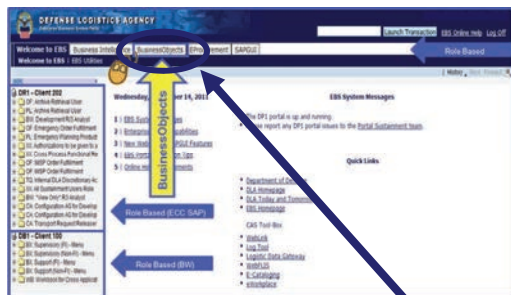


More Great Tips!

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)

3 ACCESS REPORTS (from previous page)



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

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 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
Reports

Helpful Hints inside!

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

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

HELPFUL HINTS ON HOW TO REGISTER FOR ACCESS TO REPORTS

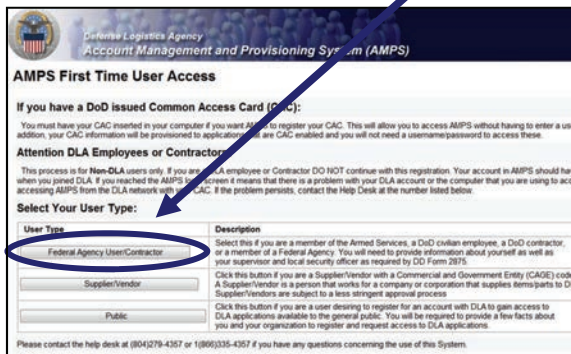
1 CREATE AN ACCOUNT

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)



- You will need to input your direct **Supervisor’s** and **Security Officer’s** email and phone number, plus 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 the **Reports**. 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 **“Default”** on the **Sub Category Screen**
 - Select a **Reports User** role:
 - DDS 601 BO Non-SASP* Customer
 - DDS 600 BO SASP* Customer
- (*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.dispositionsservices.mil for exact dates. Access **Reports** via the **DLA Enterprise External Business Portal** at:

<https://business.dla.mil>

HELPFUL HINT

- 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



- For access to **Reports** click on the **Business Objects** tab

(Cont'd on back)