

DLA Enterprise External Business Portal Navigation User Job Aid



Effective October 2012



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Introduction

DLA Enterprise External Business Portal (Portal) provides users outside of the DLA network with a single point of access to DLA business applications. This highly secure, web-enabled interface will provide single sign-on capabilities once customers and business partners (external users) are authenticated via a username and password or a DoD issued Common Access Card (CAC). The Portal eliminates the need for multiple login sessions, accounts for accessing DLA applications, and provides DLA external business partners with the following:

- a. A web-enabled access point to DLA business applications
- b. An improved user experience through single sign-on to multiple DLA applications
- c. A simplified account set-up and maintenance process

The **Purpose** of this job aid is to provide DLA external business partners with information on how to:

- a. Access DLA applications through the Portal
- b. Login to DLA applications through the Portal
- c. Create new user accounts for DLA applications that are located within the Portal
- d. Get user support for the Portal

The **Audience** for this job aid includes:

- a. Demand Planning (DDE/Collab), DLA Disposition Services, Installation Support (Real Property), Engineering Support Activities (PDMI/ESA), Energy Commodity Support external users
- b. DLA personnel who work with these external users (i.e.: Product Data Specialists, Product Specialists, Demand Planners, and EBS Business Process Analysts)

Some sections within this job aid are broken down by the following user types:

- **CAC Users** – Federal Agency Users/Contractors using a DoD issued Common Access Card (CAC)
- **Non-CAC Users** – Public or Federal Agency Users/Contractors without a DoD issued Common Access Card (CAC)
- **Real Property SCP Users** – Installation Support (Real Property) Service Control Point (SCP) users
- **Real Property Non-SCP CAC Users** – Installation Support (Real Property) Federal Agency Users/Contractors that are NOT Service Control Points (SCPs) using a DoD issued Common Access Card (CAC)



Helpful Information

The information below should be reviewed prior to logging into the Portal.

- Ensure any pop-up blockers are removed
- Ensure the box next to the **TLS 1.0** setting is checked
 - To do this, from your web browser click '**Tools > Internet Options > Advanced**'
 - Under Settings > Security, scroll down until you see the **TLS 1.0** box and ensure it is checked. If not, click the box to check it.

Fully tested browsers: Internet Explorer versions 6 through 8 and the more current versions of Firefox

- Other web browsers (Internet Explorer version 9, Safari, and Chrome) may work, but they have not been tested
- Internet Explorer version 10 will not work

If you receive a "Certificate Error" you should only have to select "allow pop-ups". If this does not work, the following links have been provided to assist you in the install process of the root CAs (which may be needed to read your certificate if you are using a CAC card) for Internet Explorer and Firefox.

IE - <http://dodpki.c3pki.chamb.disa.mil/rootca.html>

Firefox - <http://www.forge.mil/Resources-Firefox.html>



Accessing the Portal Landing Page

The Portal can be accessed by:

- a. Entering the Portal URL into the web browser: <https://business.dla.mil>
- b. As a redirect from the existing DLA applications that will now be accessible through the Portal:
 - i. Demand Planning (DDE/Collab)
 - ii. DLA Disposition Services
 - iii. Installation Support (Real Property)
 - iv. Engineering Support Activities (PDMI/ESA)
 - v. Energy Commodity Support

Once on the Portal landing page, DLA external users can do the following (*reference screenshot below with corresponding numbers*):

- a. **1** - Access the latest copy of the Portal Job Aid
- b. **2** - "First Time Users Click Here" – Directs user to a helpful hints page



- c. **3** - Login to the Portal in order to access DLA applications for which user has an account
 - i. Demand Planning (DDE/Collab)
 - ii. DLA Disposition Services
 - iii. Installation Support (Real Property)
 - iv. Engineering Support Activities (PDMI/ESA)
 - v. Energy Commodity Support
- d. Access other DLA public sites by clicking on the appropriate icons:
 - i. **4** - “We Are DLA” - DLA Director discusses the importance of the We Are DLA campaign
 - ii. **5** - “DLA 3 Areas of Focus” – DLA Director’s Focus Areas
 - iii. **6** - “Defense Logistics Agency” – DLA’s public site (<http://www.dla.mil>)
 - iv. **7** - “Director’s Guidance 2012” – Guidance from DLA Director including initiatives designed to steer employees’ efforts in three focus areas
- e. **8** - View Information on “DLA Systems”
 - i. Demand Planning (DDE/Collab)
 - ii. DLA Disposition Services
 - iii. Installation Support (Real Property)
 - iv. Engineering Support Activities (PDMI/ESA)
 - v. Energy Commodity Support



The screenshot shows the DLA Enterprise External Business Portal Landing Page. At the top, the DLA logo is on the left, the agency name 'DEFENSE LOGISTICS AGENCY' and 'AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY' is in the center, and a 'DIRECTOR'S GUIDANCE 2012' badge is on the right. A navigation menu below the header includes 'DLA Systems' (callout 8), 'AVAILABLE SERVICES', and 'MULTIMEDIA'. On the left side, there are links for 'First Time Users Click Here', 'Registered Users Login Here', 'WE ARE DLA', and 'DLA's 3 Areas of Focus' (Warfighter Support, Stewardship Excellence, Workforce Development). A large image of soldiers in a field is in the center. Below it, a section titled 'DLA Enterprise External Business Portal' describes the portal's purpose. At the bottom, a footer contains links for 'Privacy/Security Statement', '508 Compliance Statement', 'Job-Aid' (callout 1), 'FOIA Privacy', 'Site Index', 'DLA Webmaster', and 'Strategic Communication'. Red callout numbers 1 through 8 are placed around the page to highlight specific elements.

DLA Enterprise External Business Portal Landing Page

Demand Planning (DDE/Collab)

I. Accessing Demand Planning (DDE/Collab)

Users may access the Demand Planning (DDE/Collab) information page two ways: [Clicking Dropdown Arrow](#) and [Clicking the Revolving Pictures](#)

Clicking Dropdown Arrow:

- a. Go to the Portal landing page: <https://business.dla.mil>
- b. Click the dropdown arrow next to 'DLA Systems'
- c. Select 'Demand Planning (DDE/Collab)'

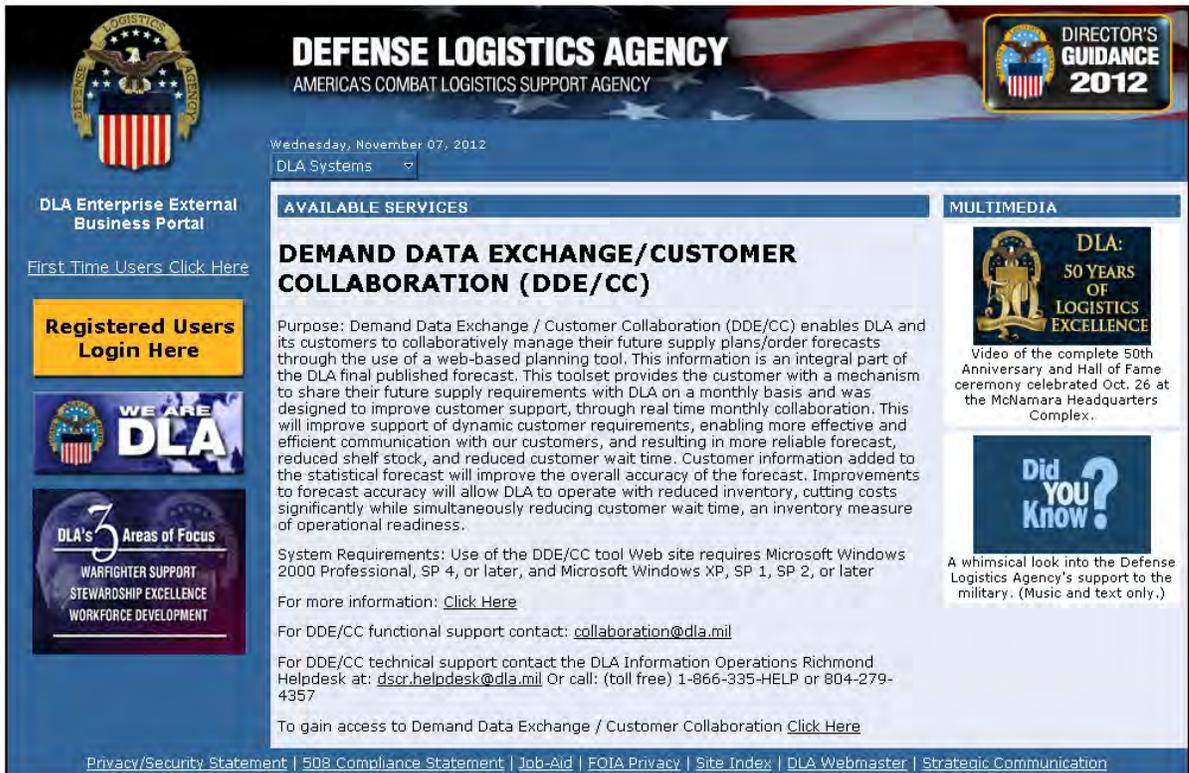


DLA Enterprise External Business Portal Navigation User Job Aid



DLA Enterprise External Business Portal Landing Page

- d. The *Demand Data Exchange/Customer Collaboration (DDE/CC)* information page will open



Demand Data Exchange/Customer Collaboration (DDE/CC) Information Page



Clicking the Revolving Pictures:

- a. Go to the Portal landing page: <https://business.dla.mil>
- b. View the changing pictures under **AVAILABLE SERVICES** and click on the corresponding picture for Demand Planning (DDE/Collab)

DEFENSE LOGISTICS AGENCY
AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

Wednesday, November 07, 2012
DLA Systems

AVAILABLE SERVICES

Collaborate Worksheet

Active Measurement: Each / Unit
Worksheet Properties

User Views: Exception View: By branch Calendars: Monthly Versions: Current
Partner: DLA Hierarchies: (CJ,DIR,IP) Aggregation: Off

Version	Component	1/10	10/1/10	11/1/10	12/1/10	1/4/11	2/1/11	3/1/11	4/1/11	5/1/11
0	Customer Workflow Tracking									
0	Workflow Tracking									
0	History	2	4	2	2					
0	DLA Forecast	2,901	2,72	2,641	2,558	2,568	2,568	2,568	2,568	
0	Special Program Requirements									
0	DLA Override									
0	Previous Collaborative Forecast	0	0	2	3	3	2	4	3	
0	Customer DDE (DDE/CC)	0	2	3	1	1	4	3		
0	Delta DDE									
0	Override									
0	New Collaborative Forecast	0	2	3	1	1	4	3		

Demand Planning (DDE/Collab)
Enables DLA and its customers to collaboratively manage their future supply plans/order forecasts. Future supply requirements are reviewed monthly, on an exception basis, to improve customer support, through real time monthly collaboration.

MULTIMEDIA

DLA: 50 YEARS OF LOGISTICS EXCELLENCE
Video of the complete 50th Anniversary and Hall of Fame ceremony celebrated Oct. 26 at the McNamara Headquarters Complex.

Did You Know?
A whimsical look into the Defense Logistics Agency's support to the military. (Music and text only.)

Privacy/Security Statement | 508 Compliance Statement | Job-Aid | FOIA Privacy | Site Index | DLA Webmaster | Strategic Communication

DLA Enterprise External Business Portal Landing Page – Demand Planning (DDE/Collab) Picture

- c. The Demand Data Exchange/Customer Collaboration (DDE/CC) information page will open



DEFENSE LOGISTICS AGENCY
AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

Wednesday, November 07, 2012
DLA Systems

AVAILABLE SERVICES

DEMAND DATA EXCHANGE/CUSTOMER COLLABORATION (DDE/CC)

Purpose: Demand Data Exchange / Customer Collaboration (DDE/CC) enables DLA and its customers to collaboratively manage their future supply plans/order forecasts through the use of a web-based planning tool. This information is an integral part of the DLA final published forecast. This toolset provides the customer with a mechanism to share their future supply requirements with DLA on a monthly basis and was designed to improve customer support, through real time monthly collaboration. This will improve support of dynamic customer requirements, enabling more effective and efficient communication with our customers, and resulting in more reliable forecast, reduced shelf stock, and reduced customer wait time. Customer information added to the statistical forecast will improve the overall accuracy of the forecast. Improvements to forecast accuracy will allow DLA to operate with reduced inventory, cutting costs significantly while simultaneously reducing customer wait time, an inventory measure of operational readiness.

System Requirements: Use of the DDE/CC tool Web site requires Microsoft Windows 2000 Professional, SP 4, or later, and Microsoft Windows XP, SP 1, SP 2, or later

For more information: [Click Here](#)

For DDE/CC functional support contact: collaboration@dla.mil

For DDE/CC technical support contact the DLA Information Operations Richmond Helpdesk at: dscr_helpdesk@dla.mil Or call: (toll free) 1-866-335-HELP or 804-279-4357

To gain access to Demand Data Exchange / Customer Collaboration [Click Here](#)

MULTIMEDIA

DLA: 50 YEARS OF LOGISTICS EXCELLENCE
Video of the complete 50th Anniversary and Hall of Fame ceremony celebrated Oct. 26 at the McNamara Headquarters Complex.

Did YOU Know?
A whimsical look into the Defense Logistics Agency's support to the military. (Music and text only.)

[Privacy/Security Statement](#) | [508 Compliance Statement](#) | [Job Aid](#) | [FOIA Privacy](#) | [Site Index](#) | [DLA Webmaster](#) | [Strategic Communication](#)

Demand Data Exchange/Customer Collaboration (DDE/CC) Information Page

II. Creating a New Account for Demand Planning (DDE/Collab)

Note: Users that already have accounts for Demand Planning (DDE/Collab) may skip to [Section III: Logging into Demand Planning \(DDE/Collab\)](#)

First time Demand Planning (DDE/Collab) external users will need to request access to the application through the DLA Account Management and Provisioning System (AMPS: <https://amps.dla.mil>).

- a. **Step 1:** Create an account in the DLA Account Management and Provisioning System (AMPS). AMPS is DLA's automated application access system that assists with access requests, account creation, and maintenance of DLA user accounts.
- b. **Step 2:** Submit a role request via AMPS. Once an AMPS account has been created, user will submit a role request. The role request specifies the application for which the user is requesting access [Demand Planning (DDE/Collab)].

Follow the detailed instructions listed in the [AMPS User Reference for External Collaboration Users](#) on how to create an AMPS account and request access to Demand Planning (DDE/Collab).



DLA Enterprise External Business Portal Navigation User Job Aid

One of the following **Demand Planning (DDE/Collab) Job Definitions (JDs)** is required to obtain access:

- a. JD-383 BSM Prod External – External Customer Collaborator - View
- b. JD-384 BSM Prod External – External Customer Collaborator - Update

After the request for access to Demand Planning (DDE/Collab) has been approved, new users can access the application through the Portal as described below in Section III.

III. Logging into Demand Planning (DDE/Collab)

This section provides instructions for [CAC Users](#) and [Non-CAC Users](#)

CAC Users:

- a. Go to the Portal landing page: <https://business.dla.mil>
- b. Insert DoD issued CAC and if prompted, enter PIN
- c. Click on the '**Registered Users Login Here**' icon located on the left of the page



DLA Enterprise External Business Portal Landing Page

- d. A new window will open. When the *Select a Certificate* window opens, select either the **ID OR EMAIL certificate** as shown below
- e. Click '**OK**'



Select a Certificate Pop-up Window

- f. Read the information in the *U.S. Government (USG) Information System (IS) - Usage and Consent* dialog box and click '**I Accept**'

U. S. Government (USG) Information System (IS) - Use and Consent

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE, or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communication and work product are private and confidential. See User Agreement for details.

