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Access to RTD Web, ETID & DLA Disposition Services Reports

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Process

- **Step 1: Create an account in the DLA Account Management and Provisioning System (AMPS).**
  - **AMPS is a web-based account management system that provides system users with an automated tool for requesting user accounts and passwords for DLA systems. Once your AMPS account has been successfully created, you will be notified via email.**
- **Step 2: Submit a role request via AMPS.**
  - **After creating your AMPS account, you will need to submit a role request which specifies the application. You will be notified via email once your role request has been completed.**
- **Step 3: Complete the registration.**
  - **When you log into the DLA Enterprise External Business Portal, you will be prompted to complete a required Customer Registration Form when you log into RTD & ETID.**

IMPORTANT: If you have any problems please call 1-877-352-2255.

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Important AMPS Application Notes

Before you begin the AMPS Request Process, note the following important details of the AMPS Application:

1. **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.**
2. **Do NOT use the Back button on your browser. If you need to correct something on a previous page, click the 'Back' button on the bottom of the page.**
3. **Make sure to fill out all of the required fields marked with an asterisk.**
4. **When entering dates, use the calendar button to ensure the correct format.**
5. **If the desired radio button is already selected, click it again before clicking the 'Next' button**

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AMPS Request - Login

1. Go to the AMPS URL: https://amps.dla.mil. There is also a link on the DLA Enterprise External Portal that will bring you to the AMPS Login Page.
2. Select “First Time in AMPS”.

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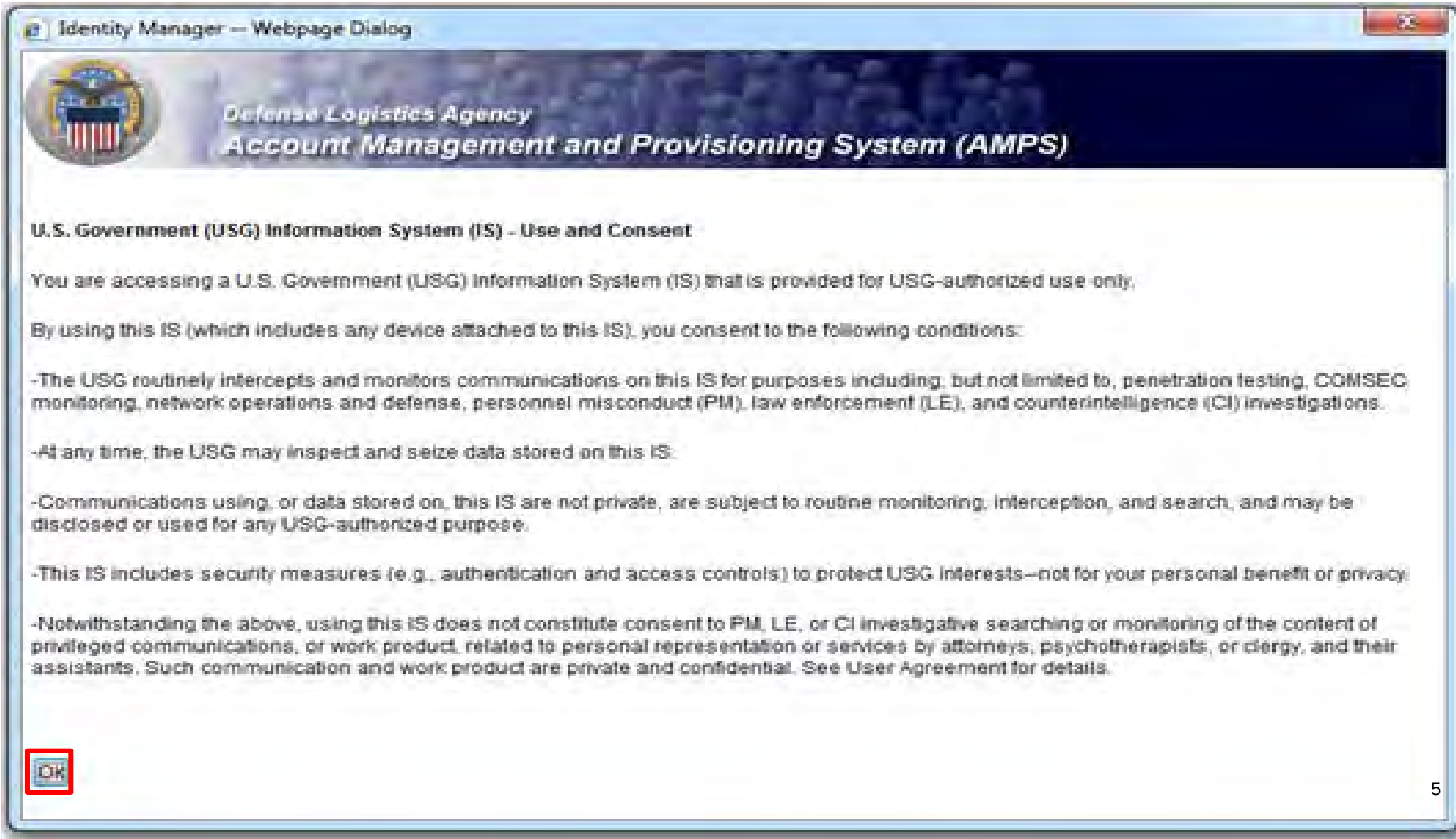
AMPS Request - Login

1. **This screen shot shows what will happen after you select First Time in AMPS. Click "OK" after reading the "Use and Consent" Statement.**



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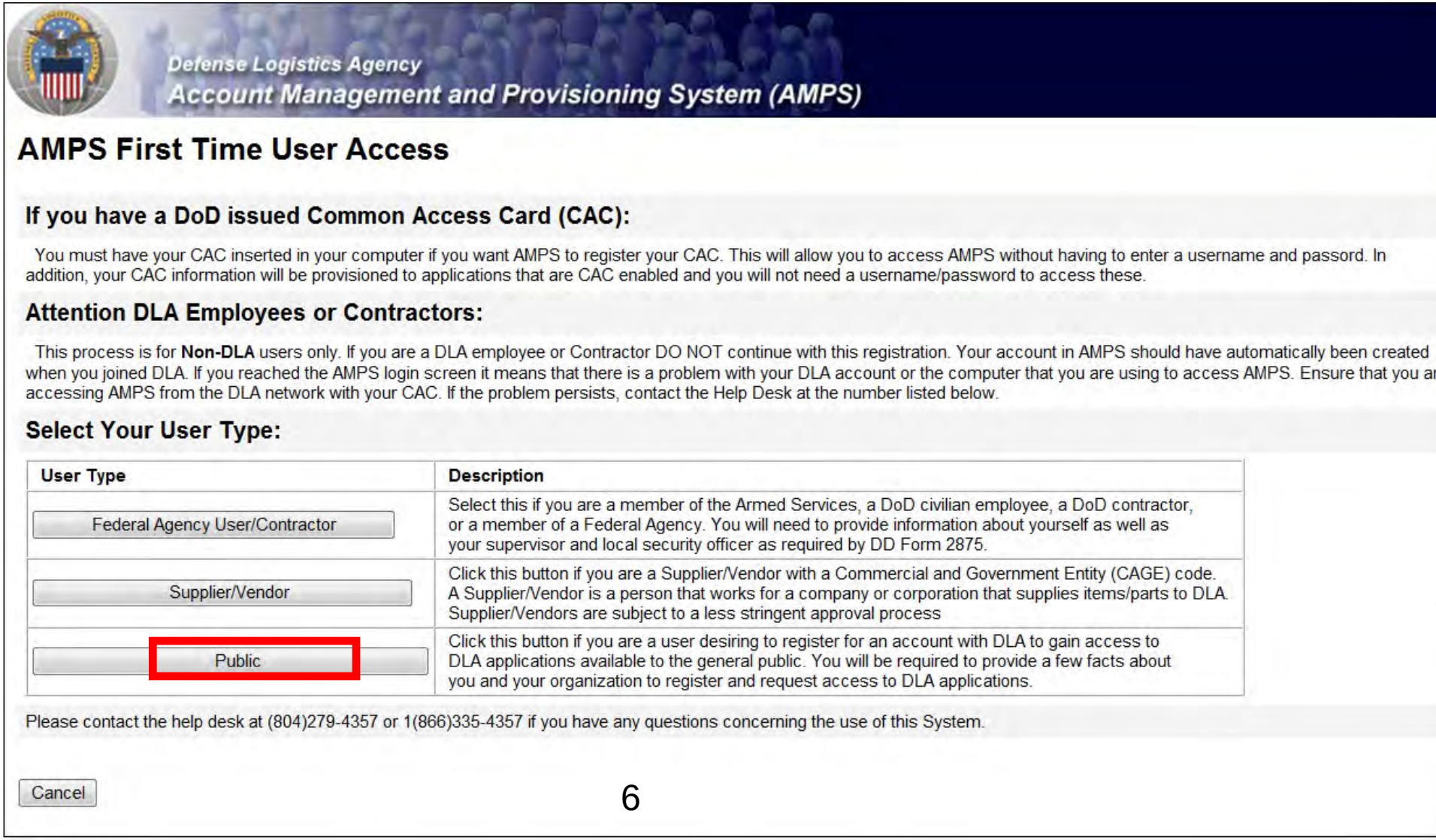
AMPS First Time User

