



# DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT SUPPORT LOGISTICS AGENCY



## How to Enroll In AMPs



# AMPs Website

<https://amps.dla.mil/oim>

- If you have any questions while completing this guide please call LESO at 1-800-532-9946 or the AMPs helpdesk at 1-855-352-0001 option number 2.

The screenshot shows the AMPs Gateway website. At the top left is the Defense Logistics Agency logo and the text "Defense Logistics Agency Account Management and Provisioning System (AMPS)". The main heading is "Welcome to the AMPs Gateway". Below this is an "AMPS News" section stating "AMPS Release 15.1.0 was installed on January 16, 2015. Release Notes are located on the Release Notes tab of AMPS Help." There are two main content areas: "Click HERE for access to AMPS." and "User Guides and Job Aids". The "Click HERE" link is annotated with a box and arrow pointing to it, containing the text "Click 'Click HERE for access to AMPS'". The "User Guides and Job Aids" section lists several PDF documents, including "How to Register for an AMPS Account - External Users Only", "AMPS User Guide: Procedures for Users and Administrators Ver.2.0.0 (1/9/15)", "AMPS: General Information Guide ver. 2.2", "Complete and Submit a Role Request - External User", "Approving an AMPS Role Request - Supervisor (External)", and "Approving an AMPS Role Request - Security Officer (External)". At the bottom of the screenshot, there is a note: "See the AMPS Documentation screen--available from the main menu--for a complete list of user documentation, links, and tutorials." and "Accessibility/Section 508".

Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

## Welcome to the AMPs Gateway

**AMPS News:** AMPS Release 15.1.0 was installed on January 16, 2015.  
Release Notes are located on the Release Notes tab of AMPS Help.

[Click HERE for access to AMPS.](#)

- This link provides access through CAC authentication for CAC-enabled users.
- Other users, vendors, and members of the public will be presented with a login screen.

**User Guides and Job Aids**

Right-click a title and click "Save Target As" to save the PDF file to a preferred location and open the document.

- How to Register for an AMPS Account - External Users Only
- AMPS User Guide: Procedures for Users and Administrators Ver.2.0.0 (1/9/15)
- AMPS: General Information Guide ver. 2.2
- Complete and Submit a Role Request - External User
- Approving an AMPS Role Request - Supervisor (External)
- Approving an AMPS Role Request - Security Officer (External)

See the AMPS Documentation screen--available from the main menu--for a complete list of user documentation, links, and tutorials.

Accessibility/Section 508



# AMPs Website



## Defense Logistics Agency

### Single Sign-On Authentication

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE, or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communication and work product are private and confidential. See [User Agreement](#) for details.

OK

Click "OK"



# AMPs Website



## Defense Logistics Agency

Single Sign-On Authentication

No certificate was detected. If you have a valid DoD, Federal Bridge or ECA certificate and were not prompted to provide it, please contact the Enterprise Help Desk for further assistance. Otherwise, you may log in with your User ID and password below.

### [First Time User? Click Here to Register](#)

Use this option to register if you have never had a DLA account or if you have access to an existing DLA application but have not registered in AMPS.

### [Forgot your User ID? Click Here](#)

Use this option if you have registered with AMPS in the past but cannot remember your DLA assigned User ID.

### [Forgot your Password? Click Here](#)

Use this option if you have registered with AMPS in the past but cannot remember your password.

User ID	<input type="text"/>
Password	<input type="password"/>
<input type="button" value="Login"/>	

Need Help? Contact the DLA Enterprise Help Desk at [DLAEnterpriseHelpDesk@dlia.mil](mailto:DLAEnterpriseHelpDesk@dlia.mil), or toll free 855-DLA-0001 (855-352-0001)

[Accessibility Help and Information](#)

If this is your first time in AMPs click "First Time User? Click Here to Register"



# AMPs Website

## AMPS User Registration

**If you have a CAC or PIV Card:** AMPS supports certificate based authentication using Common Access Cards (CAC) issued by DoD or Personal Identity Verification Cards (PIV) issued by supported External Certificate Authority (ECA) and Federal Bridge Certificate Authority (FBCA) vendors. You must have your CAC or PIV card inserted in your computer during registration if you want to login using your CAC or PIV card. This will allow you to login without a username and password.