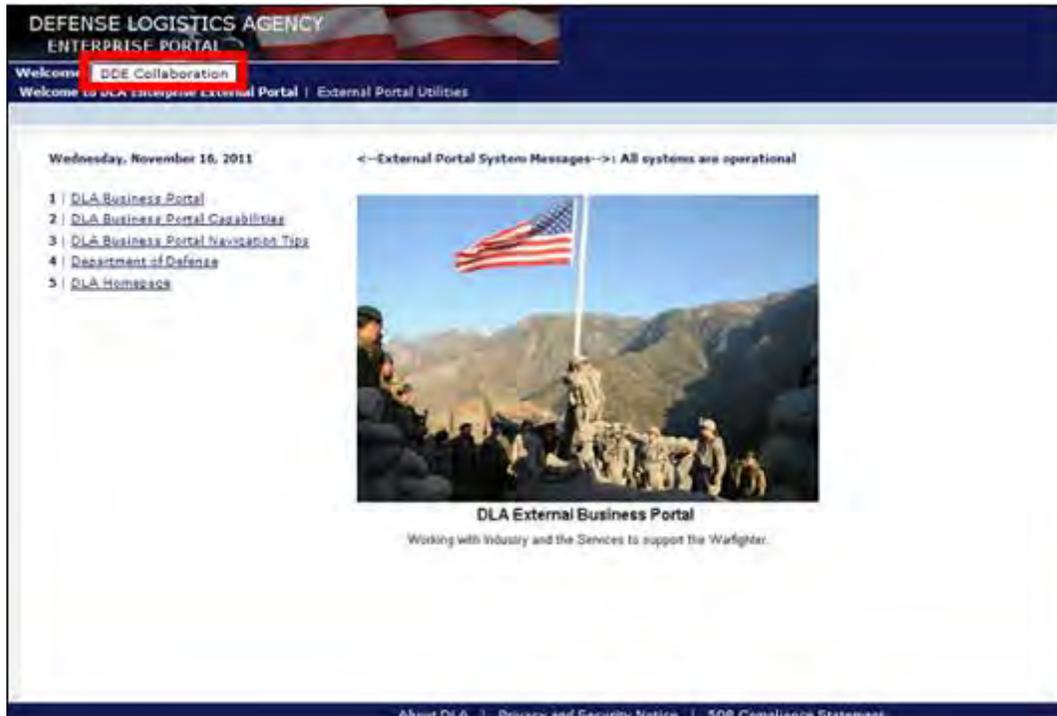
U.S. Government Information System – Use and Content



DLA Enterprise External Business Portal Navigation User Job Aid

User is now logged into the Portal. The top left portion of the window will display tabs corresponding to all DLA applications for which the user has an account; in this case **DDE Collaboration**.

- g. Click '**DDE Collaboration**' to get started



Inside DLA Enterprise External Business Portal (DDE Collaboration)

Non-CAC Users:

- a. Go to the Portal landing page: <https://business.dla.mil>
- b. Click on the '**Registered Users Login Here**' icon located on the left of the page



DLA Enterprise External Business Portal Landing Page



DLA Enterprise External Business Portal Navigation User Job Aid

- c. Read the information in the *U.S. Government (USG) Information System (IS) - Usage and Consent* dialog box and click **'I Accept'**

U. S. Government (USG) Information System (IS) - Use and Consent

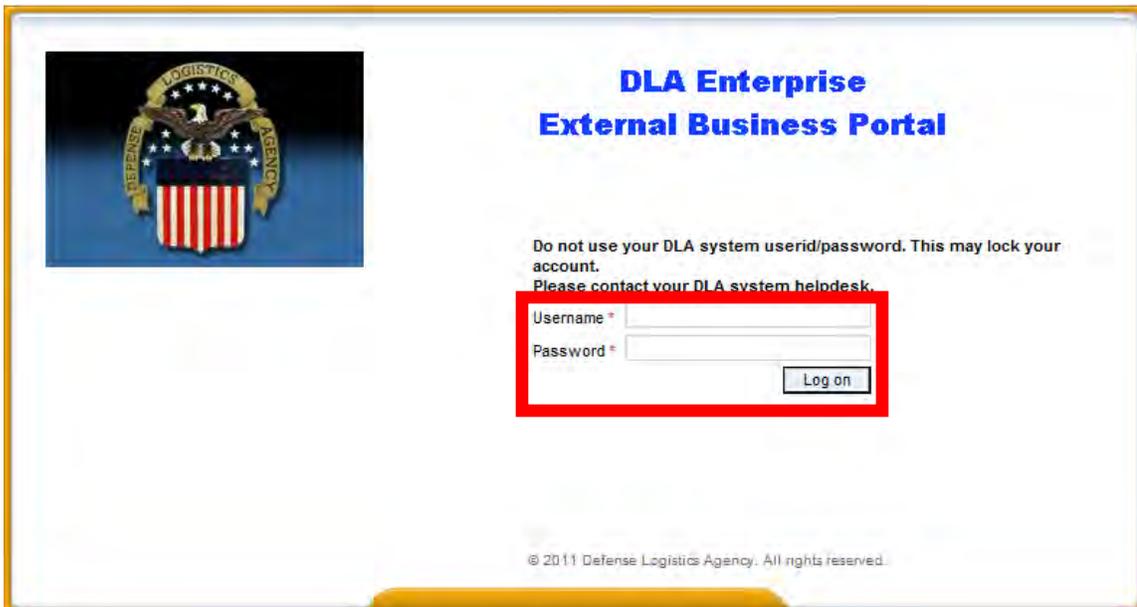
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- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE, or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communication and work product are private and confidential. See User Agreement for details.

U.S. Government Information System – Use and Content

- d. Enter the username that was provided during the AMPS account registration and the password you created in the space provided ([Forgot Username](#) or [Password](#))
- e. Click **'Log on'**



The image shows the login page for the DLA Enterprise External Business Portal. On the left is the DLA logo. On the right, the text reads: "DLA Enterprise External Business Portal". Below this, a warning states: "Do not use your DLA system userid/password. This may lock your account. Please contact your DLA system helodesk." The login fields for "Username" and "Password" are highlighted with a red box, along with the "Log on" button. At the bottom, it says "© 2011 Defense Logistics Agency. All rights reserved."

DLA Enterprise External Business Portal Non-DoD CAC Users Login Page



DLA Enterprise External Business Portal Navigation User Job Aid

User is now logged into the Portal. The top left portion of the window will display tabs corresponding to all DLA applications for which the user has an account; in this case **DDE Collaboration**.

- f. Click '**DDE Collaboration**' to get started



Inside DLA Enterprise External Business Portal (DDE Collaboration)

IV. Password Information

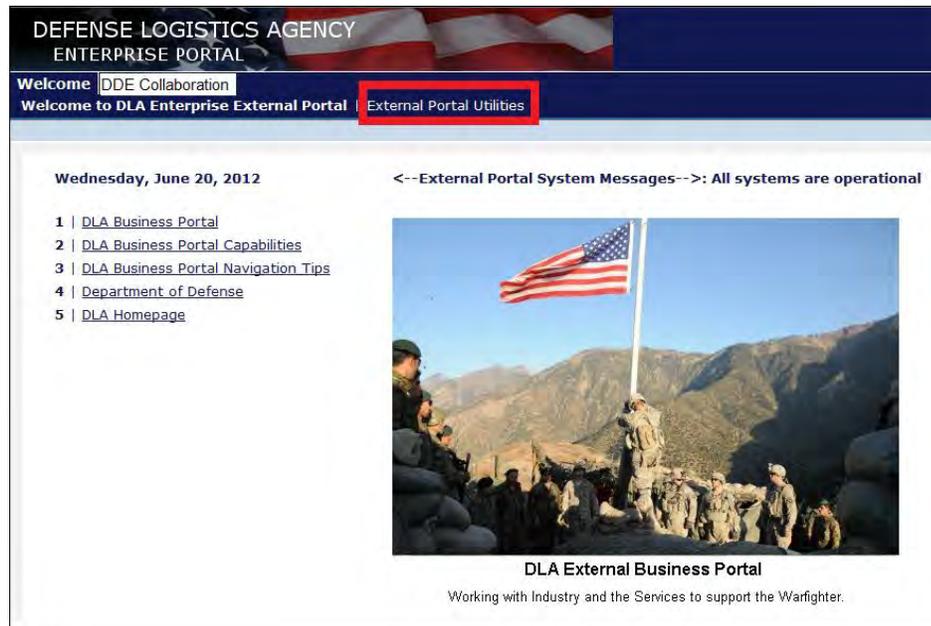
This section is for users WITHOUT a DoD issued CAC and provides instructions for DDE Collaboration application users that need to [Change Password](#) or [Forgot Password](#).

Change Password:

- a. Go to the Portal homepage <https://business.dla.mil/>
- b. Click the '**Registered User Login Here**' link
- c. Enter **Username** and **Password**
- d. Click '**Log on**'
- e. Once inside the Portal, click '**External Portal Utilities**'

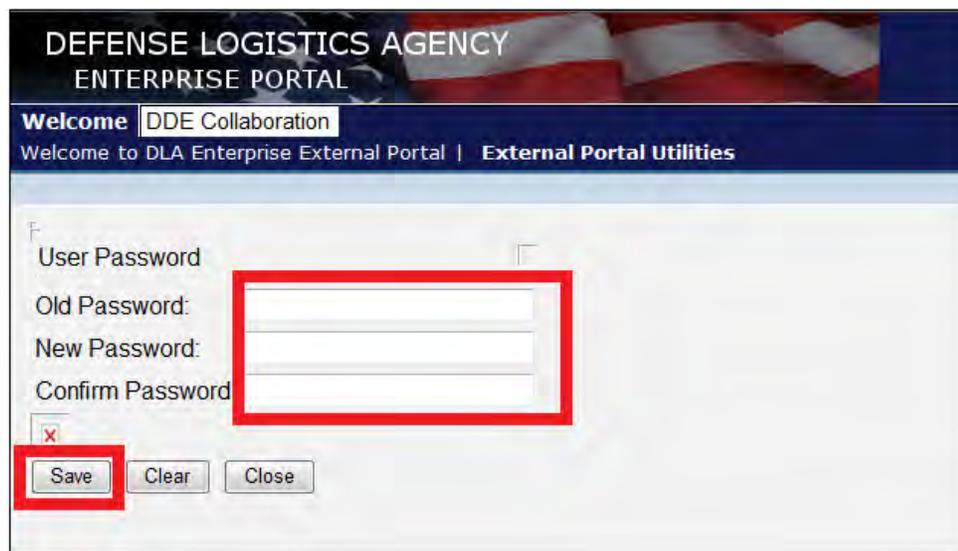


DLA Enterprise External Business Portal Navigation User Job Aid



Inside DLA Enterprise External Business Portal (DDE Collaboration)

- f. Next to **Old Password**, enter existing password
- g. Next to **New Password**, type in a new password
- h. Next to **Confirm Password**, re-type the new password
- i. Click **'Save'**



Inside DLA Enterprise External Business Portal (DDE Collaboration) - Change Password

The password has now been changed. The new password can now be used to log into the Portal.



Forgot Password:

- a. Call the DLA Help Desk at (804) 279-4357; DSN 695-4357

V. User Support for Demand Planning (DDE/Collab)

For questions or additional support on the DLA Enterprise External Business Portal or Demand Planning (DDE/Collab), please contact the DLA Help Desk at: (804) 279-4357; DSN 695-4357.

 **DLA Disposition Services**

I. Accessing DLA Disposition Services

Users may access the DLA Disposition Services information page two ways: [Clicking Dropdown Arrow](#) and [Clicking the Revolving Pictures](#)

Clicking Dropdown Arrow:

- a. Go to the Portal landing page: <https://business.dla.mil>
- b. Click the dropdown arrow next to 'DLA Systems'
- c. Select 'DLA Disposition Services'



DLA Enterprise External Business Portal Landing Page

- d. The *DLA Disposition Services* information page will open



DLA Enterprise External Business Portal Navigation User Job Aid

DEFENSE LOGISTICS AGENCY
AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

Wednesday, November 07, 2012
DLA Systems

AVAILABLE SERVICES

DLA DISPOSITION SERVICES

Welcome to the 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.

Additional Help & Support

Customer Support: For inquiries about programs, products or services, status of requests, and also for general information, contact our Customer Interaction Center (CIC) at 1-877-DLA-CALL (1-877-352-2255) accessible 24 hours a day, 7 days a week DLAContactCenter@dla.mil

Privacy/Security Statement | 508 Compliance Statement | Job-Aid | FOIA Privacy | Site Index | DLA Webmaster | Strategic Communication

DLA Disposition Services Information Page

Clicking the Revolving Pictures:

- Go to the Portal landing page: <https://business.dla.mil>
- View the changing pictures under **AVAILABLE SERVICES** and click on the corresponding picture for DLA Disposition Services

DEFENSE LOGISTICS AGENCY
AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

Wednesday, November 07, 2012
DLA Systems

AVAILABLE SERVICES

DLA Disposition Services

DLA Disposition Services supports the Warfighter and protects the public by providing worldwide disposal management solutions.

Privacy/Security Statement | 508 Compliance Statement | Job-Aid | FOIA Privacy | Site Index | DLA Webmaster | Strategic Communication

DLA Enterprise External Business Portal Landing Page – DLA Disposition Services Picture



c. The *DLA Disposition Services* information page will open

DEFENSE LOGISTICS AGENCY
AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

Wednesday, November 07, 2012
DLA Systems

AVAILABLE SERVICES

DLA DISPOSITION SERVICES

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CLICK THE LINKS BELOW FOR INFORMATION ON THE FOLLOWING:

- **Sales:** to access property available for sale to the general public.
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- **Schedules:** 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.

Additional Help & Support

Customer Support: For inquiries about programs, products or services, status of requests, and also for general information, contact our Customer Interaction Center (CIC) at 1-877-DLA-CALL (1-877-352-2255) accessible 24 hours a day, 7 days a week DLAContactCenter@dla.mil

Privacy/Security Statement | 508 Compliance Statement | Job-Aid | FOIA Privacy | Site Index | DLA Webmaster | Strategic Communication

DLA Disposition Services Information Page

II. Creating a New Account for DLA Disposition Services

Note: Users that already have accounts for DLA Disposition Services may skip to [Section III: Logging into DLA Disposition Services](#)

First time DLA Disposition Services external users will need to request access to the application through the DLA Account Management and Provisioning System (AMPS: <https://amps.dla.mil>).

- Step 1:** Create an account in the DLA Account Management and Provisioning System (AMPS). AMPS is DLA's automated application access system that assists with access requests, account creation, and maintenance of DLA user accounts.
- Step 2:** Submit a role request via AMPS. Once an AMPS account has been created, user will submit a role request. The role request specifies the application for which the user is requesting access [DLA Disposition Services].

Follow the detailed instructions listed in the [Disposition Services AMPS Process Job Aid](#) on how to create an AMPS account and request access to DLA Disposition Services.



One of the following **DLA Disposition Services Job Definitions (JDs)** is required to obtain access:

- a. DDS-413-DLA Disposition Services Prod EX – RTD Customer DDS-413
- b. DDS-514-DLA Disposition Services Prod EX – ETID Customer DDS-514
- c. DDS-600-DLA Disposition Services Prod EX – BO SASP Customer DDS-600
- d. DDS-601-DLA Disposition Services Prod EX – BO NON_SASP Customer DDS-601
- e. JD-2100-EBS Prod External – Disp Svcs External Reimbursable Report User JD-2100

After the request for access to DLA Disposition Services has been approved, new users can access the application through the Portal as described below in Section III.