1. Select “Public” if you do not work for the Federal Government.



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AMPS New Account

1. **Select “New Account” This is where the customer would start the process of creating a new AMPS account.**

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AMPS Privacy Act Statement

1. **This shows a Privacy Act Statement in which the customer should Select "Continue" to move on in their process.**

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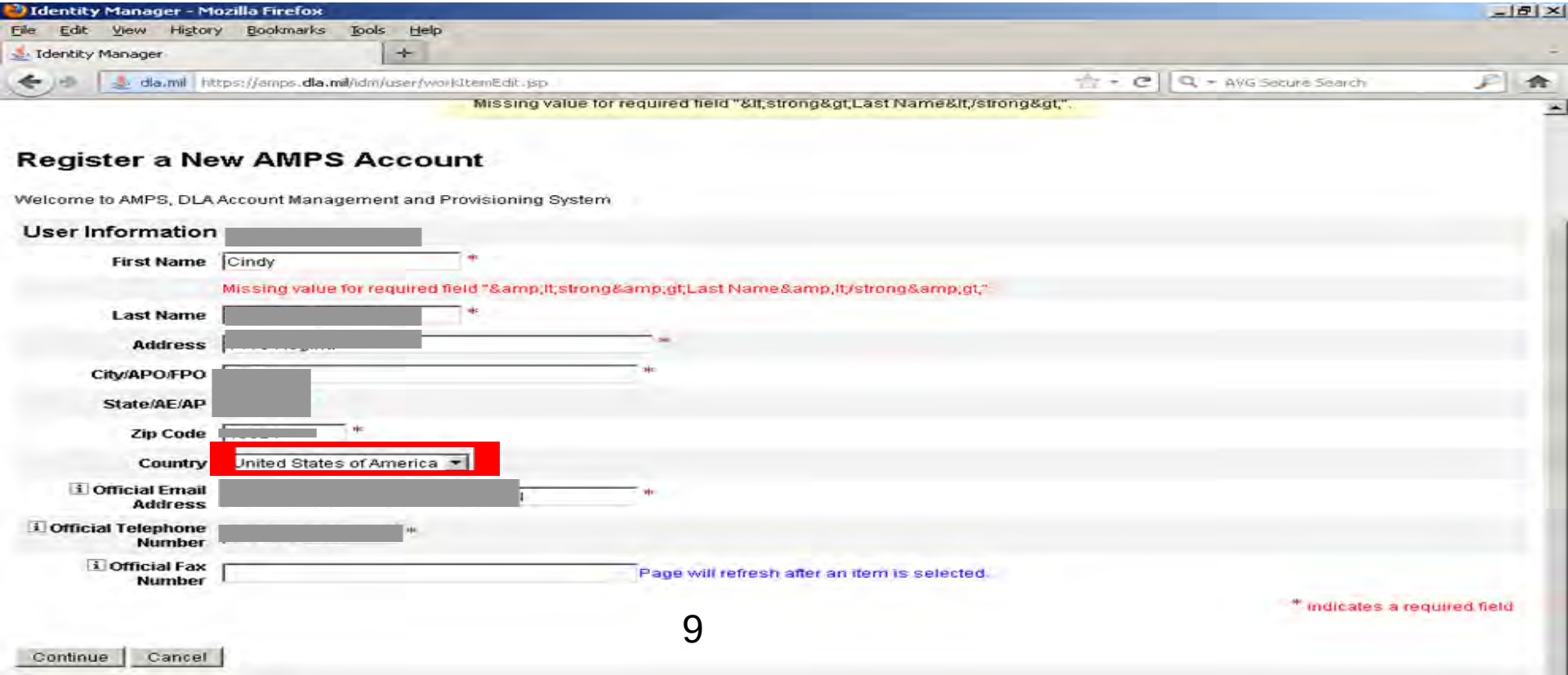
AMPS Registration

1. Complete <u>ALL</u> items identified with a red *. This screen shows the mandatory fields that must be completed. An error message will appear if all fields with a red * are not filled out. Make sure that the country field identifies “United States of America” if you are in the continental United States.
2. The phone number should use the following format: 123.123.1234
3. When you identify your User Type (i.e., Military, Civilian, or Contractor) the screen will refresh and ask for additional information.
4. Click ‘Next’ to continue



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AMPS Password

1. This screen shot shows where the customer will create a new password in the "Password" text box. If it does not meet the criteria, you will receive an error message.
2. Enter the same password in the "Confirm Password" text box and select "Continue".

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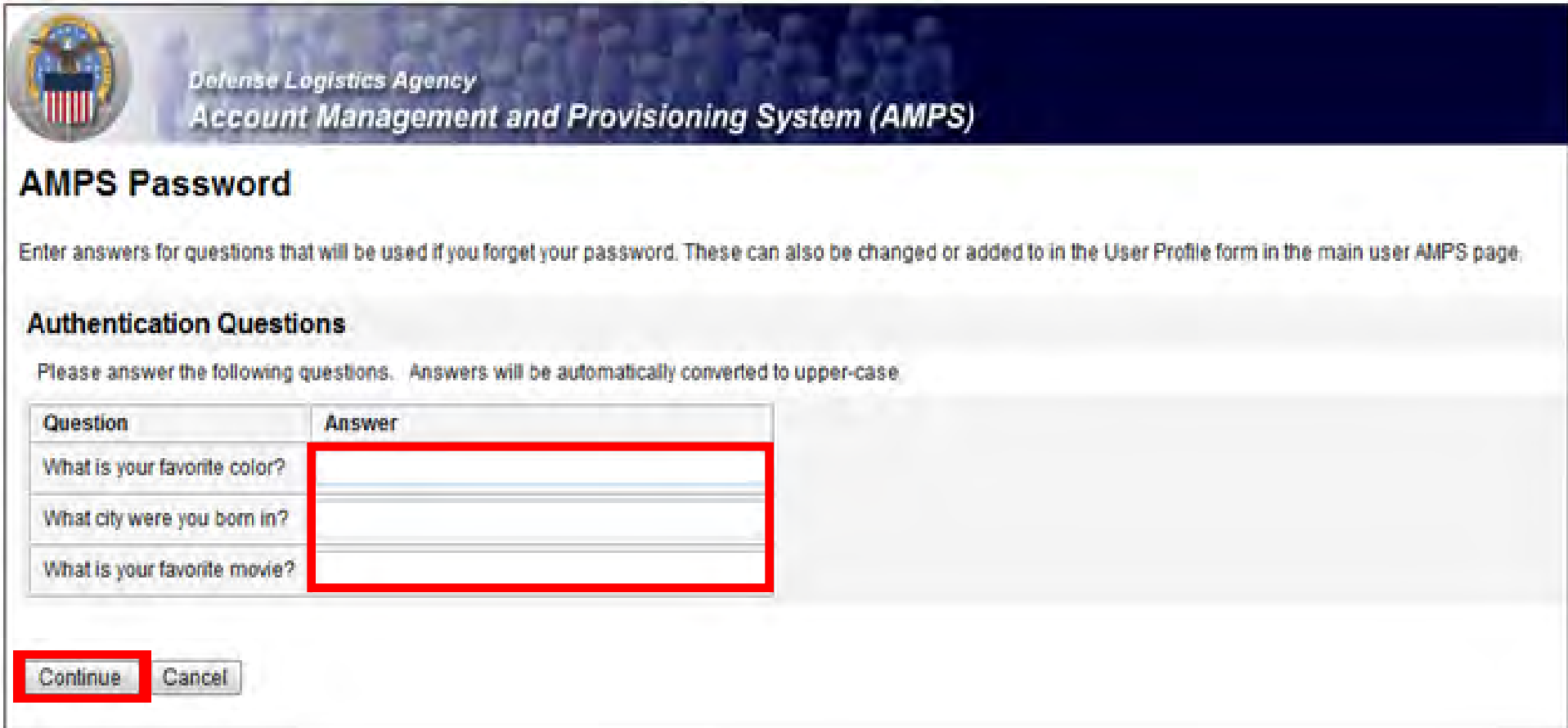
AMPS Authentication Questions

1. When your password is accepted, AMPS will open a page in which you will answer a series of questions. These answers will be recorded and used to authenticate your identity if you should forget your password at some point in the future and need assistance from the Help Desk.
2. Answer the questions and select “Continue”. This screen shot shows the page where the customer will answer the three questions.



