

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 External Business 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 External Business Portal
<https://business.dla.mil> 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 change

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
**Federal Agency Users/
Contractors**

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

*Note: DLA employees should refer to the
DLA Employee brochure*

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

1 CREATE AN ACCOUNT

- Log on to the AMPS website to create your account at:

<https://amps.dla.mil>

HELPFUL HINTS

- Select **“Federal Agency User/Contractor”** under **User Type**. (The screen will refresh and ask for additional information)

Defense Logistics Agency
Account Management and Provisioning System (AMPS)

AMPS First Time User Access

If you have a DoD issued Common Access Card (CAC):
You must have your CAC inserted in your computer if you want AMPS to register your CAC. This will allow you to access AMPS without having to enter a username and password. Your CAC information will be provisioned to applications for which CAC is enabled and you will not need a username/password to access these.

Attention DLA Employees or Contractors
This process is for Non-DLA users only. If you are an employee or Contractor DO NOT continue with this registration. Your account in AMPS should have 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 from the DLA network. If you are not a DLA user, contact the Help Desk at the number listed below.

Select Your User Type:

User Type	Description
<input checked="" type="radio"/> Federal Agency User/Contractor	Select this if you are a member of the Armed Services, a DoD civilian employee, a DoD contractor, or a member of a Federal Agency. You will need to provide information about yourself as well as your supervisor and local security officer as required by DD Form 2876.
<input type="radio"/> Supplier/Vendor	Click this button if you are a Supplier/Vendor with a Commercial and Government Entity (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="radio"/> Public	Click 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.

Please contact the help desk at (804)279-4367 or 1(888)335-4367 if you have any questions concerning the use of this System.

- You will need to input your direct **Supervisor’s** and **Security Officer’s** email and phone number information
- You will need to input the date of your last **Information Assurance (IA)** training
- Select **“Leave AMPS Registration”** on the **Final Screen** to begin Step 2
- Make note of your **User ID** and **password** when completing your registration

2 REQUEST A ROLE

Once you have created your account, you can request access to specific applications, such as ETID or RTD. You do this by requesting a “role” on the AMPS website. Select **“Request a Role”** and continue through the screens and provide the information requested.

HELPFUL HINTS

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

Defense Logistics Agency
Account Management and Provisioning System (AMPS)

Application Access Request Form For Non-DLA Users

Please Note: AMPS is an enterprise system and accommodates systems other than BSM. Only those roles specifically for PDM can be requested through the CIM option. All other BSM roles should be requested using the BSM option. AMPS roles are specific to AMPS customers.

For Which Application Are You Requesting Access?

Application	Description
<input type="radio"/> Energy-FES	Fuels Enterprise Server
<input type="radio"/> Energy-Sub PORTS	Paperless Order and Receipt Transaction Screens - Sub-Fuels
<input type="radio"/> Energy-FMD Express	Fuels Manager Defense Express
<input type="radio"/> Energy-Ground PORTS	Paperless Order and Receipt Transaction Screens - Fuel, Camp, and Stations - Ground Fuels
<input type="radio"/> RFP/OS	Replenishment Parts Purchase Or Borrow Program
<input type="radio"/> Collaboration	
<input type="radio"/> RIGHTS	Buying Rights Guard Tracking System
<input type="radio"/> M	DLA Enterprise Business System (Formerly Business System Modernization - BSM)
<input type="radio"/> OPA	Center of Parts Activity
<input type="radio"/> CSW	PCMO Customer Service Web Site
<input checked="" type="radio"/> DISP	DLA Disposition Services Applications (RTD, ETID)
<input type="radio"/> DLA Fusion Center	
<input type="radio"/> MAFND	Military Assistance Program Address Codes(MAFND) Application
<input type="radio"/> MERS	Mapping Enterprise Business System
<input type="radio"/> MDSIS	Material Safety Data Sheets (This is not access to HMRIS, the DOD repository for MDSIS. For access to HMRIS, go to HMRIS)
<input type="radio"/> PDM	PDM, including of orders and ESA
<input type="radio"/> SCRAT	Supply Chain Risk Analysis Tool

- Select **“Production”** on the **Environment Screen**
- Select **“Default”** on the **Sub Category Screen**
- Select a **role**
 - DDS 413 RTD Customer
 - DDS 514 ETID Customer

3 ACCESS ETID AND RTD

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

<https://business.dla.mil>

HELPFUL HINTS

- Click on the yellow button **“Registered Users Login Here”** on the **DLA Enterprise External Business Portal**. Use your **CAC** card or the **User ID** and **password** you created earlier to log in

DEFENSE LOGISTICS AGENCY
AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

Thanks! Nov. 26, 2012
DLA Systems

DLA Enterprise External Business Portal

Registered Users Login Here

AVAILABLE SERVICES

MULTIMEDIA

DLA 50 YEARS OF LOGISTICS EXCELLENCE

Did You Know?

DLA Enterprise External Business Portal
Provides industry and service personnel with centralized access to DLA Business Services.

- For access to **ETID** or **RTD**, click on the **Disposition Services** tab
- Continue through the screens to complete the registration for **ETID** or **RTD**