III. Logging into DLA Disposition Services

This section provides instructions for [CAC Users](#) and [Non-CAC Users](#)

CAC Users:

- a. Go to the Portal landing page: <https://business.dla.mil>
- b. Insert DoD issued CAC and enter PIN
- c. Click on the '**Registered Users Login Here**' icon located on the left of the page



DLA Enterprise External Business Portal Landing Page

- d. A new window will open. When the *Select a Certificate* window opens, select either the **ID OR EMAIL certificate** as shown below
- e. Click '**OK**'



Select a Certificate Pop-up Window

- f. Read the information in the *U.S. Government (USG) Information System (IS) - Usage and Consent* dialog box and click '**I Accept**'

U. S. Government (USG) Information System (IS) - Use and Consent

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE, or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communication and work product are private and confidential. See User Agreement for details.

U.S. Government Information System – Use and Content



DLA Enterprise External Business Portal Navigation User Job Aid

User is now logged into the Portal. The top left portion of the window will display tabs corresponding to all DLA applications for which the user has an account; in this case **Disposition Services**.

- g. Click '**Disposition Services**' to access the ETID and RTD applications



Inside DLA Enterprise External Business Portal (Disposition Services)

Non-CAC Users:

- a. Go to the Portal landing page: <https://business.dla.mil>
- b. Click on the '**Registered Users Login Here**' icon located on the left of the page



DLA Enterprise External Business Portal Landing Page



- c. Read the information in the *U.S. Government (USG) Information System (IS) - Usage and Consent* dialog box and click **'I Accept'**

U. S. Government (USG) Information System (IS) - Use and Consent

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE, or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communication and work product are private and confidential. See User Agreement for details.

U.S. Government Information System – Use and Content

- d. Enter the username that was provided during the AMPS account registration and the password you created in the space provided ([Forgot Username](#) or [Password](#))
- e. Click **'Log on'**

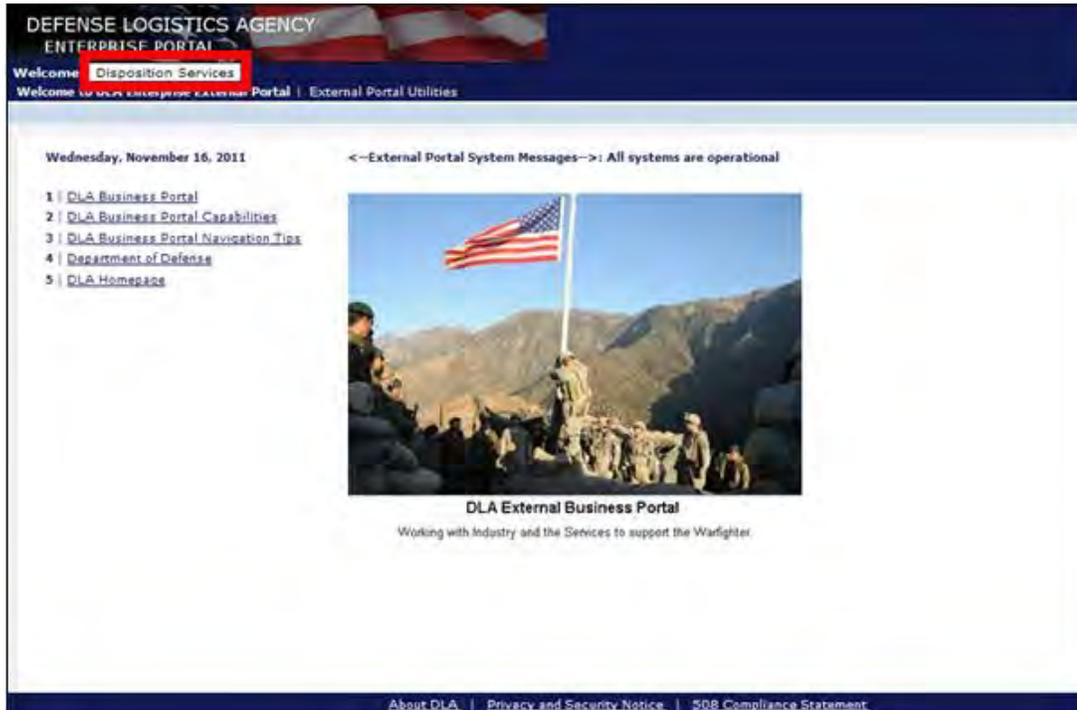
The image shows the login page for the DLA Enterprise External Business Portal. On the left is the DLA logo. On the right, the text reads: "DLA Enterprise External Business Portal". Below this, a warning states: "Do not use your DLA system userid/password. This may lock your account. Please contact your DLA system helpdesk." The login fields are "Username" and "Password *", both highlighted with a red box. A "Log on" button is located to the right of the password field. At the bottom, it says "© 2011 Defense Logistics Agency. All rights reserved."

DLA Enterprise External Business Portal Non-DoD CAC Users Login Page



User is now logged into the Portal. The top left portion of the window will display tabs corresponding to all DLA applications for which the user has an account; in this case **Disposition Services**.

- f. Click '**Disposition Services**' to access the ETID and RTD applications



Inside DLA Enterprise External Business Portal (Disposition Services)

IV. Password Information

The user ID provided during the AMPS account registration process and the password you created are the same as the username and password used to log into the Portal. This section is for users WITHOUT a DoD issued CAC and provides instructions for [Expired Password](#), [Change Password](#) and [Forgot Password](#).

Expired Password:

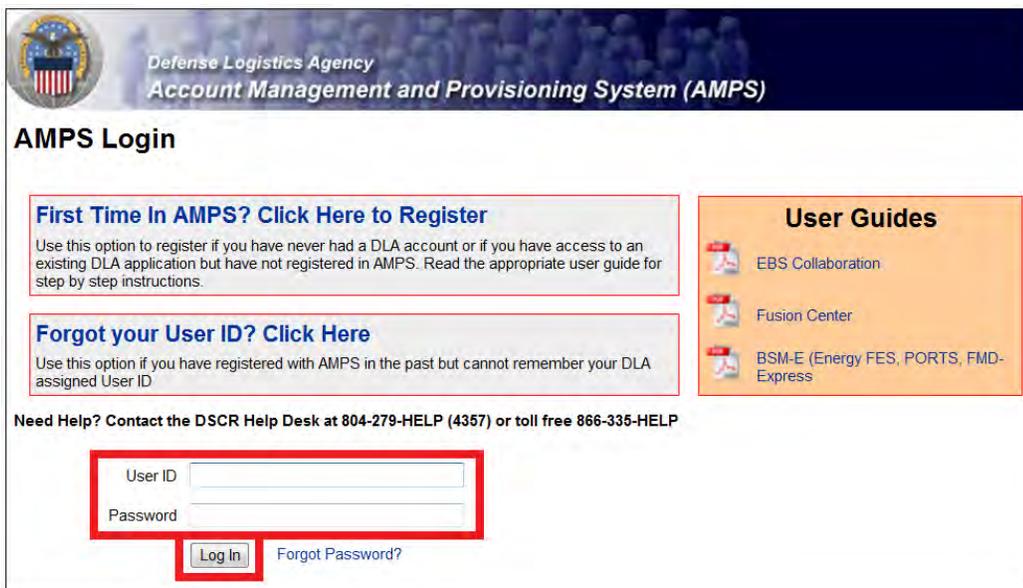
Portal passwords will expire **every 60 days** and are required to be changed via AMPS. In the event a user has not changed their password in 60 days or more, a "password expired" error message will be displayed upon trying to log into the Portal. Follow the instructions below on how to [Change Password](#).



Change Password:

Passwords should only be changed in AMPS, not the Portal. Changing a password in the Portal will cause the AMPS and Portal passwords to be out-of-sync. Follow the instructions below which outline how Disposition Services application users should change passwords.

- a. Go to the AMPS homepage: <https://amps.dla.mil>
- b. Enter **User ID** and **Password**
- c. Click **'Log In'**

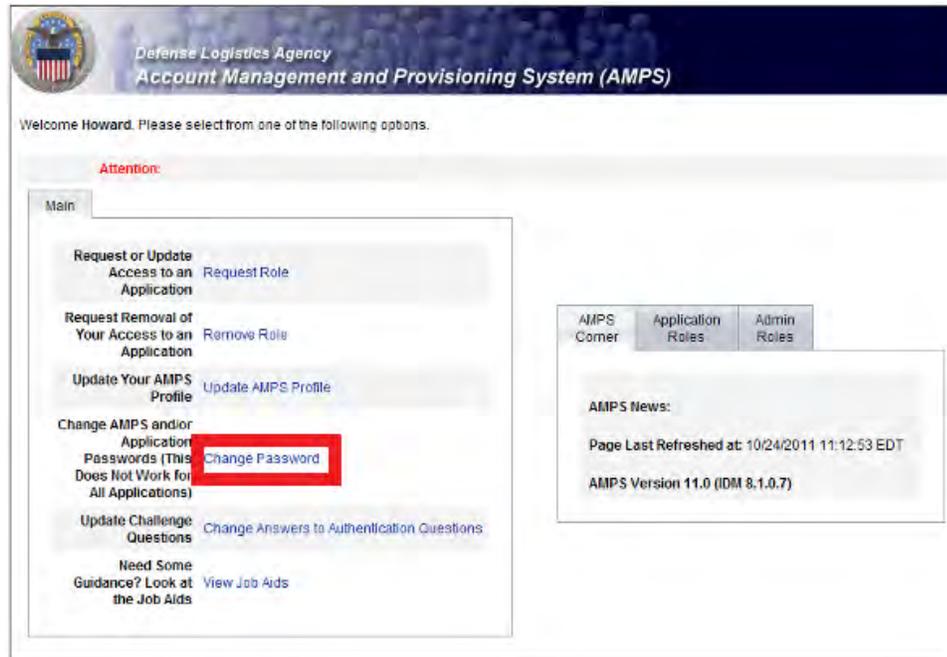


AMPS Login Screen

- d. Click **'Change Password'**

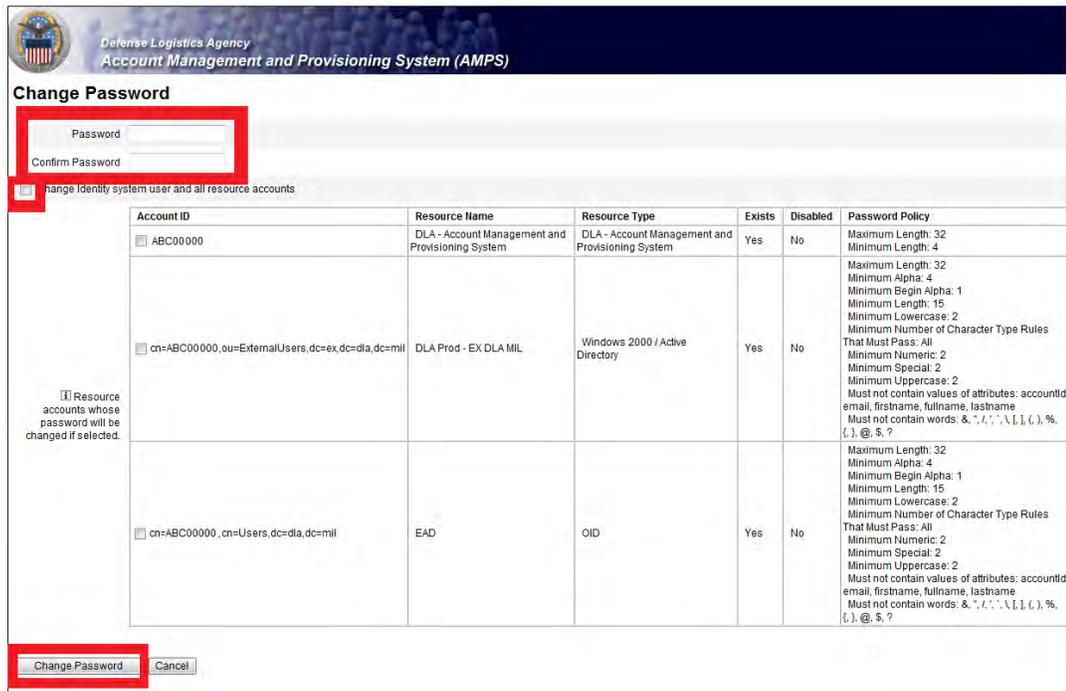


DLA Enterprise External Business Portal Navigation User Job Aid



AMPS Homepage

- e. Next to **Password**, type in a new password that fits the listed password policy
- f. Next to **Confirm Password**, retype the new password
- g. Check the box next to **Change Identity system user and all resource accounts**
- h. Click '**Change Password**'



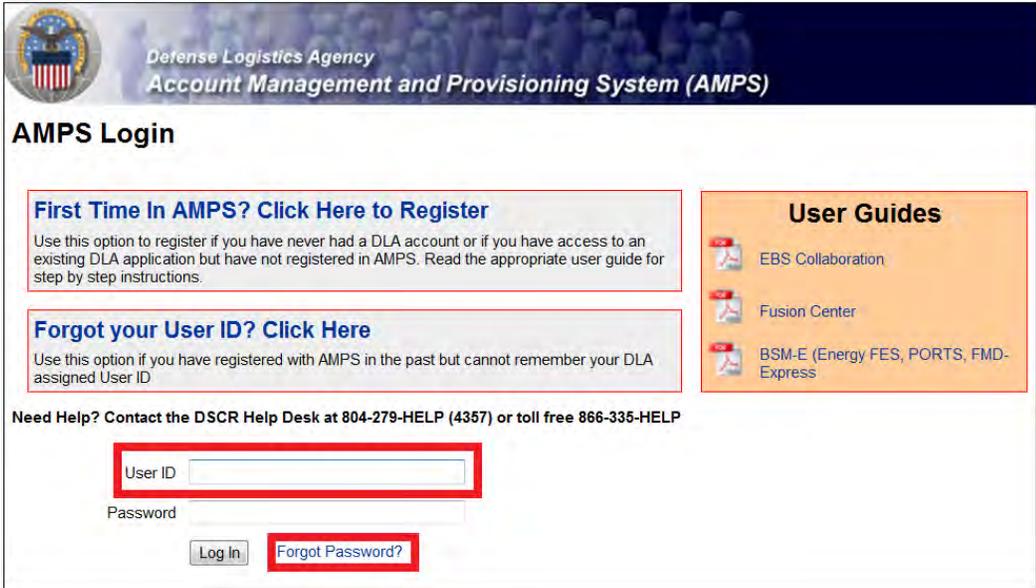
Change Password Screen



The password has now been changed and you will be redirected to the AMPS homepage. The new password can now be used to log into both AMPS and Portal.

Forgot Password:

- a. Go to the AMPS homepage: <https://amps.dla.mil>
- b. Enter **User ID**
Forgot User ID: Click the '**Forgot your User ID? Click Here**' link and follow the instructions
Click the '**Forgot Password?**' link



AMPS Login Screen

- c. Answer the three **Authentication Questions** with the answers chosen during the AMPS account registration process
Forgotten Answers: User will have to call the DSCR Help Desk at 1-866-335-HELP (1-866-335-4357)
- d. Click '**Login**'



Identify User

Please answer the following questions. Answers will be automatically converted to upper-case.

Account ID ABC00000

What is your favorite color?

What city were you born in?

What is your favorite movie?