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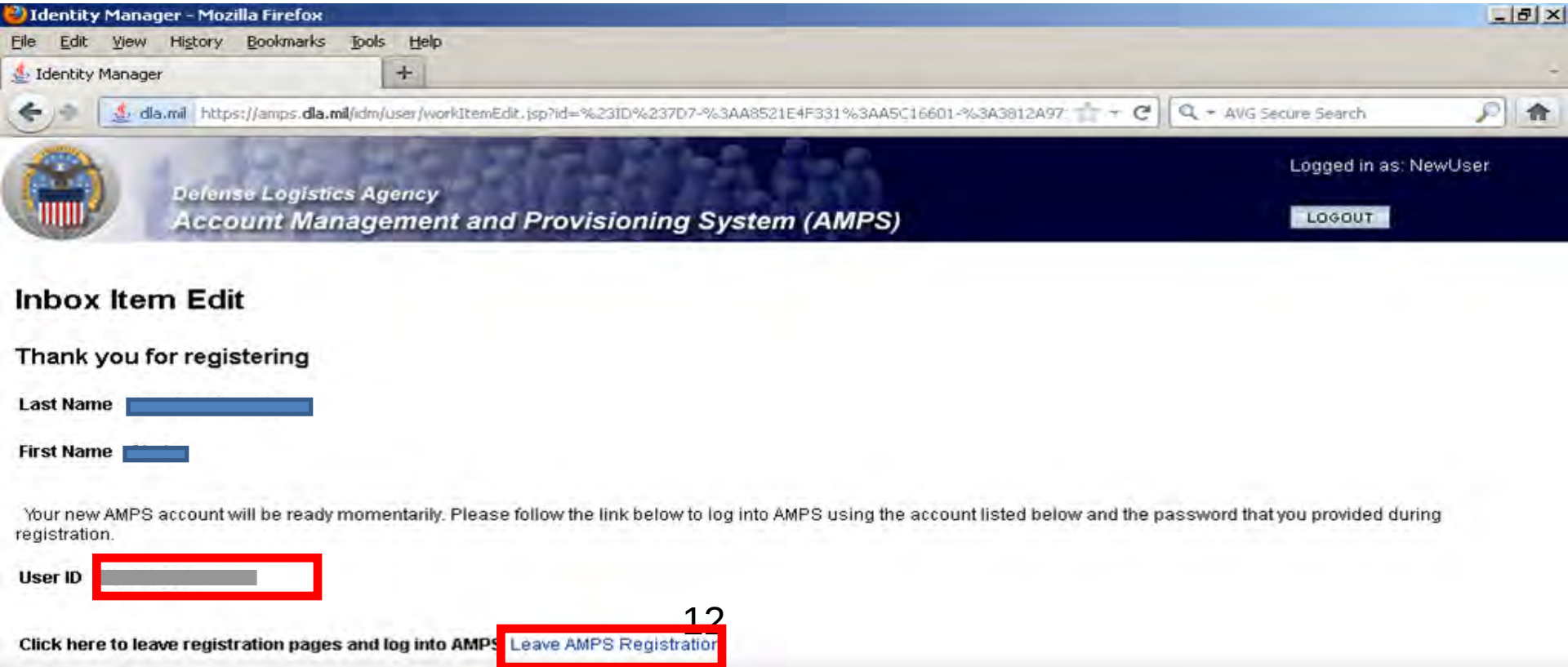
AMPS Registration is COMPLETE

1. AMPS will display this page indicating that the registration process is complete. Make note of your User ID.
2. Select 'Leave AMPS Registration'
3. You will receive an e-mail indicating that your AMPS account has been created and your AMPS access has been granted.
4. Note: If any of the personal information provided when creating an AMPS account should change, it is the responsibility of the user to update this information in AMPS.
5. IMPORTANT: Note your User ID.



Roles SUMMARY

- **ROLES:**
  - **RTD Customer (DDS 413)**
  - **ETID Customer (DDS 514)**
  - **Reports**

    •***NOTE***: You don't need the reports access until your servicing Disposition Services Site transfers to EBS
    ***NOTE*: Most customer will request DDS-601. Only those who work with Small Arms (i.e., SASP) will request DDS-600.**
    - **BO Non-SASP Customer (DDS-601)**
    - **BO SASP Customer (DDS-600)**

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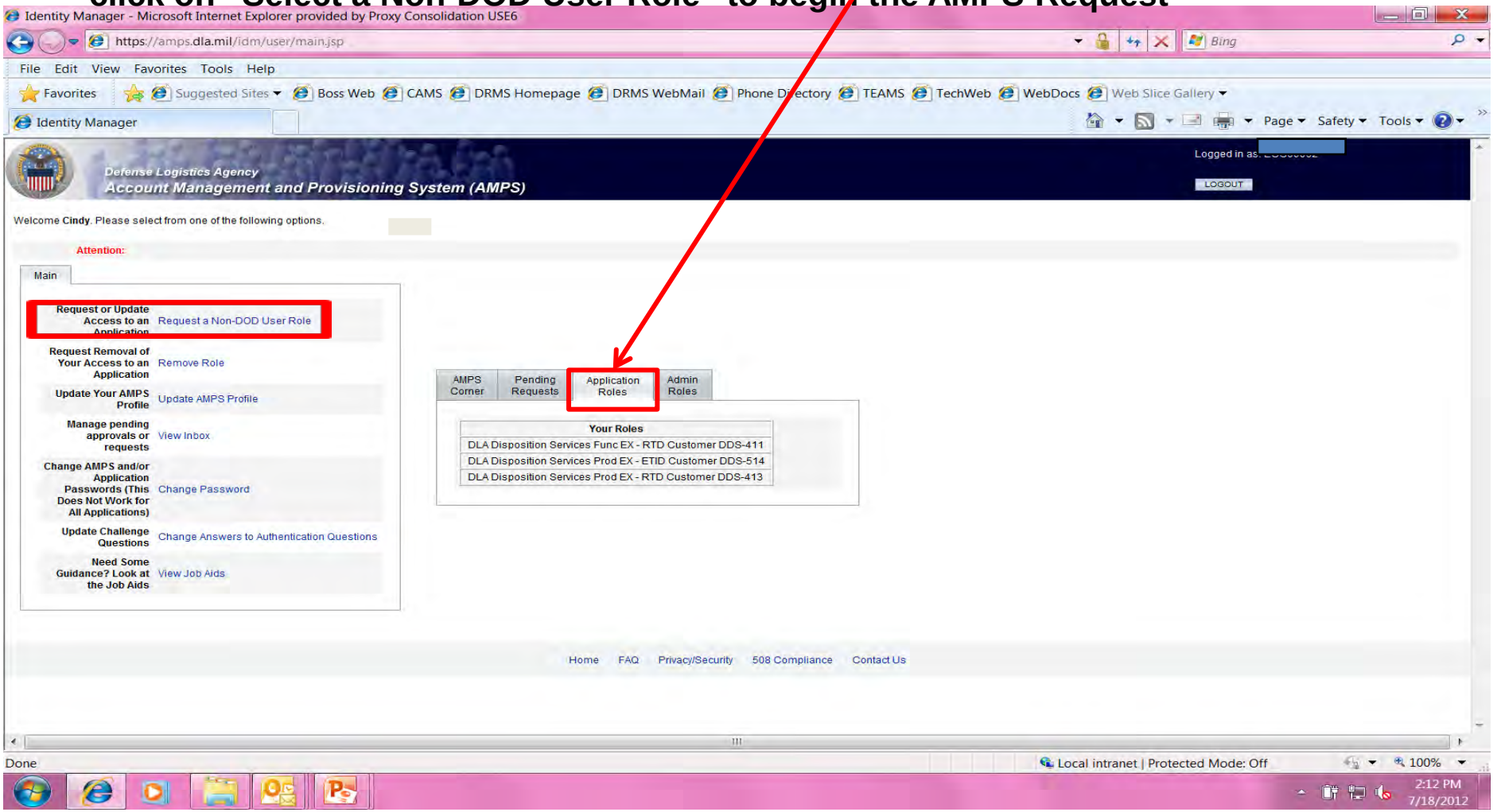
AMPS Main Menu

