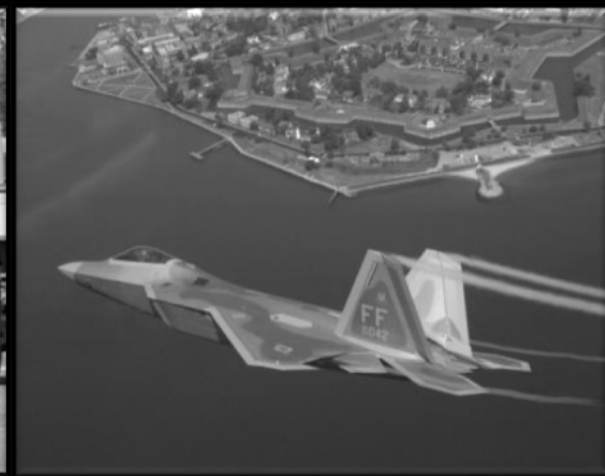




DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT SUPPORT LOGISTICS AGENCY



How to Enroll
In AMPs



AMPs Website

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

- 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.

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



There is a problem with this website's security certificate.

The security certificate presented by this website was issued for a different website's address.

Security certificate problems may indicate an attempt to fool you or intercept any data you send to the server.

We recommend that you close this webpage and do not continue to this website.

 [Click here to close this webpage.](#)

 [Continue to this website \(not recommended\).](#)

 [More information](#)

You will probably see a warning about the security certificate. Click the option to continue to the website.



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.

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

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

Need Help? Contact the DLA Enterprise Help Desk at DLAEnterpriseHelpDesk@dla.mil, or toll free 855-DLA-0001 (855-352-0001)

[Accessibility Help and Information](#)



AMPs Website



Account Management and Provisioning System (AMPs)



AMPs User Registration

Attention Non-DLA Users: Non-DLA users—also called external users—should choose one of the following User Type buttons:

- **I work for another Federal Agency**
- **I am a Supplier or Vendor to DLA**
- **I am a member of the Public**

This action starts the external user AMPs registration process.

Attention current DLA Users: If you are a current DLA employee, **DO NOT CHOOSE** any options on this screen. Exit this screen immediately and contact the Enterprise Help Desk at the number listed below for assistance with logging in to AMPs.

If you have a CAC or PIV Card: AMPs supports certificate-based authentication using the Common Access Card (CAC) issued by the DoD, or the Personal Identity Verification card (PIV) issued by supported External Certificate Authority (ECA) and Federal Bridge Certificate Authority (FBCA) vendors. To set up your login to AMPs with either of these authentication methods, you must insert your CAC or PIV card in your computer's Smart Card reader **during registration**. This action ensures that AMPs can capture and store your authentication credentials from your card. You can then log in to AMPs without a User ID and Password.

Select Your User Type:

User Type	Description
I work for another Federal Agency	Non-DLA federal users: click this button if you are a member of the Armed Services, a DoD civilian employee, a DoD contractor, or a member of a Federal Agency . You must provide information about yourself, along with the names and contact information of your Supervisor and local Security Officer as required by DLA form 2875.
I am a Supplier or Vendor to DLA	Suppliers and Vendors: click this button if you are a Supplier/Vendor with a Commercial and Government Entity (CAGE) code. Supplier/Vendors work for a company or organization that supplies items or parts to DLA.
I am a member of the Public	Public: click this button if you are a member of the public who wants access to DLA applications. If you are a member of the public, you will be required to provide a few facts about yourself to get access to publicly available DLA applications.

Click "I am a member of the Public"

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.

[Cancel](#)



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.

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 access may contact the DLA Enterprise Help Desk for further assistance. All users will have the ability to log in using a username and 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

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

Click "Create Account"

Contact Information

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

Security Information

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



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 Website



Defense Logistics Agency
Account Management and Provisioning System (AMPS)

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Accessibility/Section 508

Click "Click HERE for access to AMPS"



AMPs Website



Defense Logistics Agency

Single Sign-On Authentication

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[Forgot your Password? Click Here](#)

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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@dla.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

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
My Reports
AMPS Help

My Profile
My Information

Requests
Request Role
Pending Approvals

Request Role

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.

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Accept

Click "Accept"



Requesting Roles



Defense Logistics Agency Account Management and Provisioning System (AMPS)

Home

My Reports

AMPS Help

My Profile

My Information

Requests

Request Role

Pending Approvals

Home

Request Role

User Information

Select Roles Justification Summary

Cancel Next

User Information

User ID ETA0231

User Type Public

* First Name Test

* Country of US

Middle Name

Citizenship

* 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 Washington Ave

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".



Requesting Roles

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

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



Requesting Roles



Defense Logistics Agency Account Management and Provisioning System (AMPS)

Accessit

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

Click on "DLA Disposition Prod - RTD Customer DDS-413" on the left, then click the arrow pointing to the right to move it over to the right. Then click Next.

☐ 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 Prod - RTD Customer DDS-413



Requesting Roles

Defense Logistics Agency Account Management and Provisioning System (AMPS)

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)

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My Information

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Request Role

Pending Approvals

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 ID

ETA0231

Organization

DLA External

User Type

Public

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"