Login Cancel

Authentication Questions Screen

User will then be prompted to **Change Password** (Follow the instructions in the [Change Password](#) section above)

V. User Support for DLA Disposition Services

For inquiries about programs, products or services, status of requests, and also for general information, contact the Customer Interaction Center (CIC) Help Desk at 1-877-DLA-CALL (1-877-352-2255) accessible 24 hours a day, 7 days a week or email to DLAContactCenter@dla.mil



Installation Support (Real Property)

I. Accessing Installation Support (Real Property)

Users may access the Installation Support (Real Property) information page two ways: [Clicking Dropdown Arrow](#) and [Clicking the Revolving Pictures](#)

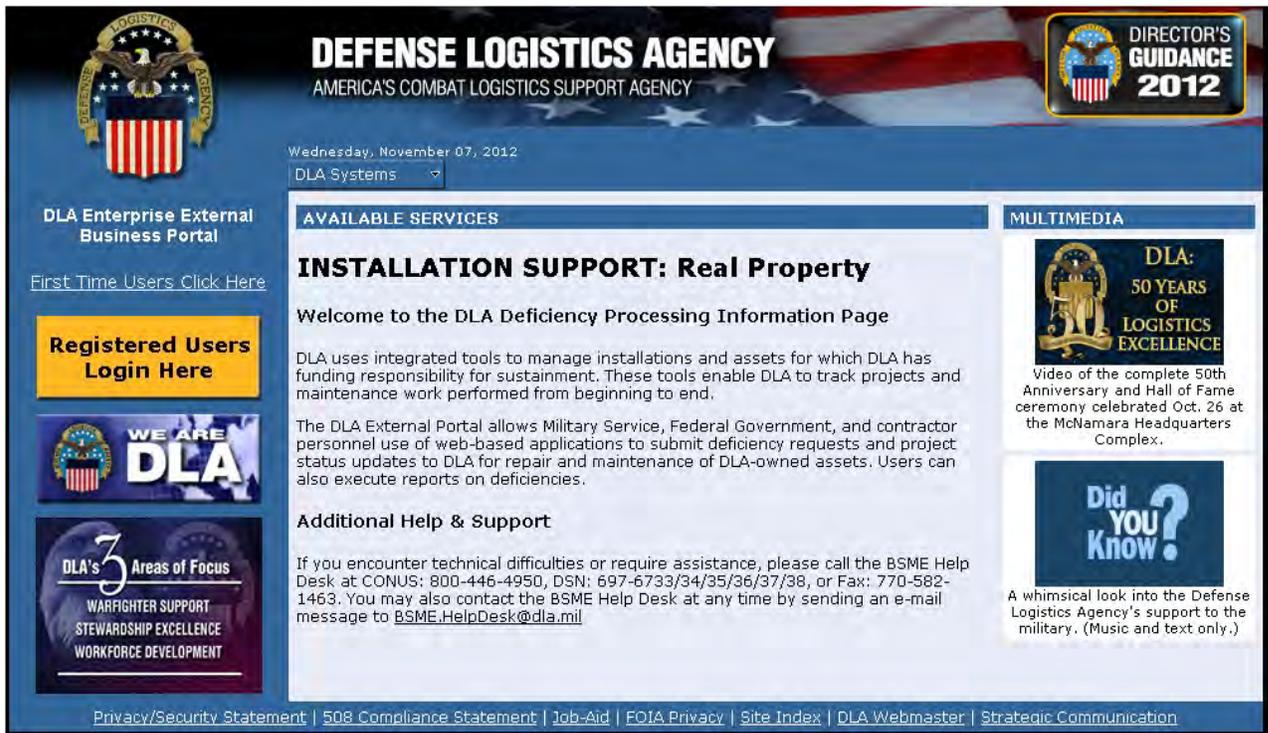
Clicking Dropdown Arrow:

- Go to the Portal landing page: <https://business.dla.mil>
- Click the dropdown arrow next to 'DLA Systems'
- Select 'Installation Support (Real Property)'



DLA Enterprise External Business Portal Landing Page

d. The *Installation Support: Real Property* information page will open



Installation Support: Real Property Information Page

Clicking the Revolving Pictures:

- a. Go to the Portal landing page: <https://business.dla.mil>
- b. View the changing pictures under **AVAILABLE SERVICES** and click on the corresponding picture for Installation Support (Real Property)



DEFENSE LOGISTICS AGENCY
AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

Wednesday, November 07, 2012
DLA Systems

AVAILABLE SERVICES

INSTALLATION SUPPORT (Real Property)
Enables Military Service, Federal Government, and contractor personnel to submit deficiency requests and project status updates for maintenance and repair of assets for which DLA has sustainment funding responsibility.

MULTIMEDIA

DLA: 50 YEARS OF LOGISTICS EXCELLENCE
Video of the complete 50th Anniversary and Hall of Fame ceremony celebrated Oct. 26 at the McNamara Headquarters Complex.

Did YOU Know?
A whimsical look into the Defense Logistics Agency's support to the military. (Music and text only.)

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DLA Enterprise External Business Portal Landing Page – Installation Support (Real Property) Picture

c. The Installation Support: Real Property information page will open

DEFENSE LOGISTICS AGENCY
AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

Wednesday, November 07, 2012
DLA Systems

AVAILABLE SERVICES

INSTALLATION SUPPORT: Real Property

Welcome to the DLA Deficiency Processing Information Page

DLA uses integrated tools to manage installations and assets for which DLA has funding responsibility for sustainment. These tools enable DLA to track projects and maintenance work performed from beginning to end.

The DLA External Portal allows Military Service, Federal Government, and contractor personnel use of web-based applications to submit deficiency requests and project status updates to DLA for repair and maintenance of DLA-owned assets. Users can also execute reports on deficiencies.

Additional Help & Support

If you encounter technical difficulties or require assistance, please call the BSME Help Desk at CONUS: 800-446-4950, DSN: 697-6733/34/35/36/37/38, or Fax: 770-582-1463. You may also contact the BSME Help Desk at any time by sending an e-mail message to BSME.HelpDesk@dla.mil

MULTIMEDIA

DLA: 50 YEARS OF LOGISTICS EXCELLENCE
Video of the complete 50th Anniversary and Hall of Fame ceremony celebrated Oct. 26 at the McNamara Headquarters Complex.

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Installation Support: Real Property Information Page



II. Creating a New Account for Installation Support (Real Property)

Note: Users that already have accounts for Installation Support (Real Property) skip to [Section III: Logging into Installation Support \(Real Property\)](#)

First time Installation Support (Real Property) external users will need to request access to the application through the DLA Account Management and Provisioning System (AMPS: <https://amps.dla.mil>).

- a. **Step 1:** Create an account in the DLA Account Management and Provisioning System (AMPS). AMPS is DLA's automated application access system that assists with access requests, account creation, and maintenance of DLA user accounts.
- b. **Step 2:** Submit a role request via AMPS. Once an AMPS account has been created, user will submit a role request. The role request specifies the application for which the user is requesting access [Installation Support (Real Property)].

Follow the detailed instructions listed in the [Real Property AMPS Process Job Aid](#) on how to create an AMPS account and request access to Installation Support (Real Property).

One of the following **Installation Support (Real Property) Job Definitions (JDs)** is required to obtain access.

PRIMARY ROLES: You must request approval for only ONE of the following roles

- a. JD-2000 EBS Prod External– External Portal Deficiency Processor – Air Force
- b. JD-2001 EBS Prod External– External Portal Deficiency Processor – Army
- c. JD-2002 EBS Prod External– External Portal Deficiency Processor – Marine Corps
- d. JD-2003 EBS Prod External– External Portal Deficiency Processor – Navy
- e. JD-2004 EBS Prod External– External Portal Deficiency Processor – WHS/GSA
- f. JD-2005 EBS Prod External– External Portal Service Control Point Approver – Air Force
- g. JD-2006 EBS Prod External– External Portal Service Control Point Approver – Army
- h. JD-2007 EBS Prod External– External Portal Service Control Point Approver – Marine Corps
- i. JD-2008 EBS Prod External– External Portal Service Control Point Approver – Navy

BOLT-ON ROLES: After “Primary Role” approval, you may request approval for any of the additional roles below as needed

- a. JD-2000B EBS Prod External– External Portal Deficiency Processor – Air Force
- b. JD-2001B EBS Prod External– External Portal Deficiency Processor – Army



DLA Enterprise External Business Portal Navigation User Job Aid

- c. JD-2002B EBS Prod External– External Portal Deficiency Processor – Marine Corps
- d. JD-2003B EBS Prod External– External Portal Deficiency Processor – Navy
- e. JD-2004B EBS Prod External– External Portal Deficiency Processor – WHS/GSA
- f. JD-2005B EBS Prod External– External Portal Service Control Point Approver – Air Force
- g. JD-2006B EBS Prod External– External Portal Service Control Point Approver – Army
- h. JD-2007B EBS Prod External– External Portal Service Control Point Approver – Marine Corps
- i. JD-2008B EBS Prod External– External Portal Service Control Point Approver – Navy

Note: All users are required to request one of the “Primary Roles”. In cases where a user has responsibilities for more than one service line, after a “Primary Role” has been approved, the user may request additional roles from the “Bolt-on Roles” list. It is important to only choose additional roles ending in ‘B’ as requesting another “Primary Role” will delete access to previously approved roles. (After the “Primary Role” is approved, you can apply for as many additional “Bolt-on Roles” as needed without waiting for each one to be approved).

After the request for access to Installation Support (Real Property) has been approved, new users can access the application through the Portal as described below in Section III.

III. Logging into Installation Support (Real Property)

This section provides instructions for [SCP Users](#), [Non-SCP CAC Users](#) and [Non-CAC Users](#)

SCP Users:

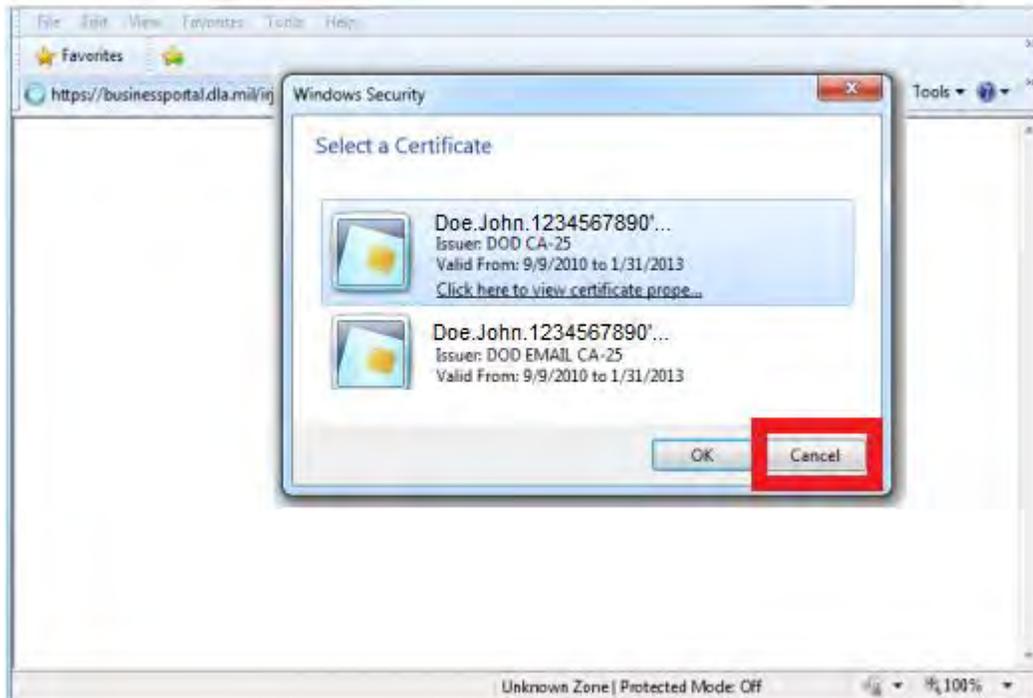
- a. Go to the Portal landing page: <https://business.dla.mil>
- b. Click on the ‘**Registered Users Login Here**’ icon located on the left of the page



DLA Enterprise External Business Portal Landing Page



c. When prompted to select a certificate, click '**Cancel**'



Select a Certificate Pop-up Window

d. Read the information in the *U.S. Government (USG) Information System (IS) - Usage and Consent* dialog box and click '**I Accept**'

U. S. Government (USG) Information System (IS) - Use and Consent

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

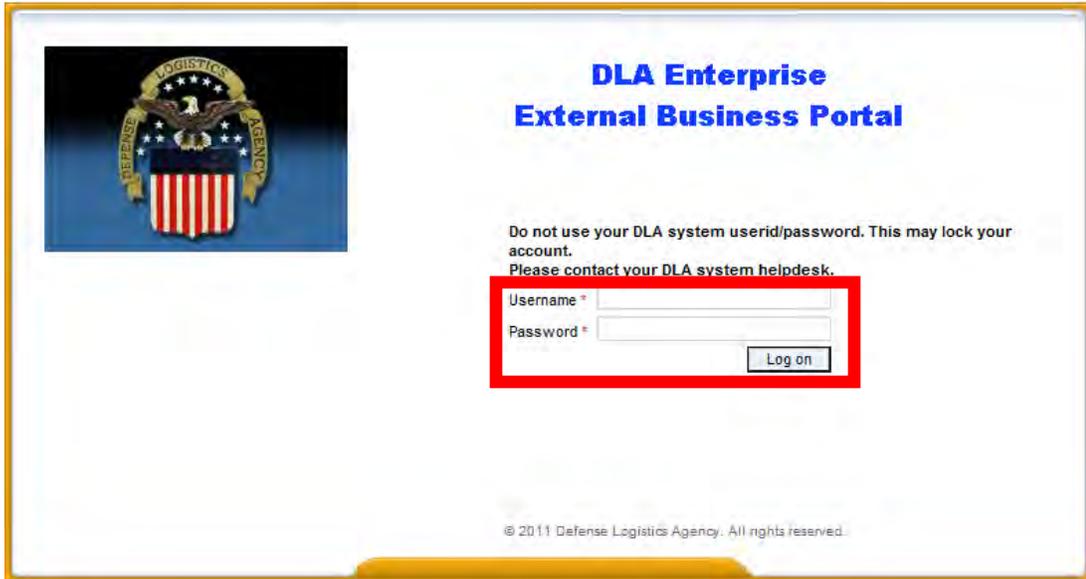
- USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE, or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communication and work product are private and confidential. See User Agreement for details.

U.S. Government Information System – Use and Content



DLA Enterprise External Business Portal Navigation User Job Aid

- e. Enter the username that was provided during the AMPS account registration and the password you created in the space provided ([Forgot Username or Password](#))
- f. Click 'Log on'



DLA Enterprise External Business Portal Non-DoD CAC/SCP Users Login Page

User is now logged into the Portal. The top left portion of the window will display tabs corresponding to all DLA applications for which the user has an account; in this case **Real Property**.