1. On this screen, select “Application Roles” to review the current approved roles. Then, click on “Select a Non-DOD User Role” to begin the AMPS Request



14

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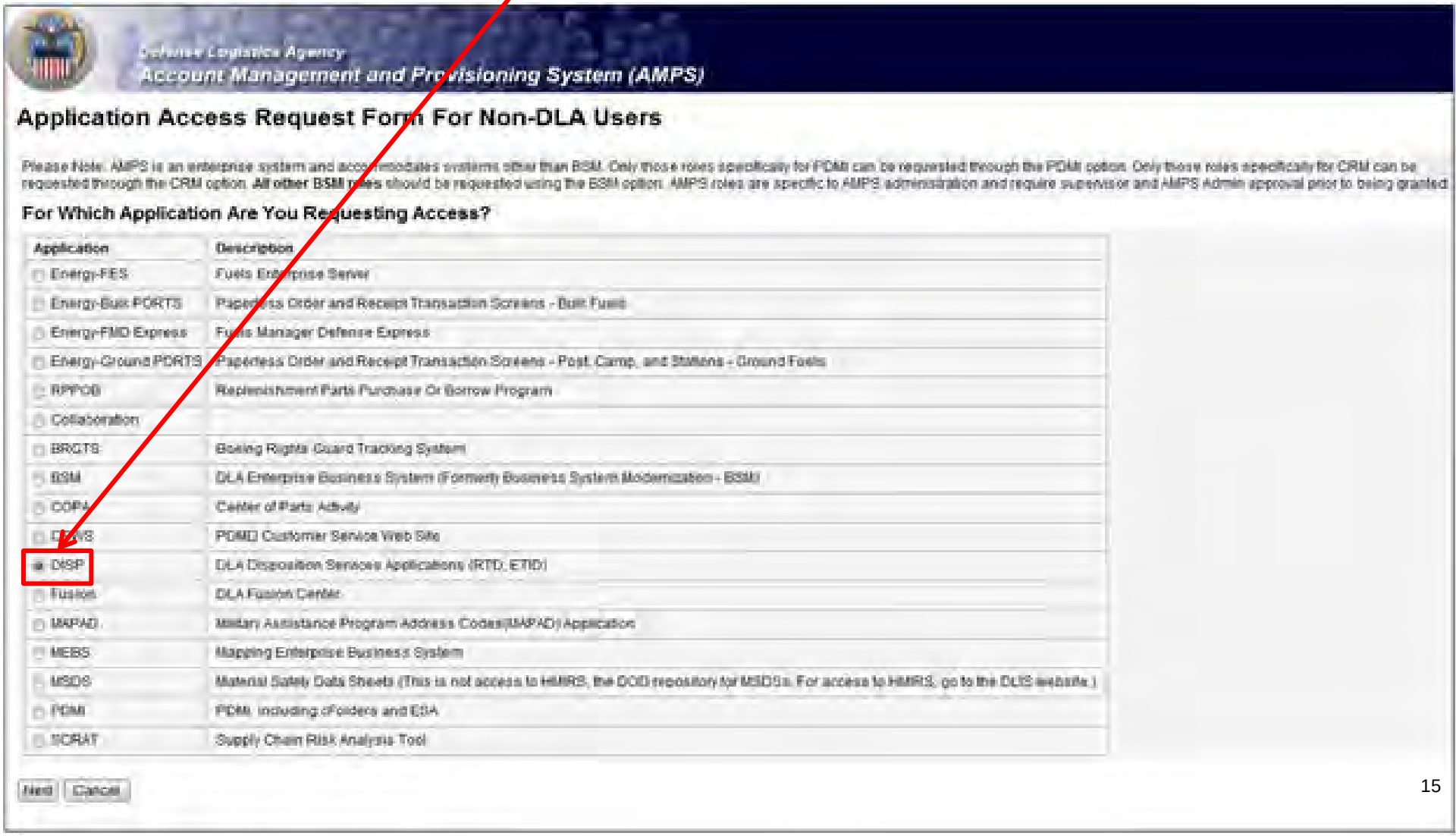
Application Access – Application Selection

1. Select the radio button labeled ‘DISP’. This list shows different applications that are used.
2. Select ‘Next’ to continue



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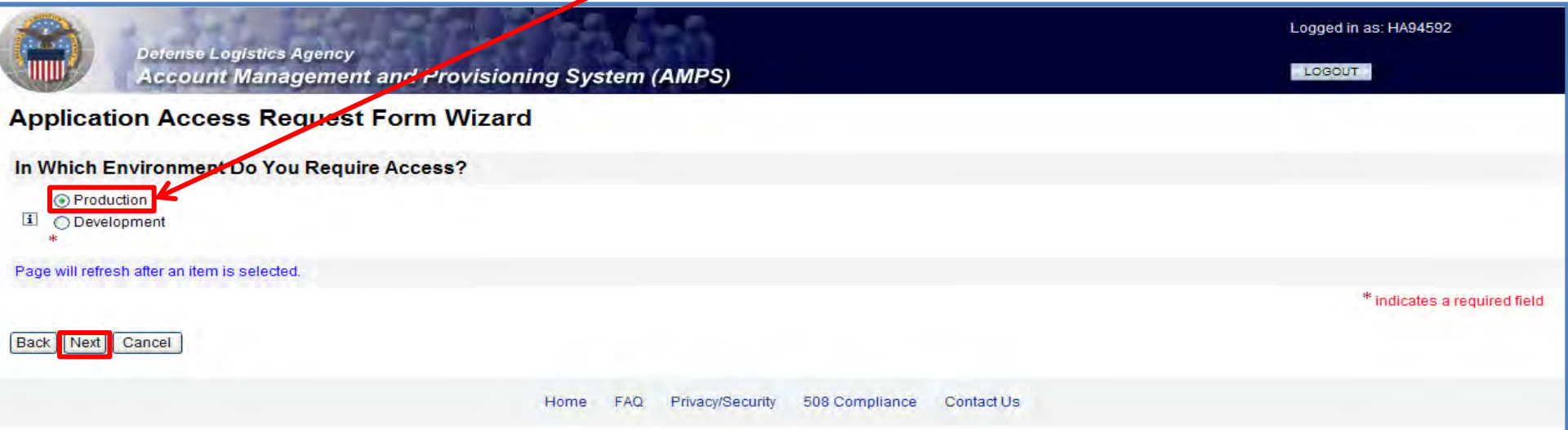
Application Access – Environment Selection