**Attention DLA Employees or Contractors:** This process is for Non-DLA users only. If you are a DLA employee or Contractor DO NOT continue with this registration. Your account in AMPS should have automatically been created when you joined DLA. If you reached the AMPS login screen it means that there is a problem with your DLA account or the computer that you are using to access AMPS. Ensure that you are accessing AMPS from the DLA network with your CAC. If the problem persists, contact the Help Desk at the number listed below.

### Select Your User Type:

User Type	Description
<input type="button" value="Federal Agency User/Contractor"/>	Select this button if you are a federal agency user or contractor. You will be required to provide a Federal Agency (FA) code. A federal agency user/contractor is a person that works for a company or corporation that supplies items/parts to DLA. Supplier/Vendors are subject to a less stringent approval process.
<input type="button" value="Supplier/Vendor"/>	Select this button if you are a supplier or vendor. You will be required to provide a Supplier/Vendor (CAGE) code. A supplier/vendor is a person that works for a company or corporation that supplies items/parts to DLA. Supplier/Vendors are subject to a less stringent approval process.
<input type="button" value="Public"/>	Select this button if you are a user desiring to register for an account with DLA to gain access to DLA applications available to the general public. You will be required to provide a few facts about you and your organization to register and request access to DLA applications.

Click "Public" user type. Even if you are a federal agency you will still click Public. If you click Federal Agency it will cause problems with your access.

Please contact the Enterprise Help Desk at 855.352.0001 or DLAEnterpriseHelpDesk@dla.mil if you have any questions concerning the use of this System.



# AMPs Website

Account Management and Provisioning System (AMPS)



## DLA Privacy Act Statement

**Authority:** 5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 133, Under Secretary of Defense for Acquisition, Technology, and Logistics; 18 U.S.C. 1029, Access device fraud; E.O. 10450, Security Requirements for Government Employees, as amended; and E.O. 9397 (SSN), as amended.

**Principal Purpose(s):** Information is used to validate a user's request for access into a DLA system, database or network that has its access requests managed by AMPS.

**Routine Uses:** Data may be provided under any of the DoD "Blanket Routine Uses" published at [http://dpclo.defense.gov/privacy/SORNs/blanket\\_routine\\_uses.html](http://dpclo.defense.gov/privacy/SORNs/blanket_routine_uses.html).

**Disclosure:** Disclosure is voluntary; however, if you fail to supply all the requested information you will not gain access to the DLA - Account Management and Provisioning System (AMPS) database. Your identity / security clearance must be verified prior to gaining access to the AMPS database, and without the requested information verification cannot be accomplished.

**Rules of Use:** Rules for collecting, using, retaining, and safeguarding this information are contained in DLA Privacy Act System Notice S500.55, entitled "Information Technology Access and Control Records" available at <http://dpclo.defense.gov/privacy/SORNs/component/dla/index.html>.

Accept

Click "Accept"



# AMPs Website

## AMPS User Registration - User Information

Cancel Back Next

Please fill out the information below to create your account in AMPS.  
AMPS has not detected a user certificate for you. If you have a certificate, and were not prompted to provide it when accessing the website, you may contact the DLA Enterprise Help Desk for further assistance. All users will have the ability to log in using a username and password once the registration process is complete, regardless of whether you have a certificate or not.

### User Information

\* First Name   
Middle Name   
\* Last Name   
\* Email   
\* Title

User Type Public

\* Country of Citizenship

Enter all of your information next to the asterisks and then click "Next".

### Contact Information

\* Official Telephone   
Official Fax   
DSN Phone   
DSN Fax   
Mobile   
Site

Office/Cube   
\* Street   
PO Box   
\* City   
\* State   
\* Postal Code   
\* Country

Phone number will have "." in between numbers.  
Example 555.555.5555



# AMPs Website

## AMPS User Registration - Security Information

[Cancel](#) [Back](#) [Next](#)

Please enter your security questions and a password which will be used to access AMPS, following the guidelines listed below for each.