- g. Click 'Real Property' to get started



Inside DLA Enterprise External Business Portal (Real Property)



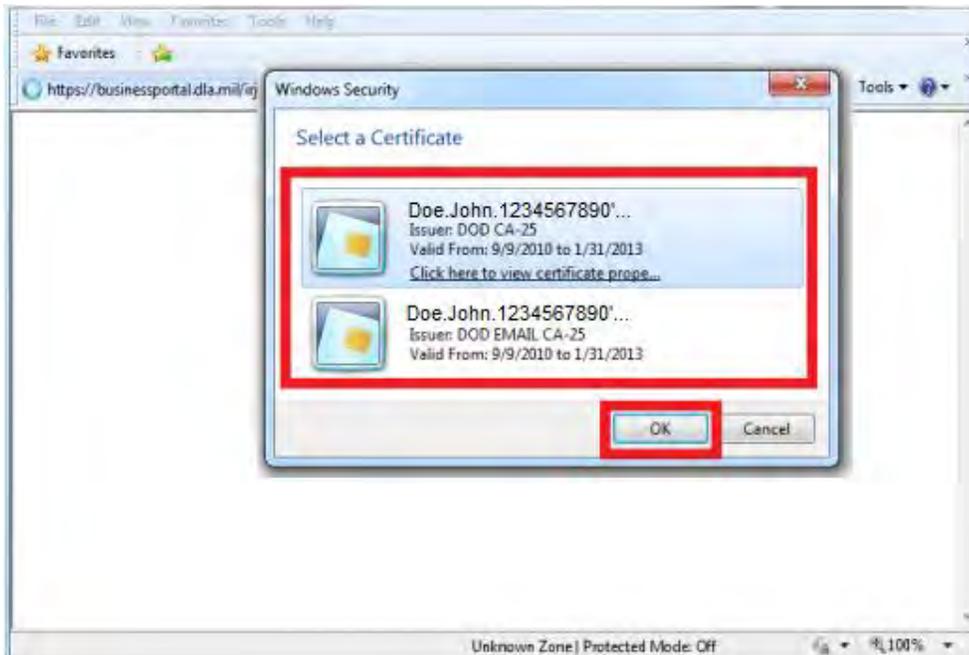
Non-SCP CAC Users:

- a. Go to the Portal landing page: <https://business.dla.mil>
- b. Insert DoD issued CAC and if prompted, enter PIN
- c. Click on the **'Registered Users Login Here'** icon located on the left of the page



DLA Enterprise External Business Portal Landing Page

- d. A new window will open. When the *Select a Certificate* window opens, select either the **ID OR EMAIL certificate** as shown below
- e. Click **'OK'**



Select a Certificate Pop-up Window

- f. Read the information in the *U.S. Government (USG) Information System (IS) - Usage and Consent* dialog box and click **'I Accept'**



DLA Enterprise External Business Portal Navigation User Job Aid

U. S. Government (USG) Information System (IS) - Use and Consent

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

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- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE, or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communication and work product are private and confidential. See User Agreement for details.

U.S. Government Information System – Use and Content

User is now logged into the Portal. The top left portion of the window will display tabs corresponding to all DLA applications for which the user has an account; in this case **Real Property**.

g. Click '**Real Property**' to get started



Inside DLA Enterprise External Business Portal (Real Property)



DLA Enterprise External Business Portal Navigation User Job Aid

Non-CAC Users:

- a. Go to the Portal landing page: <https://business.dla.mil>
- b. Click on the 'Registered Users Login Here' icon located on the left of the page



DLA Enterprise External Business Portal Landing Page

- c. Read the information in the *U.S. Government (USG) Information System (IS) - Usage and Consent* dialog box and click 'I Accept'

U. S. Government (USG) Information System (IS) - Use and Consent

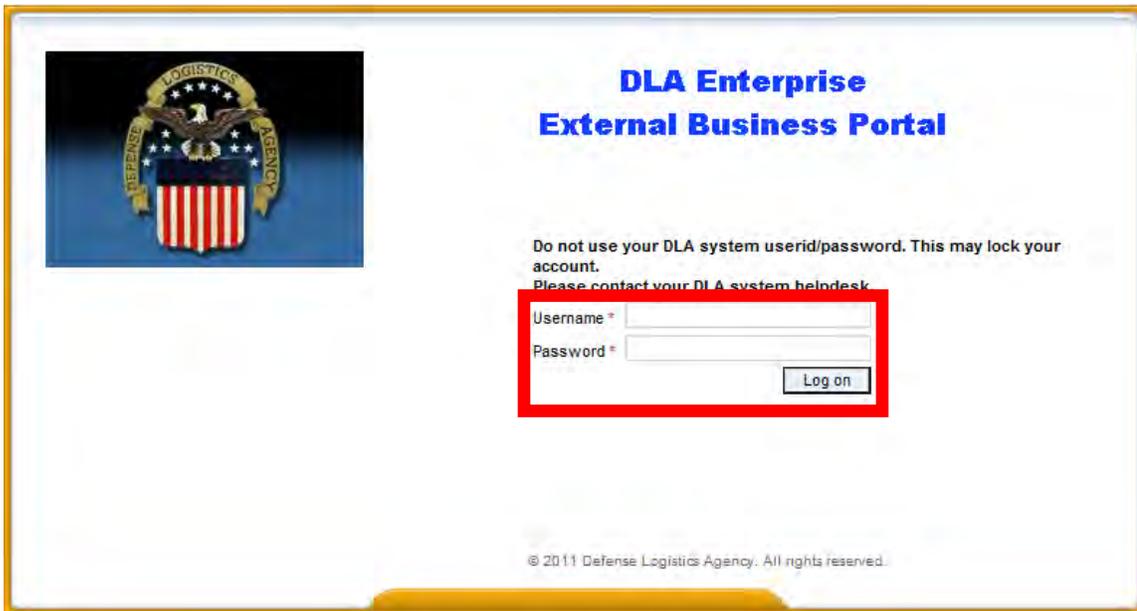
You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE, or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communication and work product are private and confidential. See User Agreement for details.

U.S. Government Information System – Use and Content

- d. Enter the username that was provided during the AMPS account registration and the password you created in the space provided ([Forgot Username or Password](#))
- e. Click 'Log on'



DLA Enterprise External Business Portal Non-DoD CAC Users Login Page

User is now logged into the Portal. The top left portion of the window will display tabs corresponding to all DLA applications for which the user has an account; in this case **Real Property**.

- f. Click 'Real Property' to get started



Inside DLA Enterprise External Business Portal (Real Property)



IV. Password Information

The user ID provided during the AMPS account registration process and the password you created are the same as the username and password used to log into the Portal. This section is for users WITHOUT a DoD issued CAC and provides instructions for [Expired Password](#), [Change Password](#) and [Forgot Password](#).

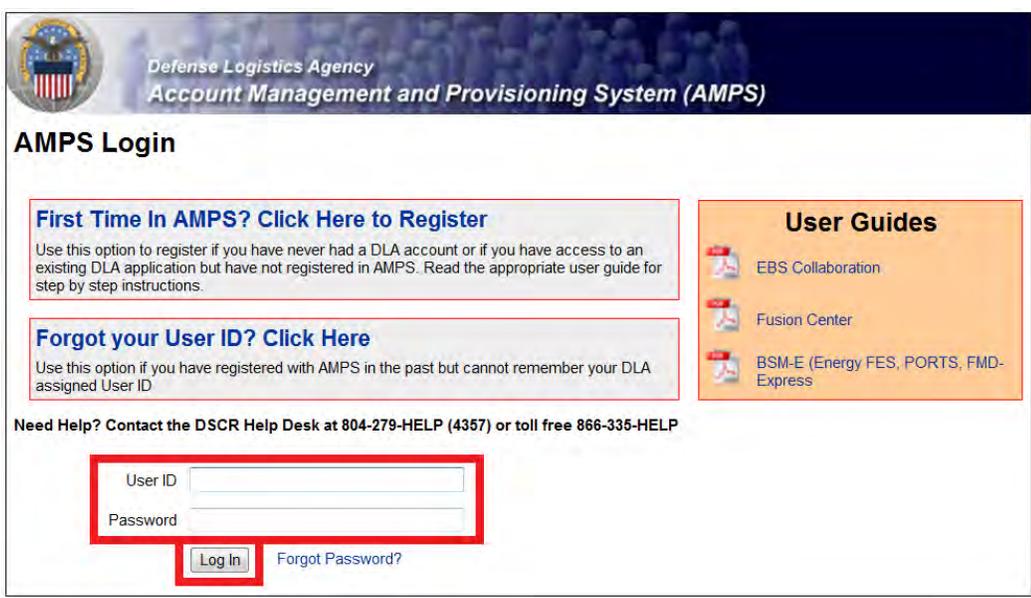
Expired Password:

Portal passwords will expire **every 60 days** and are required to be changed via AMPS. In the event a user has not changed their password in 60 days or more, a "password expired" error message will be displayed upon trying to log into the Portal. User will need to follow the instructions below on how to [Change Password](#).

Change Password:

Passwords should only be changed in AMPS, not the Portal. Changing a password in the Portal will cause the AMPS and Portal passwords to be out-of-sync. Follow the instructions below which outline how Installation Support (Real Property) application users should change passwords.

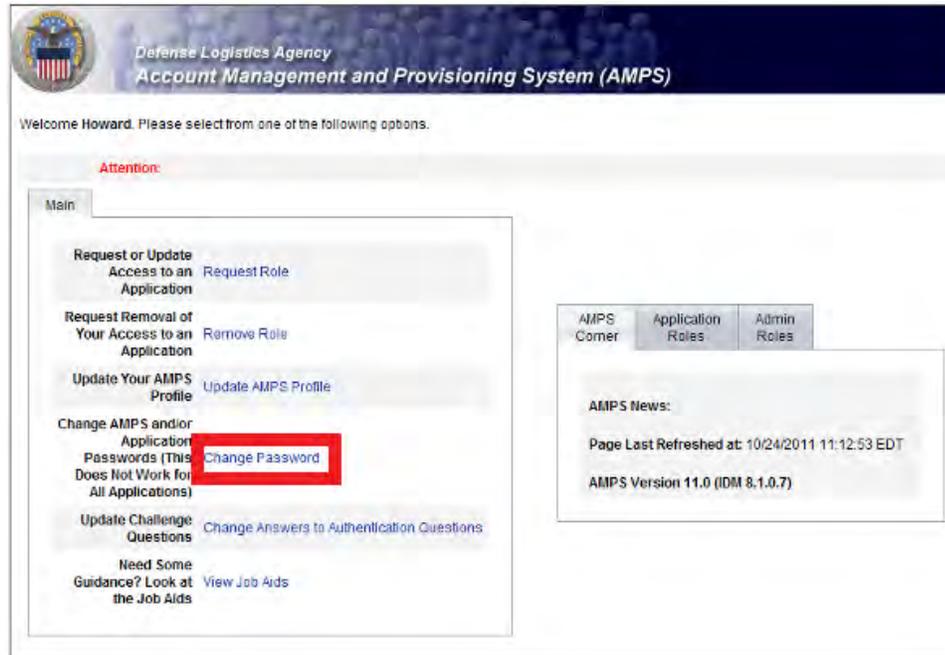
- a. Go to the AMPS homepage: <https://amps.dla.mil>
- b. Enter **User ID** and **Password**
- c. Click **'Log In'**



AMPS Login Screen



- d. Click **'Change Password'**



AMPS Homepage

- e. Next to **Password**, type in a new password that fits the listed password policy
- f. Next to **Confirm Password**, retype the new password
- g. Check the box next to **Change Identity system user and all resource accounts**
- h. Click **'Change Password'**



DLA Enterprise External Business Portal Navigation User Job Aid

Defense Logistics Agency
Account Management and Provisioning System (AMPS)

Change Password

Change Identity system user and all resource accounts

Account ID	Resource Name	Resource Type	Exists	Disabled	Password Policy
<input type="checkbox"/> ABC00000	DLA - Account Management and Provisioning System	DLA - Account Management and Provisioning System	Yes	No	Maximum Length: 32 Minimum Length: 4
<input type="checkbox"/> cn=ABC00000,ou=ExternalUsers,dc=ex,dc=dla,dc=mil	DLA Prod - EX DLA MIL	Windows 2000 / Active Directory	Yes	No	Maximum Length: 32 Minimum Alpha: 4 Minimum Begin Alpha: 1 Minimum Length: 15 Minimum Lowercase: 2 Minimum Number of Character Type Rules That Must Pass: All Minimum Numeric: 2 Minimum Special: 2 Minimum Uppercase: 2 Must not contain values of attributes: accountid, email, firstname, fullname, lastname Must not contain words: &, ', /, \, , (,), %, {, }, @, \$, ?
<input type="checkbox"/> cn=ABC00000, cn=Users, dc=dla, dc=mil	EAD	OID	Yes	No	Maximum Length: 32 Minimum Alpha: 4 Minimum Begin Alpha: 1 Minimum Length: 15 Minimum Lowercase: 2 Minimum Number of Character Type Rules That Must Pass: All Minimum Numeric: 2 Minimum Special: 2 Minimum Uppercase: 2 Must not contain values of attributes: accountid, email, firstname, fullname, lastname Must not contain words: &, ', /, \, , (,), %, {, }, @, \$, ?

Resource accounts whose password will be changed if selected.

Change Password Screen

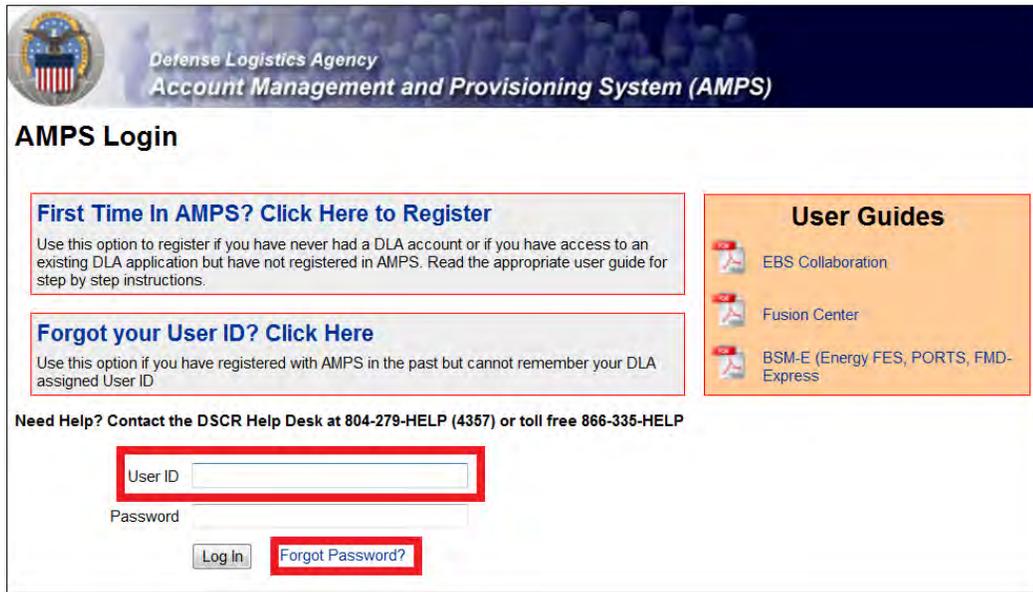
The password has now been changed and you will be redirected to the AMPS homepage. The new password can now be used to log into both AMPS and Portal.

Forgot Password:

- a. Go to the AMPS homepage: <https://amps.dla.mil>
- b. Enter **User ID**

Forgot User ID: User will have to call the BSME Help Desk at CONUS: 800-446-4950, DSN: 697-6733/34/35/36/37/38

Click the '**Forgot Password?**' link

**Defense Logistics Agency
Account Management and Provisioning System (AMPS)**

AMPS Login

First Time In AMPS? Click Here to Register

Use this option to register if you have never had a DLA account or if you have access to an existing DLA application but have not registered in AMPS. Read the appropriate user guide for step by step instructions.