1. Select the radio button labeled ‘Production’
2. Click ‘Next’ to continue



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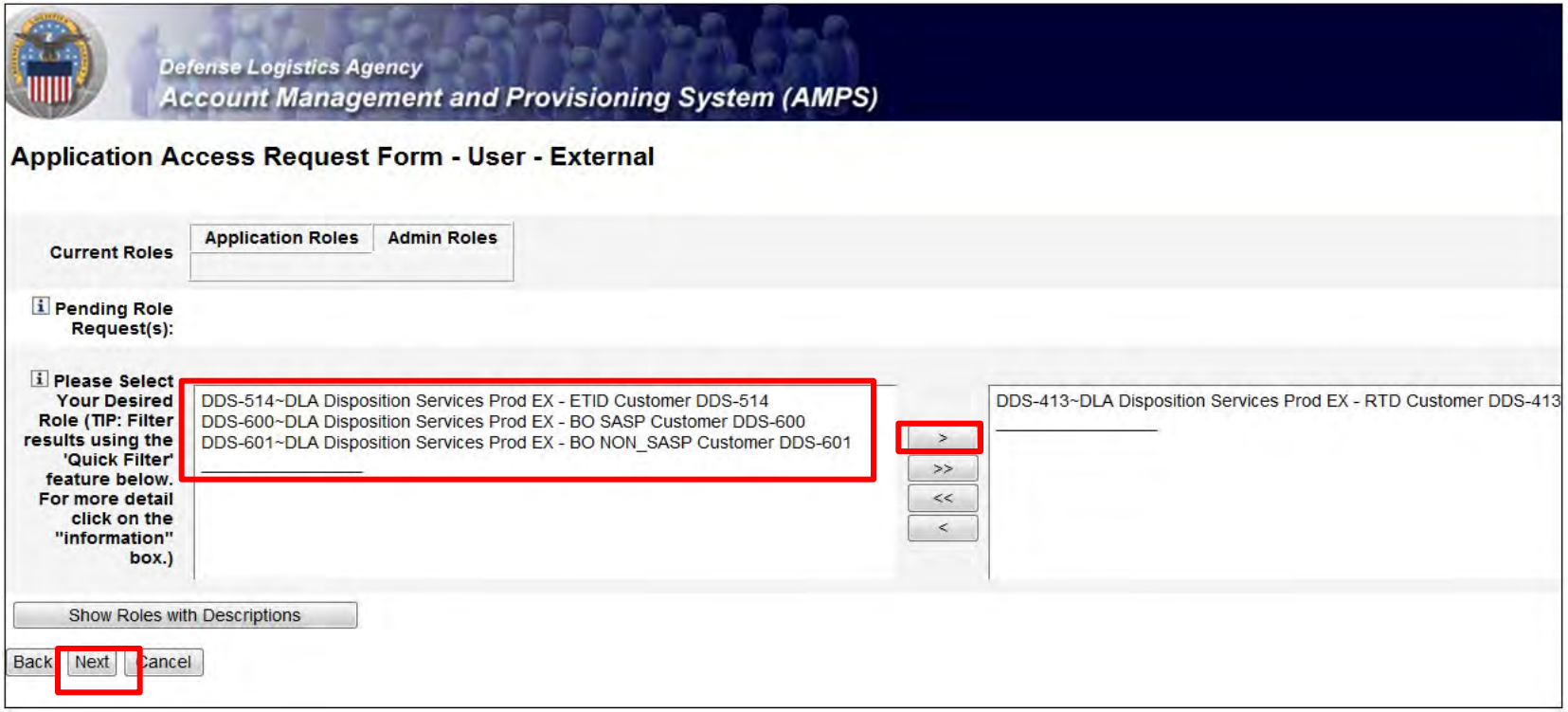
Application Access –Role Selection

1. On this page AMPS will display the roles available to you.
2. Select your desired role from the list on the left and click the > button to move the role to the list on the right. You don't need the Report Role until later.
3. Ensure 'Authorized' and 'Unclassified' are selected
4. Enter a brief explanation of why you are requesting the role in the 'Justification for Access/ Comments' box
5. Click 'Next' to continue



17

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Information Disclosure Agreement

1. An information screen will be displayed. This information screen lists the authority and rules under which information is collected and used.
2. Click the 'Next' button to continue

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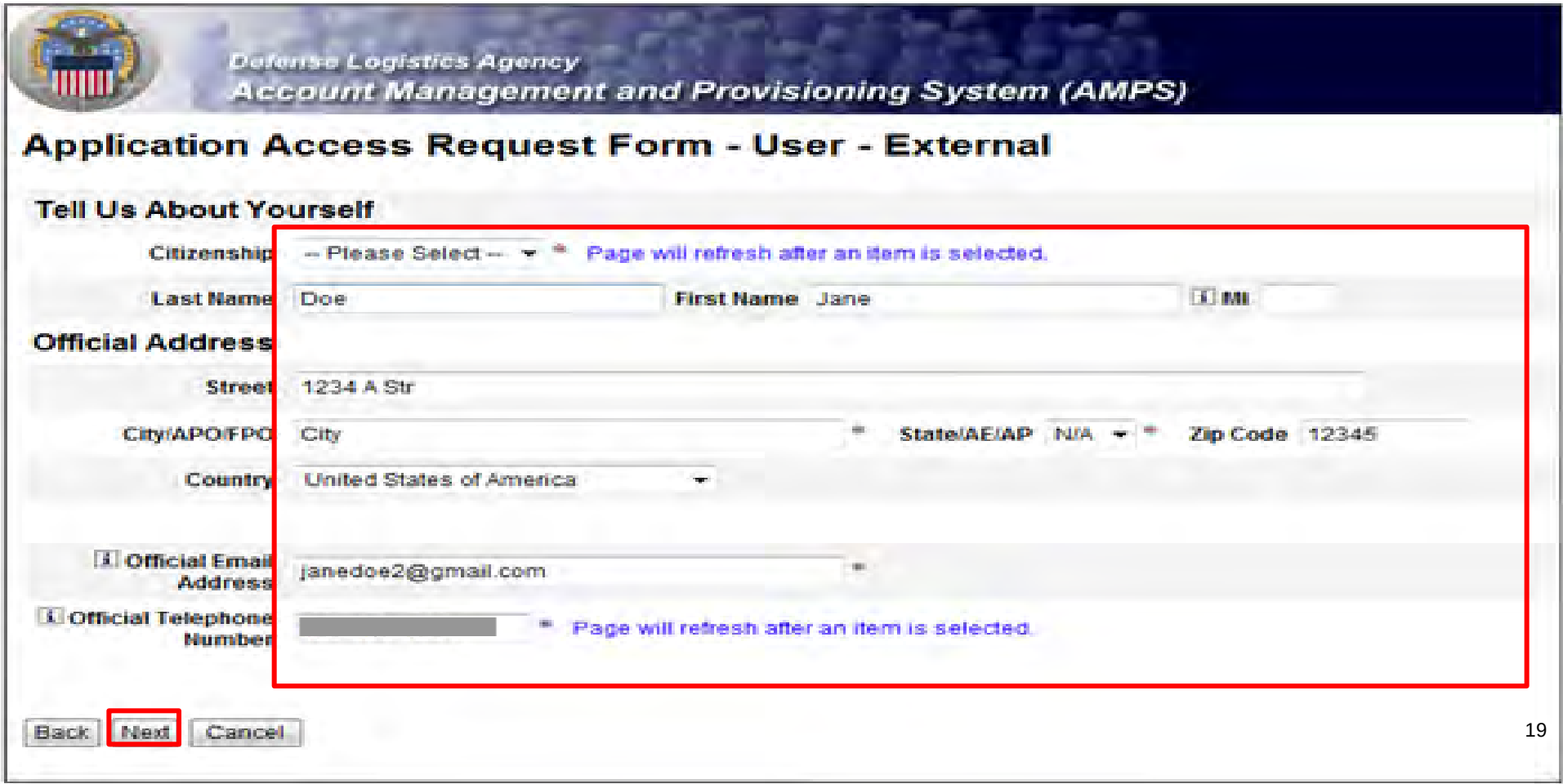
Application Access – User Information

1. Most of the fields will be pre-populated based on your profile. Check to verify that the information is correct.
2. The phone # should be in the following format: 123.123.1234
3. Note: Fields with a red asterisk (*) are required.
4. Click 'Next' to continue



