

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)

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
Reports

Helpful Hints inside!

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

HELPFUL HINTS ON HOW TO REGISTER FOR ACCESS TO REPORTS

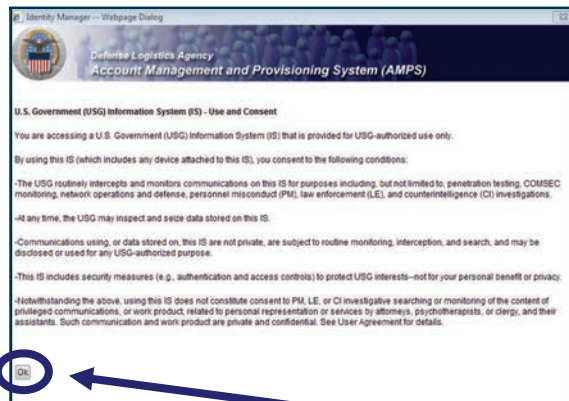
What's New?

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), RTD (Reutilization, Transfer & Donation) and Reports. Use the AMPS website and the DLA Enterprise Internal Portal to register.

1 ACCESS AMPS WEBSITE

Log on to the AMPS website to request access at:

<https://amps.dla.mil>



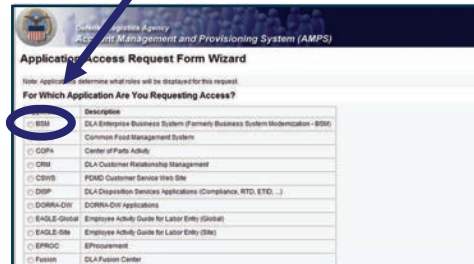
When logging on to the AMPS website click 'OK' to accept the Use and Consent terms for the U.S. Government Information System

2 REQUEST A ROLE

To use specific applications such as **Reports** you will need to request the "role" for that specific application. Log on to AMPS and select "**Request a Role**" Continue through the screens and provide the information requested.

HELPFUL HINTS

- Select "**BSM**" on the **Select an Application Screen**



- Select "**Production**" on the **Environment Screen**
- Select a **Reports User** role:
 - JD 225 DSS Business Objects User (Non-SASP*)
 - JD-224 DSS Business Objects User (SASP*)(*SASP – Small Arms Serialization Program)

3 ACCESS REPORTS

Initial access to **Reports** will vary at each DLA Disposition Services location. The Reports tool is being rolled out incrementally from August 2012 through February 2013. Contact your local DLA Disposition Service site or go to www.dispositionservices.mil for exact dates. Access **Reports** via the **DLA Internal Portal** at:

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



- Click on the **Business Objects** tab to access **Report** information