Forgot your User ID? Click Here

Use this option if you have registered with AMPS in the past but cannot remember your DLA assigned User ID

User Guides

- EBS Collaboration
- Fusion Center
- BSM-E (Energy FES, PORTS, FMD-Express)

Need Help? Contact the DSCR Help Desk at 804-279-HELP (4357) or toll free 866-335-HELP

User ID

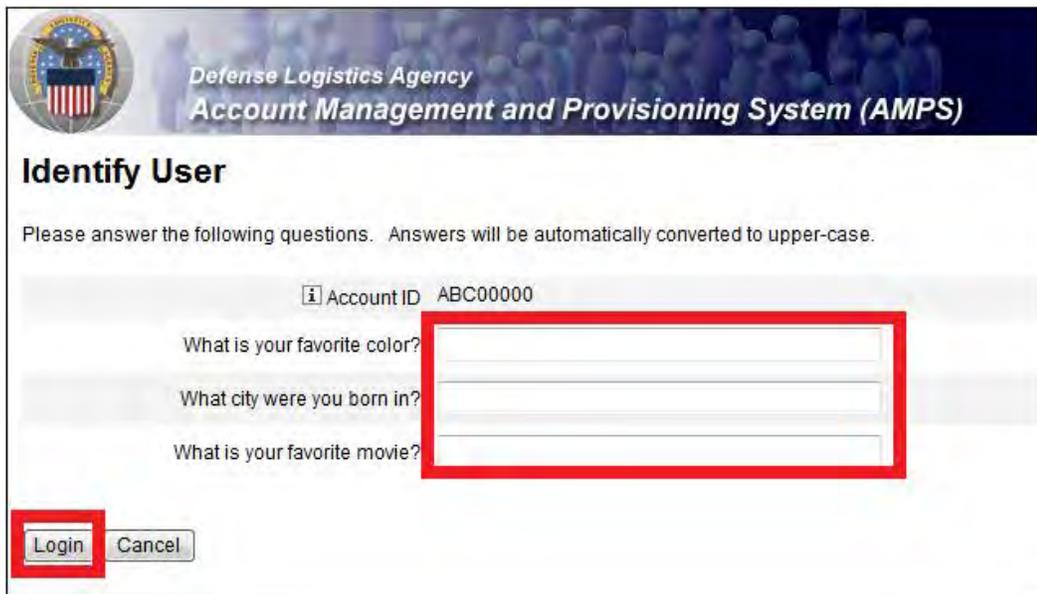
Password

AMPS Login Screen

- c. Answer the three **Authentication Questions** with the answers chosen during the AMPS account registration process

Forgotten Answers: User will have to call the BSME Help Desk at CONUS: 800-446-4950, DSN: 697-6733/34/35/36/37/38

- d. Click '**Login**'



**Defense Logistics Agency
Account Management and Provisioning System (AMPS)**

Identify User

Please answer the following questions. Answers will be automatically converted to upper-case.

Account ID ABC00000

What is your favorite color?

What city were you born in?

What is your favorite movie?

Authentication Questions Screen

User will then be prompted to **Change Password** (Follow the instructions in the [Change Password](#) section above)



V. User Support for Installation Support (Real Property)

If you encounter technical difficulties or require assistance, please call the BSME Help Desk at CONUS: 800-446-4950, DSN: 697-6733/34/35/36/37/38, Fax: 770-582-1463, E-mail: BSME.Helpdesk@dla.mil



Engineering Support Activities (PDMI/ESA)

I. Accessing Engineering Support Activities (PDMI/ESA)

Users may access the Engineering Support Activities (PDMI/ESA) information page two ways: [Clicking Dropdown Arrow](#) and [Clicking the Revolving Pictures](#)

Clicking Dropdown Arrow:

- Go to the Portal landing page: <https://business.dla.mil>
- Click the dropdown arrow next to 'DLA Systems'
- Select 'Engineering Support Activities (PDMI/ESA)'



DLA Enterprise External Business Portal Landing Page

- The 339 Records Management System (RMS) information page will open



DLA Enterprise External Business Portal Navigation User Job Aid

DEFENSE LOGISTICS AGENCY
AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

Wednesday, November 07, 2012
DLA Systems

AVAILABLE SERVICES

THE 339 RECORDS MANAGEMENT SYSTEM (RMS)

The 339 Records Management System (RMS) Program gives military Engineering Support Activities (ESAs) online access in one place to access Engineering Support Requests. RMS is a standardized workflow system that provides capability to accept, reject, assign, forward and re-route requests, improving operational metrics and enhancing timely and relevant engineering support. It provides a single enterprise application for management of all Engineering support by using Systems Applications and Products (SAP), DLA's enterprise application for logistics and materials management. This system is the single repository for all DLA Engineering support requests from June 1991 forward. This system also provides access to various reports to include the Listing, Summary, Quality, Transaction History, Cost Comparison, Actual Location and 339 Processing Time.

For 339 Records Management technical support contact the DLA Information Operations Richmond Helpdesk at: dscr.helpdesk@dla.mil Or call: (toll free) 1-866-335-HELP or 804-279-4357

To gain access to 339 Records Management [Click Here](#)

MULTIMEDIA

DLA: 50 YEARS OF LOGISTICS EXCELLENCE

Video of the complete 50th Anniversary and Hall of Fame ceremony celebrated Oct. 26 at the McNamara Headquarters Complex.

Did You Know?

A whimsical look into the Defense Logistics Agency's support to the military. (Music and text only.)

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The 339 Records Management System (RMS) Information Page

Clicking the Revolving Pictures:

- Go to the Portal landing page: <https://business.dla.mil>
- View the changing pictures under **AVAILABLE SERVICES** and click on the corresponding picture for 339 RMS

DEFENSE LOGISTICS AGENCY
AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

Wednesday, November 07, 2012
DLA Systems

AVAILABLE SERVICES

339 RMS

339 Records Management System gives DLA employees and military engineering support activities, or ESAs, online access in one place the means to communicate on engineering and technical issues that arise during the DLA acquisition process.

MULTIMEDIA

DLA: 50 YEARS OF LOGISTICS EXCELLENCE

Video of the complete 50th Anniversary and Hall of Fame ceremony celebrated Oct. 26 at the McNamara Headquarters Complex.

Did You Know?

A whimsical look into the Defense Logistics Agency's support to the military. (Music and text only.)

Privacy/Security Statement | 508 Compliance Statement | Job-Aid | FOIA Privacy | Site Index | DLA Webmaster | Strategic Communication

DLA Enterprise External Business Portal Landing Page – 339 RMS Picture



- c. The 339 Records Management System (RMS) information page will open

The screenshot shows the DLA Enterprise External Business Portal. At the top, there is a navigation bar with the DLA logo, the text 'DEFENSE LOGISTICS AGENCY AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY', and a 'DIRECTOR'S GUIDANCE 2012' badge. Below the navigation bar, the date 'Wednesday, November 07, 2012' and a dropdown menu for 'DLA Systems' are visible. The main content area is titled 'AVAILABLE SERVICES' and features a section for 'THE 339 RECORDS MANAGEMENT SYSTEM (RMS)'. This section includes a detailed description of the RMS program, its capabilities, and contact information for support. To the right of the main content is a 'MULTIMEDIA' section with a video player and a 'Did You Know?' section. The bottom of the page contains a footer with various links and a copyright notice.

The 339 Records Management System (RMS) Information Page

II. Creating a New Account for Engineering Support Activities (PDMI/ESA)

Note: Users that already have accounts for Engineering Support Activities (PDMI/ESA) may skip to [Section III: Logging into Engineering Support Activities \(PDMI/ESA\)](#)

First time Engineering Support Activities (PDMI/ESA) external users will need to request access to the application through the DLA Account Management and Provisioning System (AMPS: <https://amps.dla.mil>).

- a. **Step 1:** Create an account in the DLA Account Management and Provisioning System (AMPS). AMPS is DLA's automated application access system that assists with access requests, account creation, and maintenance of DLA user accounts.
- b. **Step 2:** Submit a role request via AMPS. Once an AMPS account has been created, user will submit a role request. The role request specifies the application for which the user is requesting access [Engineering Support Activities (PDMI/ESA)].

Follow the detailed instructions listed in the [AMPS User Reference for External Collaboration Users](#) on how to create an AMPS account and request access to Engineering Support Activities (PDMI/ESA).



DLA Enterprise External Business Portal Navigation User Job Aid

One of the following **Engineering Support Activities (PDMI/ESA) Job Definitions (JDs)** is required to obtain access:

- a. JD-702 BSM Prod External - ESA Engineer with Edit 339 Edit ECD Binder Clip Transfer
- b. JD-703 BSM Prod External - ESA Engineer with Edit 339 Edit ECD Binder Clip
- c. JD-708 BSM Prod External - ESA Engineer with Edit 339 and Edit ECD
- d. JD-709 BSM Prod External - ESA Engineer with Edit 339
- e. JD-713 BSM Prod External - ESA Engineer with Edit ECD
- f. JD-714 BSM Prod External - ESA Engineer Basic
- g. JD-716 BSM Prod External - ESA Engineer with Edit 339 Edit ECD Transfer
- h. JD-710 BSM Prod External - ESA Supervisor with Binder Clip
- i. JD-711 BSM Prod External - ESA Supervisor with Binder Clip and Transfer
- j. JD-712 BSM Prod External - ESA Supervisor
- k. JD-717 BSM Prod External - ESA Focal Point
- l. JD-700 BSM Prod External - ESA View Records Management and Run Reports
- m. JD-701 BSM Prod External - ESA View Records Management
- n. JD-718 BSM Prod External - ESA View Records Management Reports and Binder Clip

After the request for access to Engineering Support Activities (PDMI/ESA) has been approved, new users can access the application through the Portal as described below in Section III.

III. Logging into Engineering Support Activities (PDMI/ESA)

This section provides instructions for [CAC Users](#) and [Non-CAC Users](#)

CAC Users:

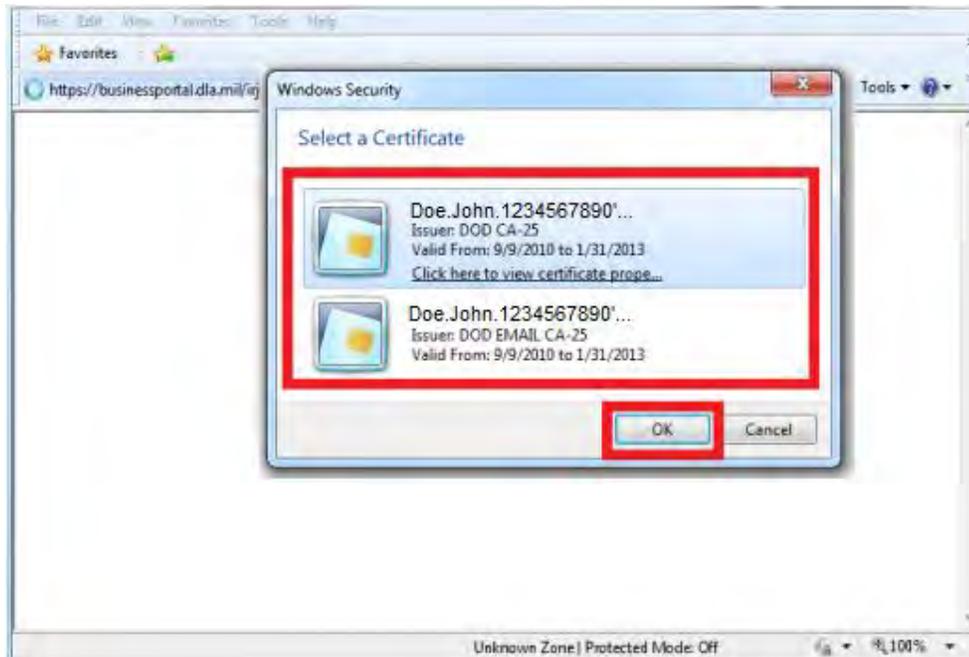
- a. Go to the Portal landing page: <https://business.dla.mil>
- b. Insert DoD issued CAC and if prompted, enter PIN
- c. Click on the '**Registered Users Login Here**' icon located on the left of the page



DLA Enterprise External Business Portal Landing Page

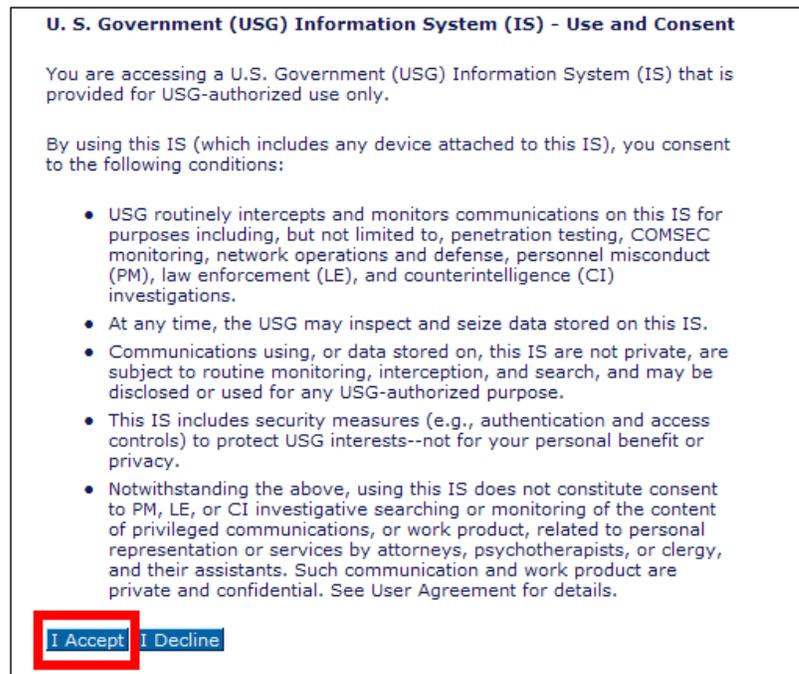


- d. A new window will open. When the *Select a Certificate* window opens, select either the **ID OR EMAIL certificate** as shown below
- e. Click '**OK**'



Select a Certificate Pop-up Window

- f. Read the information in the *U.S. Government (USG) Information System (IS) - Usage and Consent* dialog box and click '**I Accept**'



U.S. Government Information System – Use and Content



DLA Enterprise External Business Portal Navigation User Job Aid

User is now logged into the Portal. The top left portion of the window will display tabs corresponding to all DLA applications for which the user has an account; in this case **ESA**.

g. Click 'ESA' to get started



Inside DLA Enterprise External Business Portal (ESA)

Non-CAC Users:

- a. Go to the Portal landing page: <https://business.dla.mil>
- b. Click on the 'Registered Users Login Here' icon located on the left of the page



DLA Enterprise External Business Portal Landing Page

- c. Read the information in the *U.S. Government (USG) Information System (IS) - Usage and Consent* dialog box and click 'I Accept'



DLA Enterprise External Business Portal Navigation User Job Aid

U. S. Government (USG) Information System (IS) - Use and Consent

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE, or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communication and work product are private and confidential. See User Agreement for details.

U.S. Government Information System – Use and Content

- Enter username and password in the space provided ([Forgot Username or Password](#))
- Click 'Log on'

DLA Enterprise External Business Portal Non-DoD CAC Users Login Page



DLA Enterprise External Business Portal Navigation User Job Aid

User is now logged into the Portal. The top left portion of the window will display tabs corresponding to all DLA applications for which the user has an account; in this case **ESA**.