### Set Security Questions

\* Question 1

\* Answer 1

\* Question 2

\* Answer 2

\* Question 3

\* Answer 3

Please set your security questions, using the following rules:

- 1) You must choose 3 different questions
- 2) The answers to each question are not case sensitive
- 3) Spaces and other punctuation are allowed
- 4) Each answer must be between at least 3 and 40 characters long
- 5) Each answer cannot be a word contained in the question

### Set Password

Enter New Password

Confirm Password

Please set your password, using the following rules:

- 1) Minimum length of 15 Characters
- 2) Maximum length of 32 Characters
- 3) Minimum of 4 Alphabetic Characters
- 4) Minimum of 2 Numeric Characters
- 5) Minimum of 2 Lowercase Characters
- 6) Minimum of 2 Uppercase Characters
- 7) Minimum of 2 Special Characters
- 8) Must begin with an Alphabetic Character
- 9) Must not use any of your previous 10 passwords
- 10) Cannot use : & " / ' ` \ [ ] ( ) % { } @ \$ ?
- 11) Must not contain your login name, first name, last name or email address

Click 3 security questions and type in your answers. Then create a password. Please make sure you follow the rules listed to the right. An example for a password is LESO#123leso#123. Once you are finished click Next.





# AMPs Website

## AMPS User Registration - Summary

[Cancel](#) [Back](#) [Create Account](#)

Please review the information below and use the back button to make any changes to the information. When you are finished, use the Create Account button to complete your AMPS registration.

### User Information

<b>First Name</b>	Test	<b>User Type</b>	Public
<b>Middle Name</b>		<b>Country of Citizenship</b>	US
<b>Last Name</b>	Account		
<b>Email</b>	test.account@test.com		
<b>Title</b>	Test		

Click "Create Account"

### Contact Information

<b>Official Telephone</b>	555.555.5555	<b>Office/Cube</b>	
<b>Official Fax</b>		<b>Street</b>	74 North Washington Ave
<b>DSN Phone</b>		<b>PO Box</b>	
<b>DSN Fax</b>		<b>City</b>	Battle Creek
<b>Mobile</b>		<b>State</b>	Michigan
<b>Site</b>		<b>Postal Code</b>	49037
		<b>Country</b>	UNITED STATES

### Security Information

<b>Question 1</b>	What is the city of your birth?	<b>Password</b>	*****
<b>Answer 1</b>	*****		
<b>Question 2</b>	What is your mother's maiden name?		
<b>Answer 2</b>	*****		
<b>Question 3</b>	What is your favorite color?		
<b>Answer 3</b>	*****		



# AMPs Website

## AMPS User Registration - Confirmation

Your new AMPS account will be ready momentarily.

Please make note of your login name: **ETA0231**

You may use your login name and password to log into AMPS via the link below.

[Login to AMPS](#)

You will then receive your username. Make sure to save this. Now click "Login to AMPS"



# AMPS User Organization Issue

- Once a user has created their account in AMPS, they now need to request the one required Role to gain access to the RTD Web System
- There is currently an issue within AMPS that automatically generates the user's Organization as "DLA", as opposed to the "DLA External" that is required
- AMPS will automatically correct this issue, but it will take time...we have seen it happen the same afternoon, while most users have had to wait overnight
- If the user's account is not corrected by the following day, please contact the **AMPS Help Desk at 855-352-0001**



# AMPs Website

Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

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- [AMPS: General Information Guide ver. 2.2](#)
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Accessibility/Section 508



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User ID	<input type="text"/>
Password	<input type="password"/>
<input type="button" value="Login"/>	

Type in your User ID and Password and then click "Login"

Need Help? Contact the DLA Enterprise Help Desk at [DLAEnterpriseHelpDesk@dia.mil](mailto:DLAEnterpriseHelpDesk@dia.mil), or toll free 855-DLA-0001 (855-352-0001)

[Accessibility Help and Information](#)



# Requesting Roles

Defense Logistics Agency Account Management and Provisioning System (AMPS)

Home

- Home
- My Reports
- AMPS Help
- My Profile
  - My Information
- Requests
  - Request Role
  - Pending Approvals

Click "Request Role"

Home

Getting Started Help Topics

- How do I use AMPS?



