

## 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](mailto: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](mailto: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](mailto:DLAContactCenter@dla.mil)

DEFENSE LOGISTICS AGENCY  
DISPOSITION SERVICES



For  
**Public Users**

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 CREATE AN ACCOUNT

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

<https://amps.dla.mil>

### HELPFUL HINTS

- Select **“Public”** 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 AMP additional, your CAC information will be provisioned to applications that are CAC enabled and you will not need a username/password.

**Attention DLA Employees or Contractors:**  
This process is for **Non-DLA** users only. If you are a DLA employee or Contractor DO NOT continue with this registration. You 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 accessing AMPS from the DLA network with your CAC. If the problem persists, contact the Help Desk at the number listed below.

Select Your User Type:

User Type	Description
<input type="radio"/> Federal Agency User/Contractor	Select this if you are a member of the Armed Services, a DoD civilian employee or a member of a Federal Agency. You will need to provide information to your supervisor and local security officer as required by DD Form 2875.
<input type="radio"/> Supplier/Vendor	Click this button if you are a Supplier/Vendor with a Commercial and Government A Supplier/Vendor is a person that works for a company or corporation. Supplier/Vendors are subject to a less stringent approval process.
<input checked="" type="radio"/> Public	Click this button if you are a user desiring to register for an account with DLA applications available to the general public. You will be required to you and your organization to register and request access to DLA applications.

- Select **“Leave AMPS Registration”** on the **Final Screen** to begin Step 2
- Make note of your **User ID** and **password** when completing your registration. You will use this in the future to access RTD and ETID

## 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**
- Select **“Production”** on the **Environment Screen**
- Select the **ETID or RTD role(s)** you need from the **Application Request Screen:**

- DDS 413 RTD Customer
- DDS 514 ETID Customer

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### Application Access Request Form - User - External

Current Roles: Application Roles Admin Roles

Pending Role Requests:

Please Select Your Desired Role (Tip: Filter results using the "Quick Filter" feature below. For more detail, click on the "information" box.)

<input checked="" type="checkbox"/> DDS-514-DLA Disposition Services Prod EX - ETID Customer DDS-514	DDS-413-DLA Disposition Services Prod EX -
<input type="checkbox"/> DDS-601-DLA Disposition Services Prod EX - BO NON_SASP Customer DDS-601	

Show Roles with Descriptions

Back Next Cancel

## 3 ACCESS ETID OR RTD

- You can access **ETID or 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 the User ID and password you created earlier to log in



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