

More Great Tips!

Before you begin the registration process, take note of these helpful hints.

- Do NOT use the “**Back**” button on your browser. Click the “**Back**” button on the bottom of each page
- Make sure to fill out every field marked with an asterisk (*). If you miss a required field, you can still proceed to the next screen, but an error message will appear before you are ready to submit your request
- After selecting buttons or items from drop down menus, the page will refresh. You must wait for the page to refresh before moving on to the next step
- If the desired radio button is already selected, click it again before clicking the “**Next**” button
- *Note:* You will need to contact the AMPS Help Desk, if there is no activity in your account within a 60—day period. (DSN 695-4357 or 1-866-335-4357)

What’s New?

DLA Disposition Services is using a new system that requires customers to register prior to using web applications such as ETID (Electronic Turn-In Document) and RTD (Reutilization, Transfer & Donation). Use the AMPS website and the DLA Enterprise Internal Portal to register.

For Assistance

AMPS Help Desk: DSN 695-4357 or 1-866-335-4357 or send an email to support.services@dla.mil
Accessible 24 hours a day, 7 days a week.
Visit <https://amps.dla.mil>

DLA Customer Interaction Center: 1-877-DLA-CALL (1-877-352-2255) or send an email to DLAContactCenter@dla.mil
Accessible 24 hours a day, 7 days a week

DLA Enterprise Internal Portal
<https://pep1.bsm.dla.mil/irj> for detailed instructions on how to use the external portal

DLA Disposition Services
<http://www.dispositionservices.dla.mil> for detailed instructions and information about the systems change referred to as RBI

RBIQuestions@dla.mil Ask DLA Disposition Services experts about the new system \ **RBIHumanPerformance@dla.mil** For information about access to our systems



DLA Disposition Services
Hart-Dole-Inouye Federal Center
74 N. Washington Ave
Battle Creek, MI 49037
(1-877-352-2255)
DLAContactCenter@dla.mil

DEFENSE LOGISTICS AGENCY
DISPOSITION SERVICES



For the
DLA employee

REGISTRATION REQUIRED

NEW
Registration
Process to access
ETID and RTD

Helpful Hints inside!

*Complete registration instructions
available at DLA Disposition Services
<http://www.dispositionservices.dla.mil>*

Register by AUG . 27, 2012

HELPFUL HINTS ON HOW TO REGISTER FOR ACCESS TO DLA DISPOSITION SERVICES WEB APPLICATIONS

1 REQUEST PORTAL ACCESS

Log on to the AMPS website to request access at:

<https://amps.dla.mil>

HELPFUL HINTS

- Select “DLA Enterprise Application” from the **Select a Group Screen**
- Select “BSM” from the **Select an Application Screen**



2 REQUEST A ROLE

To use specific applications such as **RTD** or **ETID** you will need to request the “role” for that specific application. Return to AMPS and select “Request a Role” Continue through the screens and provide the information requested.

HELPFUL HINTS

- Select “DISP” on the **Select an Application Screen**



- Select “Production” on the **Environment Screen**
- Select “RTD” or “ETID” from the **Sub Category Screen**
- Select a role
 - **DDS-520** ETID Customer
 - **DDS-369** RTD Customer Screener
 - **DDS-370** RTD Customer–Accountable Supply Officer
- Submit only one role at a time

3 ACCESS ETID OR RTD

You can access **ETID** or **RTD** after **AUGUST 27, 2012**. Log on the **DLA Enterprise Internal Portal** at:

<https://pep1.bsm.dla.mil/irj>

HELPFUL HINTS

- Select “Disposition Services” from the **DLA Enterprise Internal Portal** to access our web applications such as **ETID** or **RTD**



- Select the **ETID** or **RTD** role from the **Navigation Pane** on the left
- Continue with the registration process