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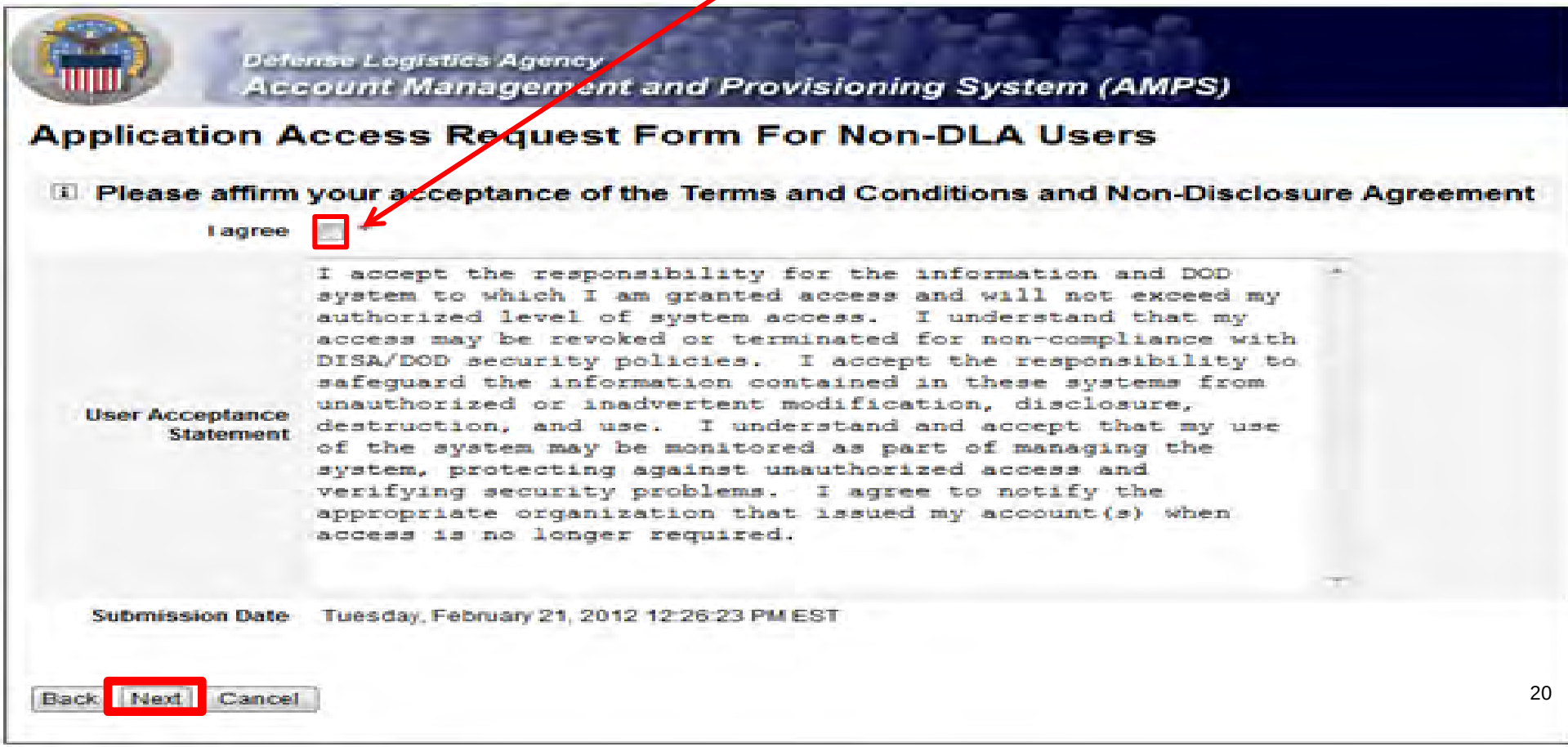
Terms & Conditions

1. AMPS will open a page to display the Terms and Conditions and Non-Disclosure Agreement. Read the User Acceptance Statement and the Non-Disclosure Statement
2. Click the 'I Agree' checkbox to indicate that you agree to the Terms and Conditions whereby the information about you is collected and that you are satisfied with the protection provided by the Non-Disclosure Agreement
3. Click the 'Next' button to continue



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Error Messages

1. Error messages will display in red if there is any missing information in your request. In the example below, fields were left blank, resulting in the errors listed. To eliminate the error messages, use the 'Back' button at the bottom of the page (do not use the internet browser Back button) to go back to the screens where the information was omitted. Once you have filled in all of the missing information continue with your request.
2. Click the 'Next' button to submit the completed request

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Role Request Confirmation

1. Note your SAAR number for future reference
2. Click ‘Submit’ to submit your AMPS Request
3. An email confirmation will be sent to you
4. Congratulations! You submitted your AMPS Request!

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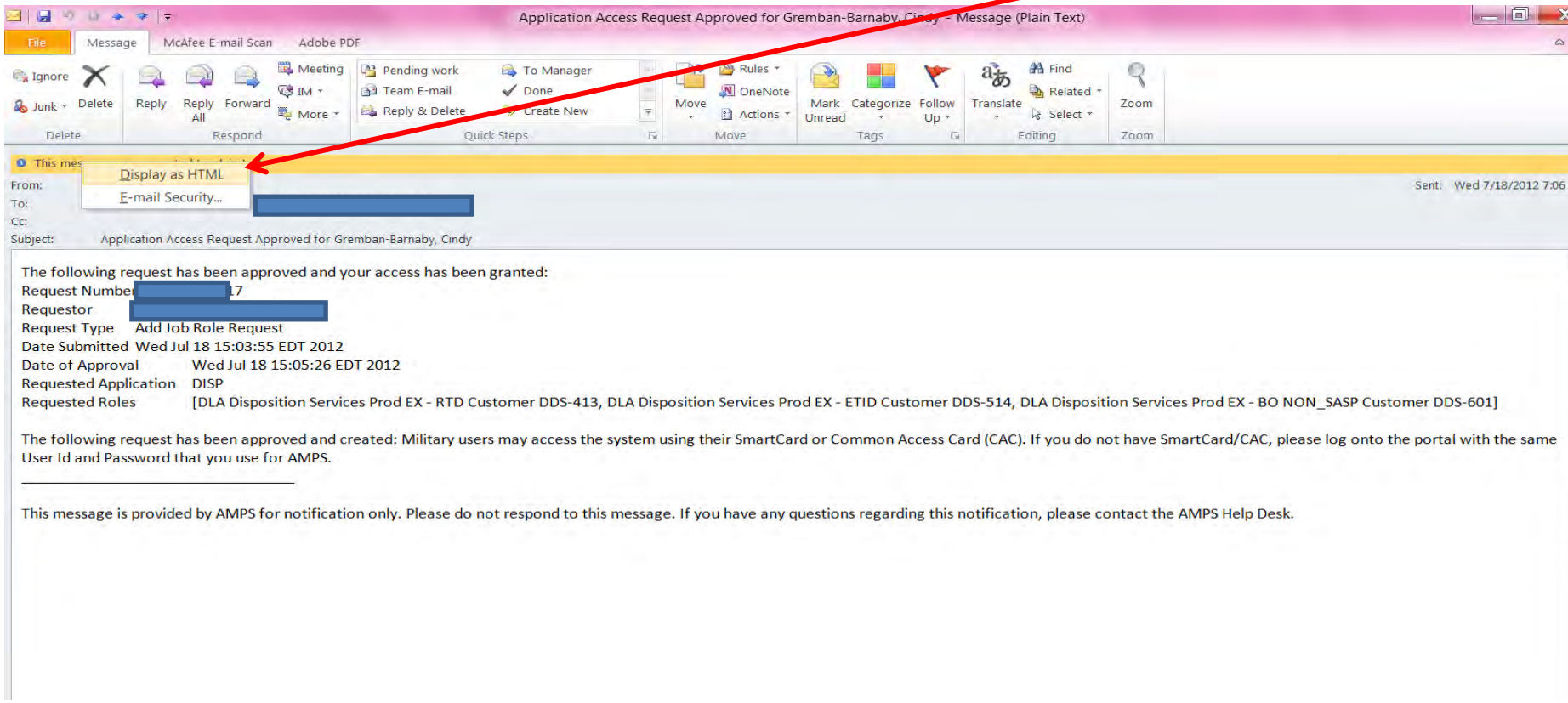
EMAIL Confirmation

1. **This is an example to show you what the email notification will look like. Select "Display as HTML" so you can quickly see the information.**