- f. Click '**ESA**' to get started



Inside DLA Enterprise External Business Portal (ESA)

IV. Password Information

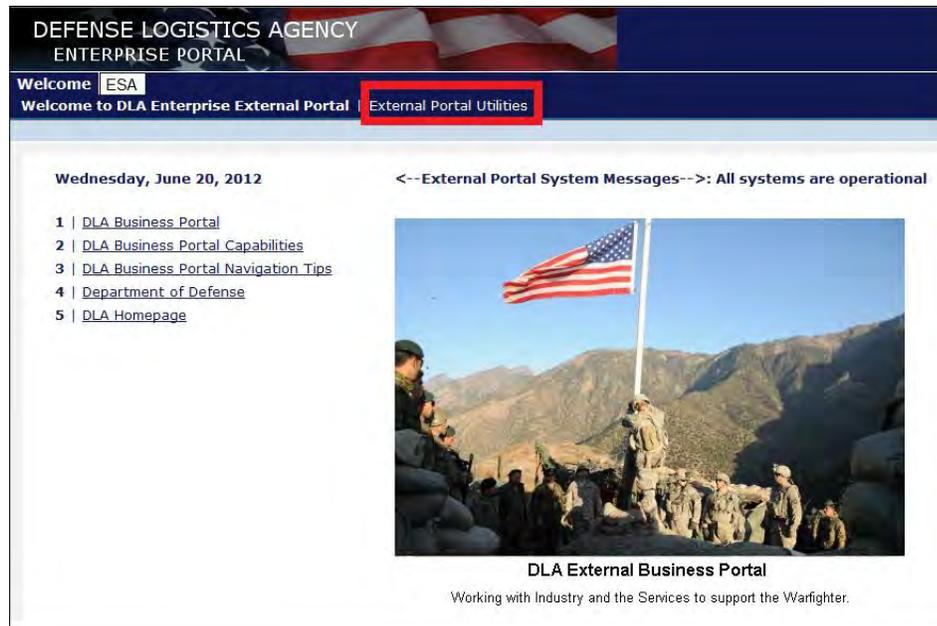
This section is for users **WITHOUT** a DoD issued CAC and provides instructions for ESA application users that need to [Change Password](#) or [Forgot Password](#).

Change Password:

- a. Go to the Portal homepage <https://business.dla.mil/>
- b. Click the '**Registered User Login Here**' link
- c. Enter **Username** and **Password**
- d. Click '**Log on**'
- e. Once inside the Portal, click '**External Portal Utilities**'

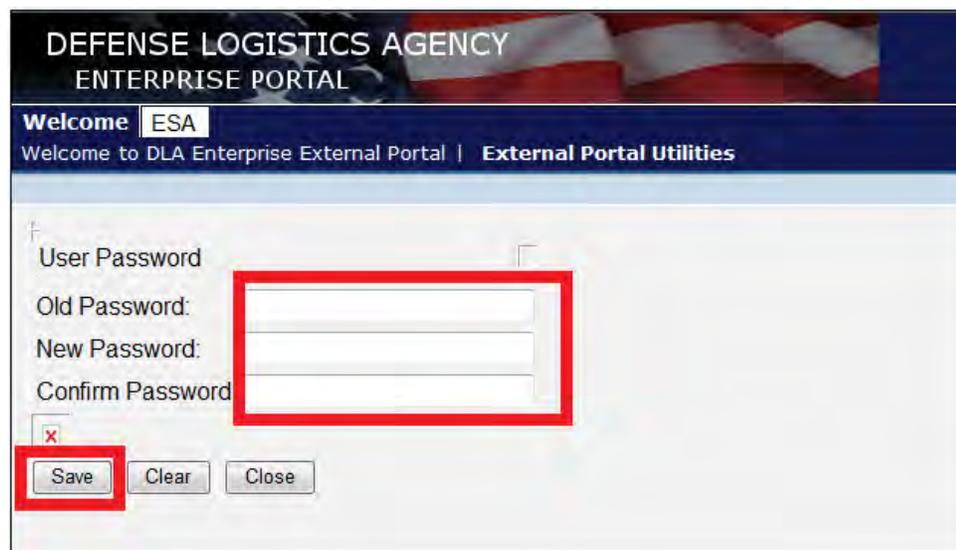


DLA Enterprise External Business Portal Navigation User Job Aid



Inside DLA Enterprise External Business Portal (ESA)

- f. Next to **Old Password**, enter existing password
- g. Next to **New Password**, type in a new password
- h. Next to **Confirm Password**, re-type the new password
- i. Click **'Save'**



Inside DLA Enterprise External Business Portal (ESA) - Change Password

The password has now been changed. The new password can now be used to log into the Portal.



Forgot Password:

- a. Call the DLA Help Desk at (804) 279-4357; DSN 695-4357

V. User Support for Engineering Support Activities (PDMI/ESA)

For questions or additional support on the DLA Enterprise External Business Portal or Engineering Support Activities (PDMI/ESA), please contact the DLA Help Desk at: (804) 279-4357; DSN 695-4357.

 **Energy Commodity Support**

I. Accessing Energy Commodity Support

Users may access the Energy Convergence information page two ways: [Clicking Dropdown Arrow](#) and [Clicking the Revolving Pictures](#)

Clicking Dropdown Arrow:

- a. Go to the Portal landing page: <https://business.dla.mil>
- b. Click the dropdown arrow next to 'DLA Systems'
- c. Select 'Energy Commodity Support'

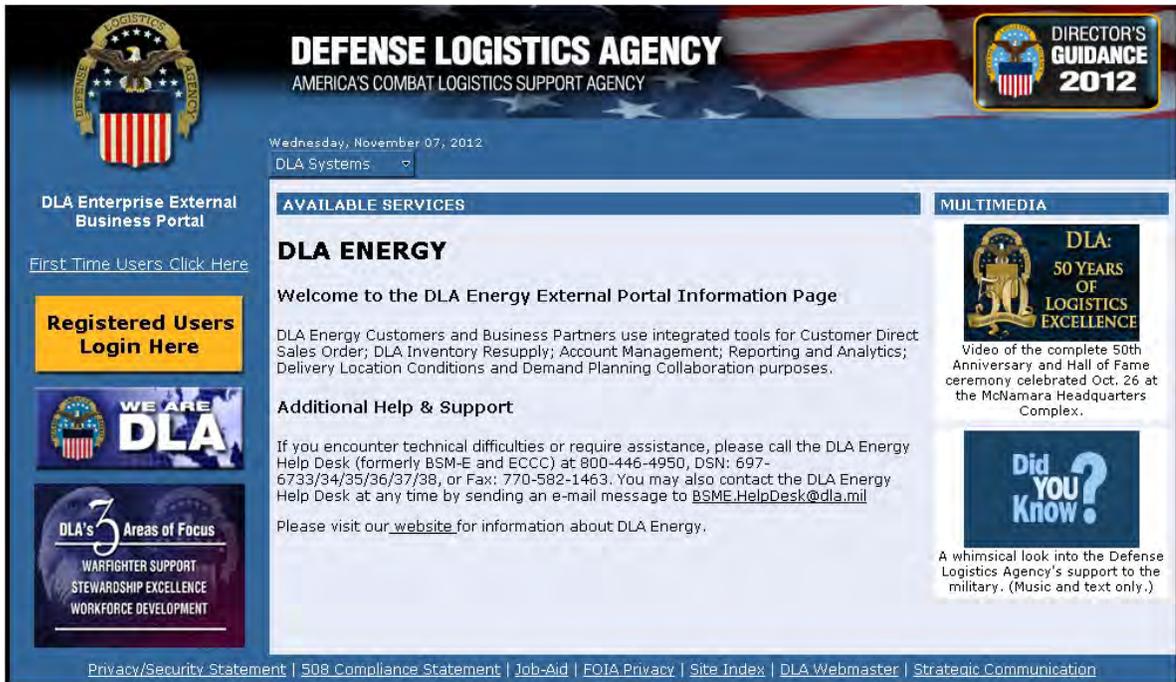


DLA Enterprise External Business Portal Landing Page

- d. The *DLA Energy* information page will open



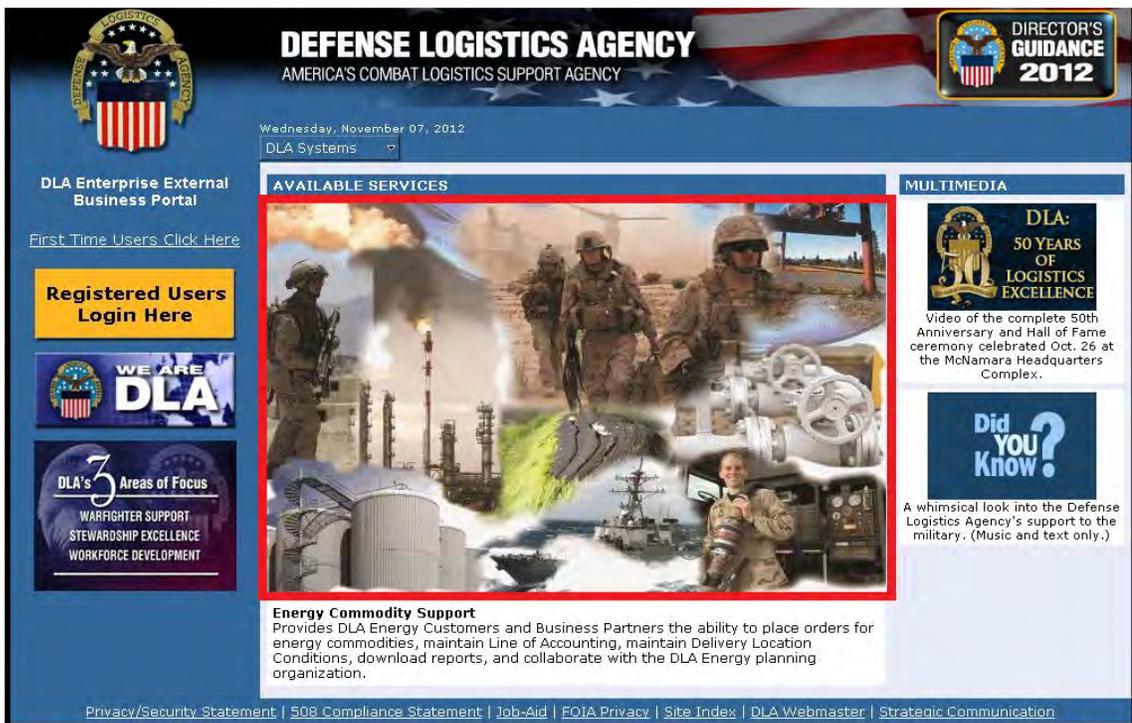
DLA Enterprise External Business Portal Navigation User Job Aid



DLA Energy Information Page

Clicking the Revolving Pictures:

- Go to the Portal landing page: <https://business.dla.mil>
- View the changing pictures under **AVAILABLE SERVICES** and click on the corresponding picture for Energy Commodity Support



DLA Enterprise External Business Portal Landing Page – Energy Commodity Support Picture



- c. The *DLA Energy* information page will open

The screenshot shows the DLA Energy External Portal Information Page. At the top, there is a navigation bar with the DLA logo on the left, the agency name 'DEFENSE LOGISTICS AGENCY' in the center, and a 'DIRECTOR'S GUIDANCE 2012' badge on the right. Below the navigation bar, the date 'Wednesday, November 07, 2012' and a 'DLA Systems' dropdown menu are visible. The main content area is titled 'AVAILABLE SERVICES' and 'DLA ENERGY'. It includes a welcome message, contact information for the DLA Energy Help Desk, and a link to the website. The page also has a sidebar with 'DLA Enterprise External Business Portal' and 'Registered Users Login Here' links, and a footer with various navigation links.

DLA Energy Information Page

II. Creating a New Account for Energy Commodity Support

Note: Users that already have accounts for Energy Commodity Support may skip to [Section III: Logging into Energy Commodity Support](#)

First time Energy Commodity Support external users will need to request access to the application through the DLA Account Management and Provisioning System (AMPS: <https://amps.dla.mil>).

- c. **Step 1:** Create an account in AMPS. AMPS is DLA's automated application access system that assists with access requests, account creation, and maintenance of DLA user accounts.
- d. **Step 2:** Submit a role request via AMPS. Once an AMPS account has been created, user will submit a role request. The role request specifies the application for which the user is requesting access [Energy].

Follow the detailed instructions listed in the [Energy Convergence AMPS Process Job Aid](#) on how to create an AMPS account and request access to Energy Commodity Support.



One of the following **Energy Commodity Support Job Definitions (JDs)** is required to obtain access:

CAC users with @dla.mil e-mail address (Primary Roles):

- a. EBS Prod - Energy Customer Direct Order Processor JD-790
- b. EBS Prod - Energy Into-Stock Order Processor JD-791
- c. EBS Prod - Energy Delivery Location Conditions Maintainer JD-792
- d. EBS Prod - Energy Line of Accounting Maintainer JD-793
- e. EBS Prod - Energy Line of Accounting Viewer JD-794
- f. EBS Prod - Energy Planning Collaborator JD-795
- g. EBS Prod - Energy Report Viewer JD-796
- h. EBS Prod - Energy SCP Report Viewer JD-797

CAC users with @dla.mil e-mail address (Bolt-on Roles):

- i. EBS Prod Additional- Energy Customer Direct Order Processor JD-790B
- j. EBS Prod Additional - Energy Into-Stock Order Processor JD-791B
- k. EBS Prod Additional - Energy Delivery Location Conditions Maintainer JD-792B
- l. EBS Prod Additional - Energy Line of Accounting Maintainer JD-793B
- m. EBS Prod Additional - Energy Line of Accounting Viewer JD-794B
- n. EBS Prod Additional - Energy Planning Collaborator JD-795B
- o. EBS Prod Additional - Energy Report Viewer JD-796B
- p. EBS Prod Additional - Energy SCP Report Viewer JD-797B

Non-CAC users and users without @dla.mil e-mail address (Primary Roles):

- a. EBS Prod External - Energy Customer Direct Order Processor JD-2200
- b. EBS Prod External - Energy Into-Stock Order Processor JD-2201
- c. EBS Prod External - Energy Delivery Locations Conditions Maintainer JD-2202
- d. EBS Prod External - Energy LOA Maintainer JD-2203
- e. EBS Prod External - Energy LOA Viewer JD-2204
- f. EBS Prod External - Energy Planning Collaborator JD-2205
- g. EBS Prod External - Energy Report Viewer JD-2206
- h. EBS Prod External - Energy SCP Report Viewer JD-2207

Non-CAC users and users without @dla.mil e-mail address (Bolt-on Roles):

- i. EBS Prod External Additional - Energy Customer Direct Order Processor JD-2200B
- j. EBS Prod External Additional - Energy Into-Stock Order Processor JD-2201B
- k. EBS Prod External Additional - Energy Delivery Locations Conditions Maintainer JD-2202B
- l. EBS Prod External Additional - Energy LOA Maintainer JD-2203B



DLA Enterprise External Business Portal Navigation User Job Aid

- m. EBS Prod External Additional - Energy LOA Viewer JD-2204B
- n. EBS Prod External Additional - Energy Planning Collaborator JD-2205B
- o. EBS Prod External Additional - Energy Report Viewer JD-2206B
- p. EBS Prod External Additional - Energy SCP Report Viewer JD-2207B

Note: All users are required to request ONE of the “Primary Roles”. In cases where a user has responsibilities for more than one functionality, after a “Primary Role” has been approved, the user may request additional roles from the “Bolt-on Roles” list. It is important to only choose additional roles ending in ‘B’ as requesting another “Primary Role” will delete access to previously approved roles. After the “Primary Role” is approved, you can apply for as many additional “Bolt-on Roles” one-by-one without waiting for each one to be approved.

After the request for access to Energy Commodity Support has been approved, new users can access the application through the Portal as described below in Section III.