# Requesting Roles

Defense Logistics Agency Account Management and Provisioning System (AMPS) Accessibility Sign Out ETA0231

Home Request Role

### DLA Privacy Act Statement

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Click "Accept"



# Requesting Roles

Defense Logistics Agency Account Management and Provisioning System (AMPS)

Home Request Role

User Information Select Roles Justification Summary

Cancel Next

User Information

User ID: ETA0231

User Type: Public

\* First Name: Test

\* Country of Citizenship: US

Middle Name:

\* Last Name: Account

EDIPI/UPN

\* Email: test.account@test.com

\* Title: Test

Contact Information

\* Official Telephone: 555.555.5555

Office/Cube:

Official Fax:

\* Street: 74 North Washingt

DSN Phone:

PO Box:

DSN Fax:

\* City: Battle Creek

Mobile:

\* State: Michigan

Site:

\* Postal Code: 49037

\* Country: UNITED STATES

Organization Information Update Organization

Organization Name: DLA External

Verify all your information is correct and click "Next". If your information is not correct please correct it and then click "Next".

This is were it will say DLA External.





# Requesting Roles

Click "DLA Enterprise Applications" and the roles will show down below.

Defense Logistics Agency Account Management and Provisioning System (AMPS)

Home Request Role

User Information **Select Roles** Justification Summary

Cancel Back Next

Browse Roles by Application

DLA Enterprise Applications

Search Roles

Role Name  
Role Description  
Enterprise Application  
Application  
Environment  
Primary Role

Search Reset

Select a Role

Display Admin Roles (for Supervisor and Approval Access)

Role Name
DLA Disposition Dev - BO NON_SASP Customer DDS-601
DLA Disposition Dev - BO SASP Customer DDS-600
DLA Disposition Dev - ETID Customer DDS-517
DLA Disposition Dev - RTD Customer DDS-410
DLA Disposition Func - BO NON_SASP Customer DDS-601
DLA Disposition Func - BO SASP Customer DDS-600
DLA Disposition Func - ETID Customer DDS-518
DLA Disposition Func - RTD Customer DDS-411

Selected Roles



# Requesting Roles



- Home
- My Reports
- AMPS Help
- My Profile
  - My Information

Home Request Role

User Information **Select Roles** Justification Summary

Cancel Back Next

Browse Roles by Application

DLA Enterprise Applications

Search Roles

Role Name

Role Description

Base Application

Application

Environment

Primary Role

Search Reset

Select "DLA Disposition Prod – RTD Customer DDS-413" from the left and move it over to the right by click the arrow pointing to the right. Then click Next.

- Select a Role
- Display Admin Roles (for Supervisor and Approval Access)
- | Role Name   |     |
|---|-----|
| DLA Disposition Func - BO SASP Customer DDS-600   | --> |
| DLA Disposition Func - ETID Customer DDS-518      | --> |
| DLA Disposition Func - RTD Customer DDS-411       | --> |
| DLA Disposition Prod - ETID Customer DDS-514      | --> |
| DLA Disposition Prod - RTD Customer DDS-413       | --> |
| DLA Disposition QA - BO NON_SASP Customer DDS-601 | --> |
| DLA Disposition QA - BO SASP Customer DDS-600     | --> |
| DLA Disposition QA - ETID Customer DDS-519        | --> |

- | Selected Roles                                     |
|--|
| DLA Disposition Dev - BO NON_SASP Customer DDS-601 |
| DLA Disposition Prod - RTD Customer DDS-413        |



# Requesting Roles



Defense Logistics Agency Account Management and Provisioning System (AMPS)

Home

My Reports

AMPS Help

My Profile

My Information

Home

Request Role

User Information Select Roles **Justification** Summary

Cancel Back Next

Request Justification & Supporting Details

\* Justification

Optional Information

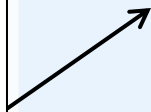
Attachment 1  Browse...

Attachment 2  Browse...

Attachment 3  Browse...

Attachments must be PDF files, smaller than 2MB each

Type in your justification. Example: Need for 1033 Program. Then click Next.





# Requesting Roles

Defense Logistics Agency Account Management and Provisioning System (AMPS)

Home Request Role

User Information Select Roles Justification **Summary** Cancel Back Submit

Role Request Summary

Please review the information below before submitting this request.  
Use the Back button to change any information, and use the Submit button to complete this request.

**User** Test Account **User Type** Public  
**User ID** ETA0231  
**Organization** DLA External

**Requested Role(s)** DLA Disposition Dev - BO NON\_SASP  
Customer DDS-601  
DLA Disposition Prod - RTD  
Customer DDS-413

**Justification** Need to requisition property **Comments**

**Attachments**

Click "Submit"

# DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