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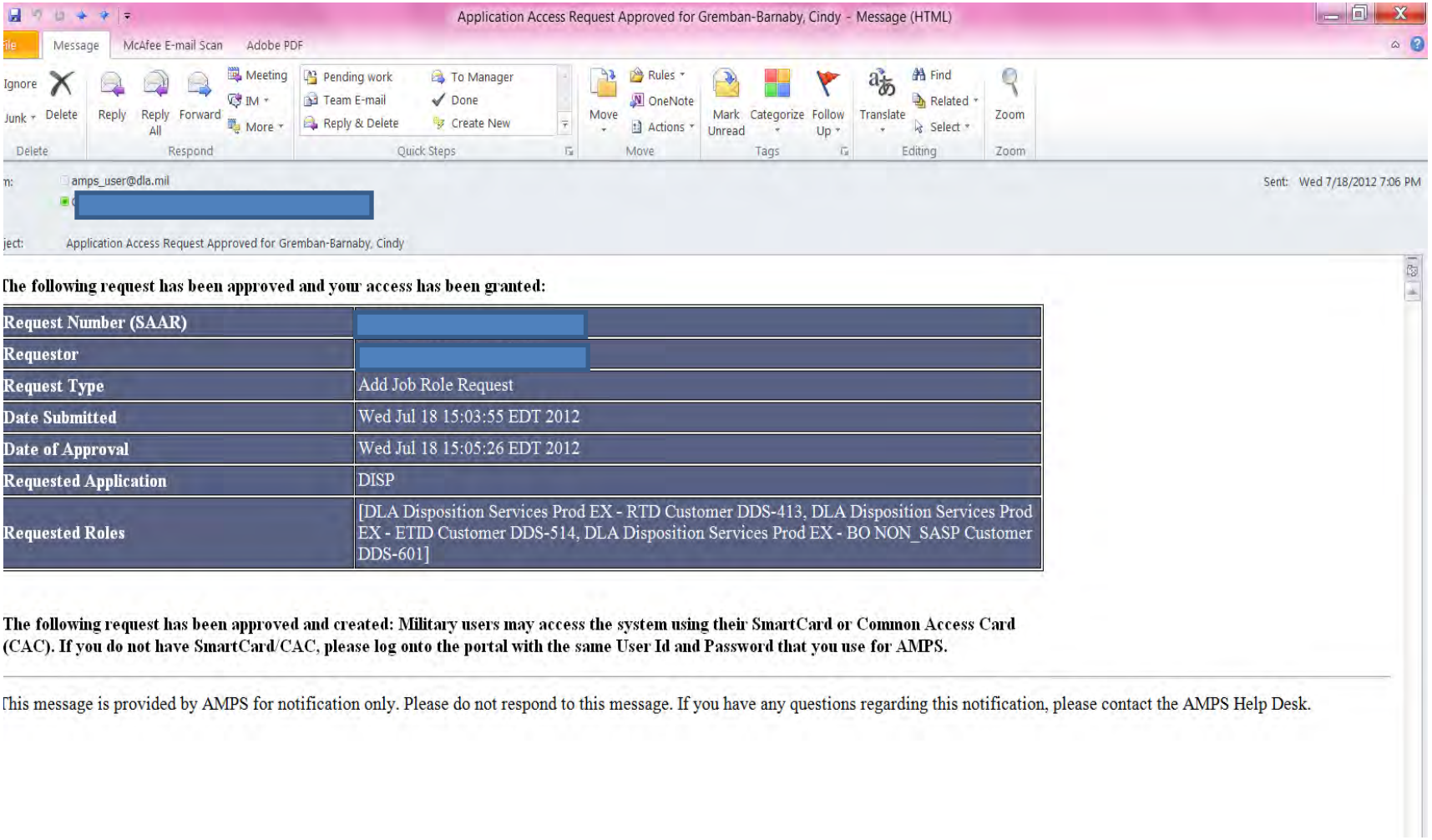
EMAIL Confirmation

This email appears in HTML Format and is much easier to read.



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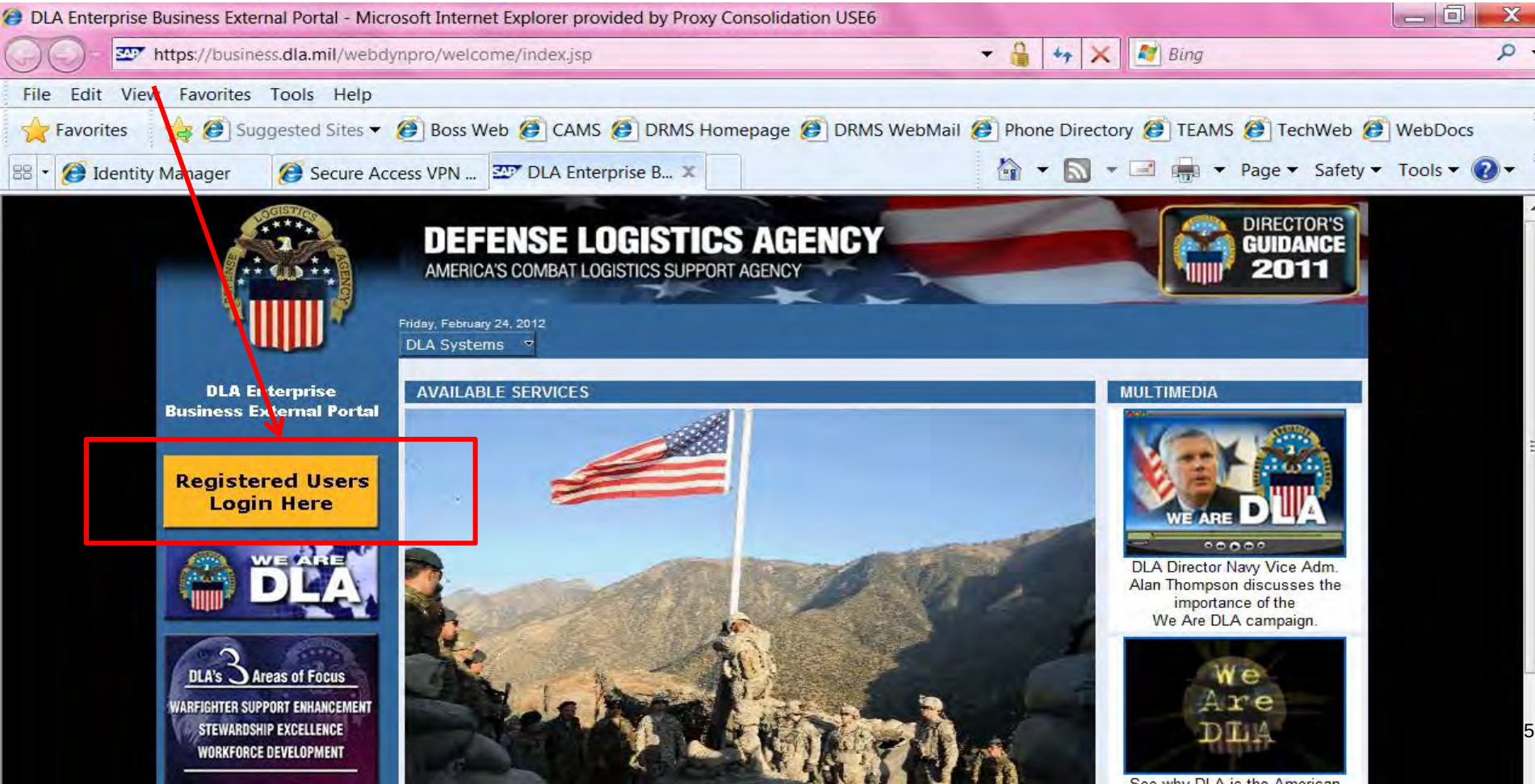
Accessing the DLA Enterprise External Portal

1. Go to the DLA Enterprise External Business Portal at https://business.dla.mil
2. Click on “Registered Users Login Here”
3. You will only see the applications you have been granted access to.



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DLA Enterprise External Business Portal

You can select "DLA Disposition Services" from the drop down list of DLA systems for information about RTD, ETID, etc. You can login from this page.

https://business.dla.mil

DEFENSE LOGISTICS AGENCY
AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

DIRECTOR'S GUIDANCE 2011

Thursday, February 24, 2011
DLA Systems

DLA Enterprise Business External Portal

Registered Users Login Here

WE ARE DLA

DLA's 3 Areas of Focus
WARFIGHTER SUPPORT ENHANCEMENT
STEWARDSHIP EXCELLENCE
WORKFORCE DEVELOPMENT

DLA DISPOSITION SERVICES

Welcome to the DLA Disposition Services Information Page

This information page allows the military services, federal government and state/local governments to use web-based applications to search our inventory for reuse and transfer of items, or the general public to participate in our sales program or bid on contracts to provided services. Military service members can also use these applications to turn in useable or scrap property or obtain environmental/hazardous disposal guidance.

CREATE AN ACCOUNT TO ACCESS THE FOLLOWING:
You must create an account to access the applications listed below. Please read and follow these step-by-step instructions and then create an account by clicking here. Account approval time varies.

- Electronic Turn-In Document (ETID): Submit, update, and review documents required for turning in property and scrap from the military services
- Reutilization, Transfer, Donation (RTD): Access our inventory of property available to military, federal, state and local agencies, and qualified organizations
- Reports: Access DLA Disposition Services Customer Reports.

CLICK THE LINKS BELOW FOR INFORMATION ON THE FOLLOWING:
Sales: to access property available for sale to the general public
Hazardous Waste Contracts: for information about disposing of hazardous property or bidding on contracts for hazardous waste removal
Scheduler: request an appointment to bring scrap or usable property to a nearby DLA Disposition Services Field Office

Not familiar with our services? Please visit our website for more information about our disposal solutions and property available.