III. Logging into Energy Commodity Support

This section provides instructions for [All CAC Users](#) and [Non-CAC Users](#)

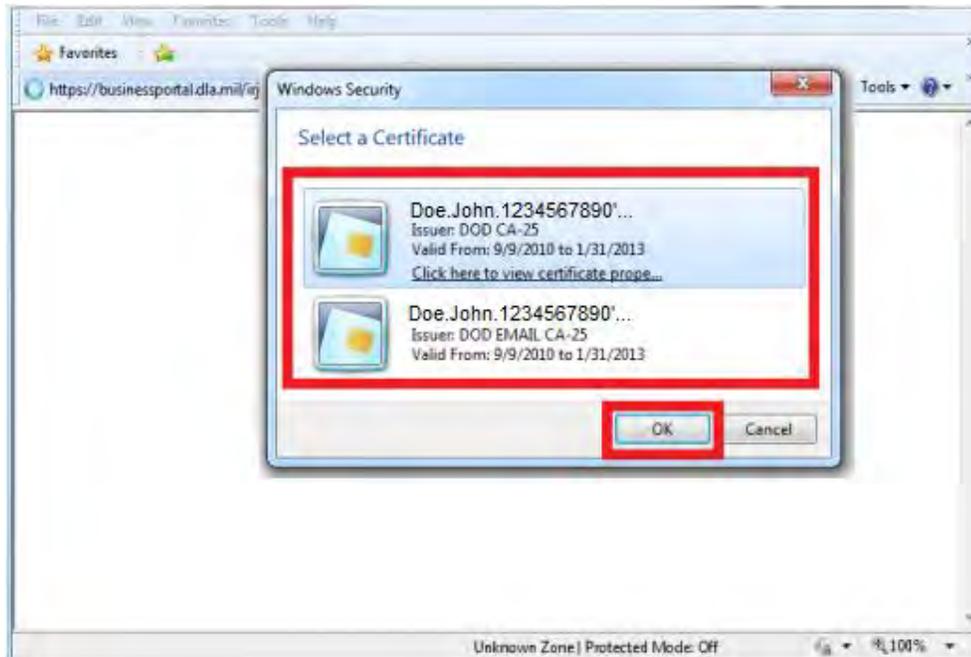
All CAC Users:

- a. Go to the Portal landing page: <https://business.dla.mil>
- b. Insert DoD issued CAC and if prompted, enter PIN
- c. Click on the ‘**Registered Users Login Here**’ icon located on the left of the page



DLA Enterprise External Business Portal Landing Page

- d. A new window will open. When the *Select a Certificate* window opens, select either the **ID OR EMAIL certificate** as shown below
- e. Click ‘**OK**’



Select a Certificate Pop-up Window

- f. Read the information in the *U.S. Government (USG) Information System (IS) - Usage and Consent* dialog box and click '**I Accept**'

U. S. Government (USG) Information System (IS) - Use and Consent

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE, or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communication and work product are private and confidential. See User Agreement for details.

U.S. Government Information System – Use and Content

User is now logged into the Portal. The top left portion of the window will display tabs corresponding to all DLA applications for which the user has an account; in this case **Energy**.



DLA Enterprise External Business Portal Navigation User Job Aid

g. Click **'Business Objects'** or **'Energy'** to get started

Note: Tabs will appear based on approved role(s). The 'Energy' tab should be used to access Line of Accounting, Ordering, Demand Planning Collaboration and Delivery Location Conditions. The 'Business Objects' tab should be used to access Reporting functionality.



Inside DLA Enterprise External Business Portal (Energy)

Non-CAC Users:

- a. Go to the Portal landing page: <https://business.dla.mil>
- b. Click on the **'Registered Users Login Here'** icon located on the left of the page



DLA Enterprise External Business Portal Landing Page



DLA Enterprise External Business Portal Navigation User Job Aid

- c. Read the information in the *U.S. Government (USG) Information System (IS) - Usage and Consent* dialog box and click **'I Accept'**

U. S. Government (USG) Information System (IS) - Use and Consent

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE, or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communication and work product are private and confidential. See User Agreement for details.

U.S. Government Information System – Use and Content

- d. Enter the username that was provided during the AMPS account registration and the password you created in the space provided ([Forgot Username or Password](#))
- e. Click **'Log on'**

The image shows the login page for the DLA Enterprise External Business Portal. On the left is the DLA logo. On the right, the text reads: "DLA Enterprise External Business Portal". Below this, a warning states: "Do not use your DLA system userid/password. This may lock your account. Please contact your DLA system helodesk." The login fields for "Username" and "Password" are highlighted with a red box, along with the "Log on" button. At the bottom, it says "© 2011 Defense Logistics Agency. All rights reserved."

DLA Enterprise External Business Portal Non-DoD CAC Users Login Page



DLA Enterprise External Business Portal Navigation User Job Aid

User is now logged into the Portal. The top left portion of the window will display tabs corresponding to all DLA applications for which the user has an account; in this case **Energy**.

- f. Click '**Business Objects**' or '**Energy**' to get started

Note: Tabs will appear based on approved role(s). The 'Energy' tab should be used to access Line of Accounting, Ordering, Demand Planning Collaboration and Delivery Location Conditions. The 'Business Objects' tab should be used to access Reporting functionality.

Monday, September 24, 2012 <- External Portal System Messages ->: All systems are operational

- 1 | [DLA Business Portal](#)
- 2 | [DLA Business Portal Capabilities](#)
- 3 | [DLA Business Portal Navigation Tips](#)
- 4 | [Department of Defense](#)
- 5 | [DLA Homepage](#)

DLA External Business Portal
Working with Industry and the Services to support the Warfighter.

[About DLA](#) | [Privacy and Security Notice](#) | [508 Compliance Statement](#)

Inside DLA Enterprise External Business Portal (Energy)

IV. Password Information

The user ID provided during the AMPS account registration process and the password you created are the same as the username and password used to log into the Portal. This section is for users WITHOUT a DoD issued CAC and provides instructions for [Expired Password](#), [Change Password](#) and [Forgot Password](#).



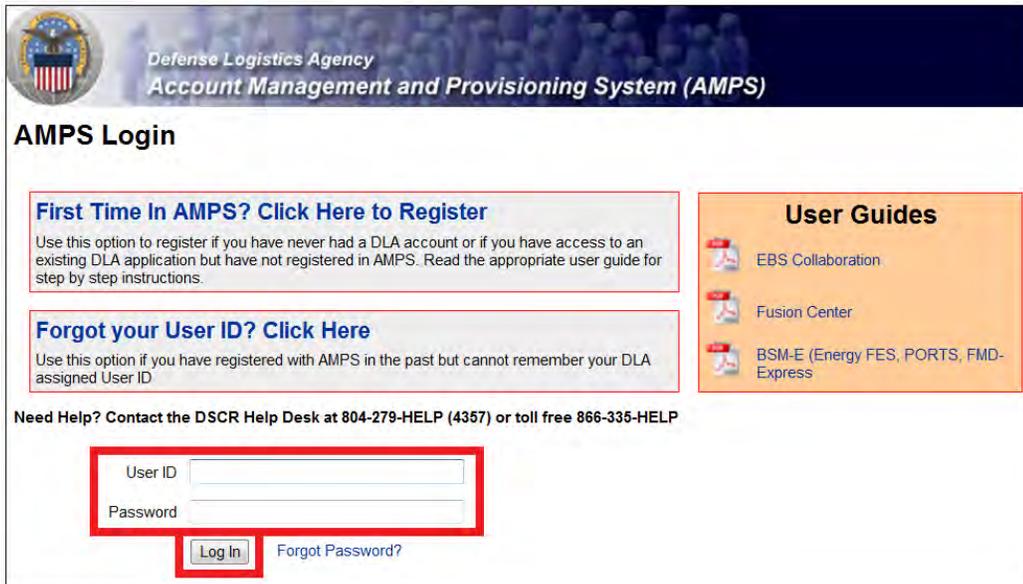
Expired Password:

Portal passwords will expire **every 60 days** and are required to be changed via AMPS. In the event a user has not changed their password in 60 days or more, a “password expired” error message will be displayed upon trying to log into the Portal. Follow the instructions below on how to [Change Password](#).

Change Password:

Passwords should only be changed in AMPS, not the Portal. Changing a password in the Portal will cause the AMPS and Portal passwords to be out-of-sync. Follow the instructions below which outline how Energy Commodity Support application users should change passwords.

- a. Go to the AMPS homepage: <https://amps.dla.mil>
- b. Enter **User ID** and **Password**
- c. Click ‘**Log In**’

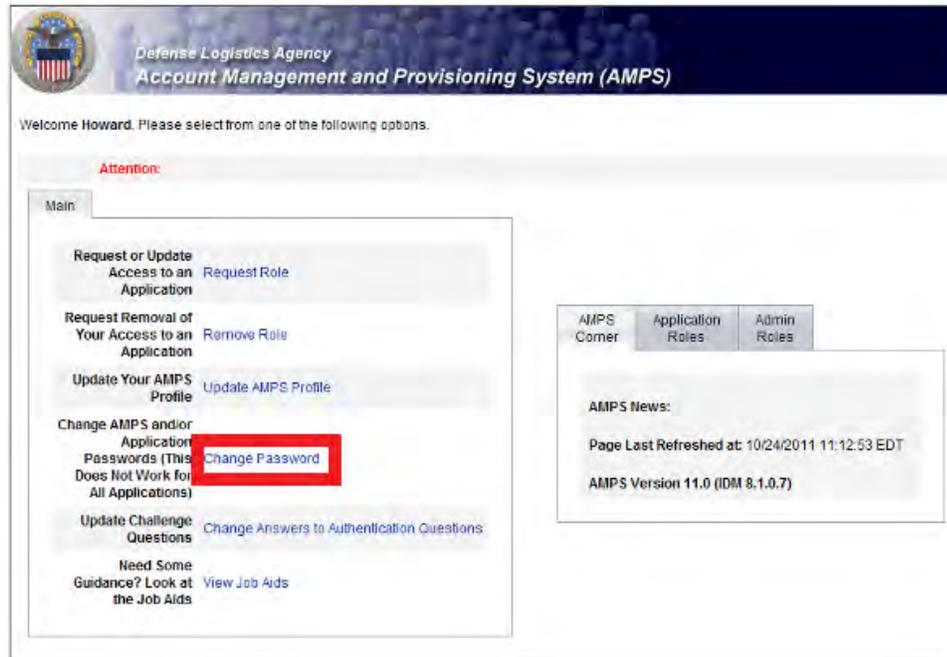


AMPS Login Screen

- d. Click ‘**Change Password**’

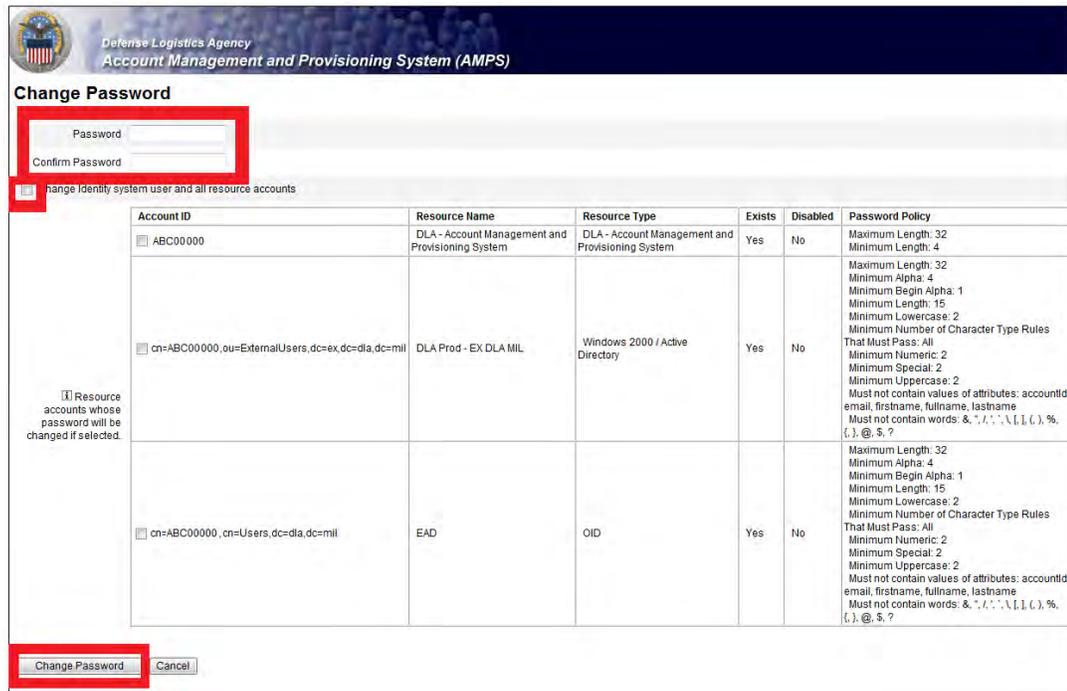


DLA Enterprise External Business Portal Navigation User Job Aid



AMPS Homepage

- e. Next to **Password**, type in a new password that fits the listed password policy
- f. Next to **Confirm Password**, retype the new password
- g. Check the box next to **Change Identity system user and all resource accounts**
- h. Click '**Change Password**'



Change Password Screen

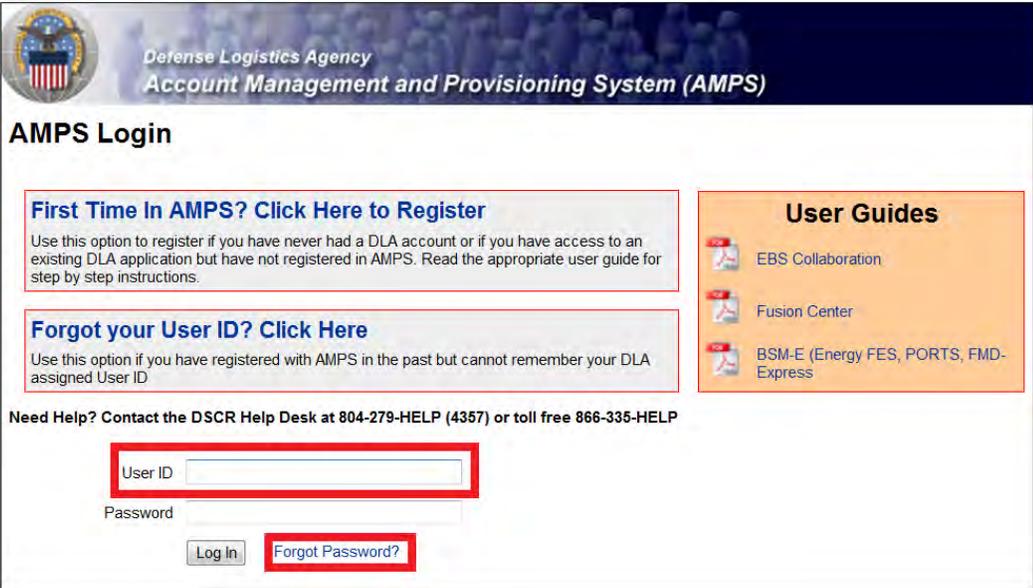


DLA Enterprise External Business Portal Navigation User Job Aid

The password has now been changed and you will be redirected to the AMPS homepage. The new password can now be used to log into both AMPS and Portal.

Forgot User ID or Password:

- a. Go to the AMPS homepage: <https://amps.dla.mil>
- b. Enter **User ID**
Forgot User ID: Click the '**Forgot your User ID? Click Here**' link and follow the instructions
- c. Click the '**Forgot Password?**' link



AMPS Login Screen

- d. Answer the three **Authentication Questions** with the answers chosen during the AMPS account registration process
Forgotten Answers: User will have to call the DSCR Help Desk at 1-866-335-HELP (1-866-335-4357)
- e. Click '**Login**'



Identify User

Please answer the following questions. Answers will be automatically converted to upper-case.

Account ID: ABC00000

What is your favorite color?

What city were you born in?

What is your favorite movie?

Login Cancel

Authentication Questions Screen

User will then be prompted to **Change Password** (Follow the instructions in the [Change Password](#) section above)

V. User Support for Energy Commodity Support

If you encounter technical difficulties or require assistance, please call the DLA Energy Help Desk (formerly BSM-E and ECCC) at 800-446-4950, DSN: 697-6733/34/35/36/37/38, or Fax: 770-582-1463. You may also contact the DLA Energy Help Desk at any time by sending an e-mail message to BSME.HelpDesk@dla.mil.