterisk. (*Please be sure to select the current base in which you are assigned too from the drop down list*).



- Once granted access, the site will display the **Air Force Special Needs Homepage**.



- Once a new Sponsor account has been registered on Q-base, an email confirmation will be sent to the current base assigned.
- Full access will be granted by a member of the EFMP-Medical Office at your current base.