MULTIMEDIA

DLA Director Navy Vice Adm. Alan Thompson discusses the importance of the We Are DLA campaign.

See why DLA is the American military's global logistics provider. (Music only)

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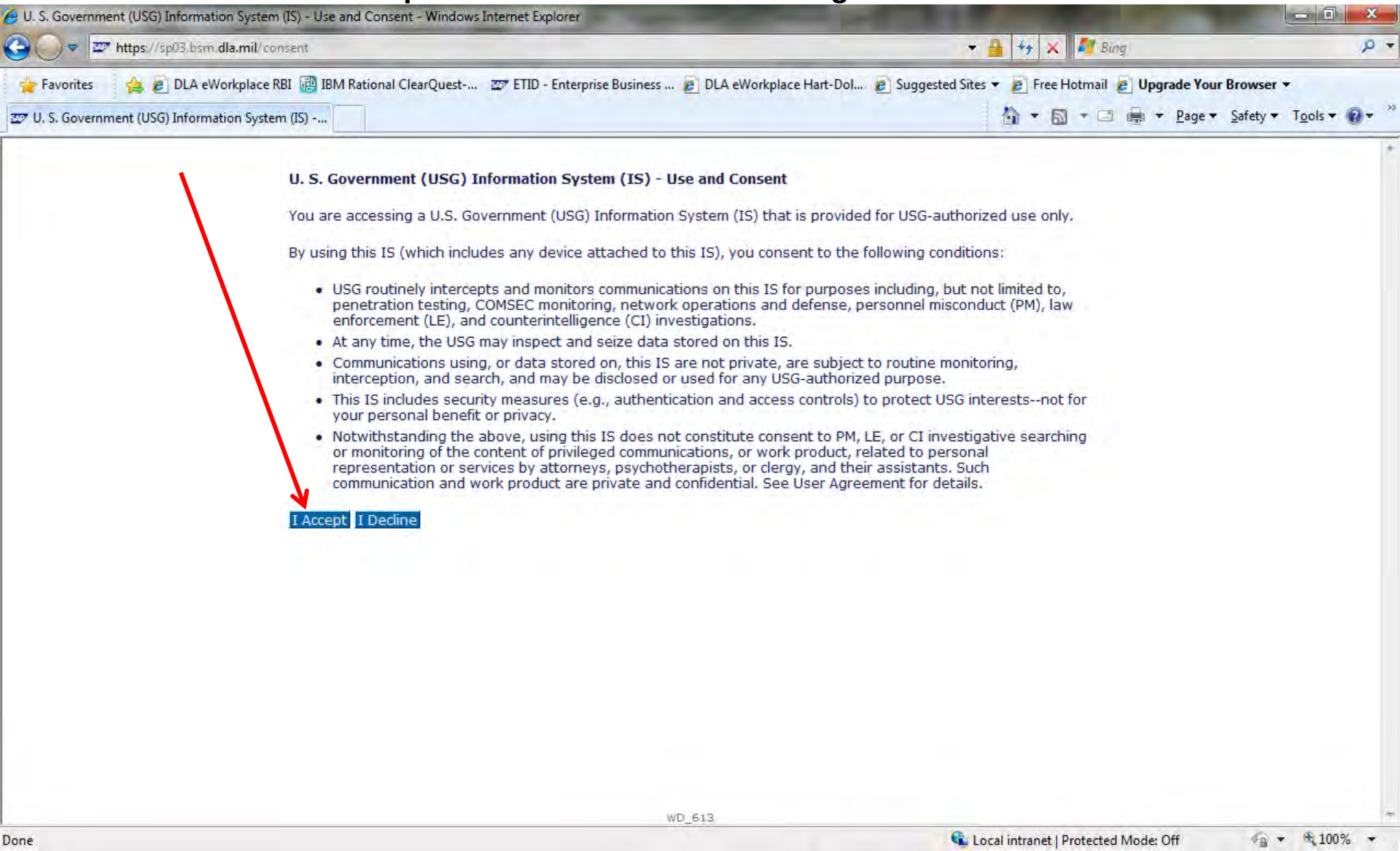
Use & Consent Agreement

1. You will select “Accept” for the “Use & Consent Agreement”.



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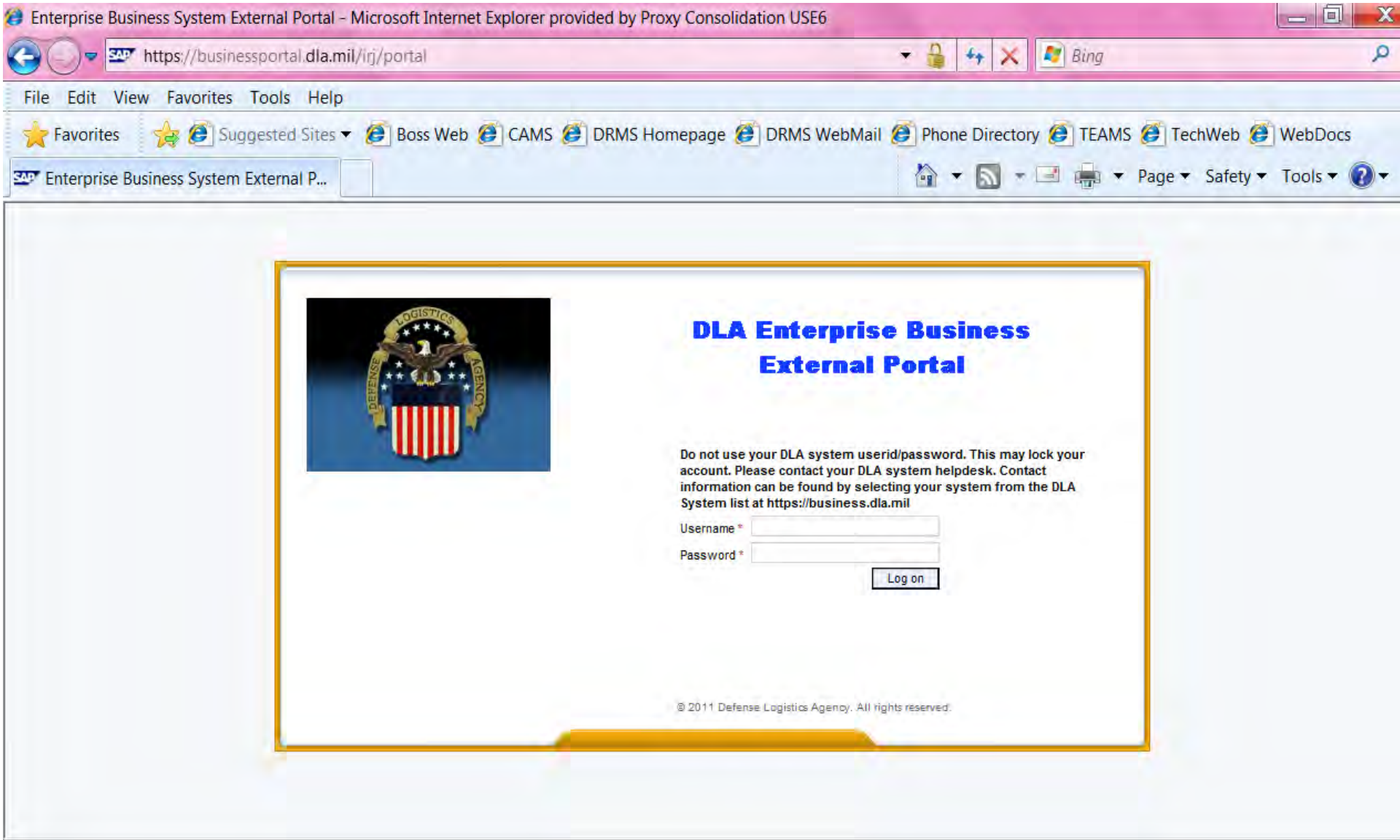
User ID & Password

Enter your User ID and Password that you created during the AMPS Registration process.



External Portal Homepage for RTD & ETID Users

You will see links to the applications you have been granted access to.

Select "Disposition Services" for RTD & ETID

Select "Business Objects" for Reports

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Sources of Info

- 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.
- 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.
- DLA Enterprise External Business Portal (https://business.dla.mil) will have a link to a job aid
- DLA Disposition Services Web Page (http://www.dispositionservices.dla.mil) will have a link on the home page that will include job aids and additional customer information