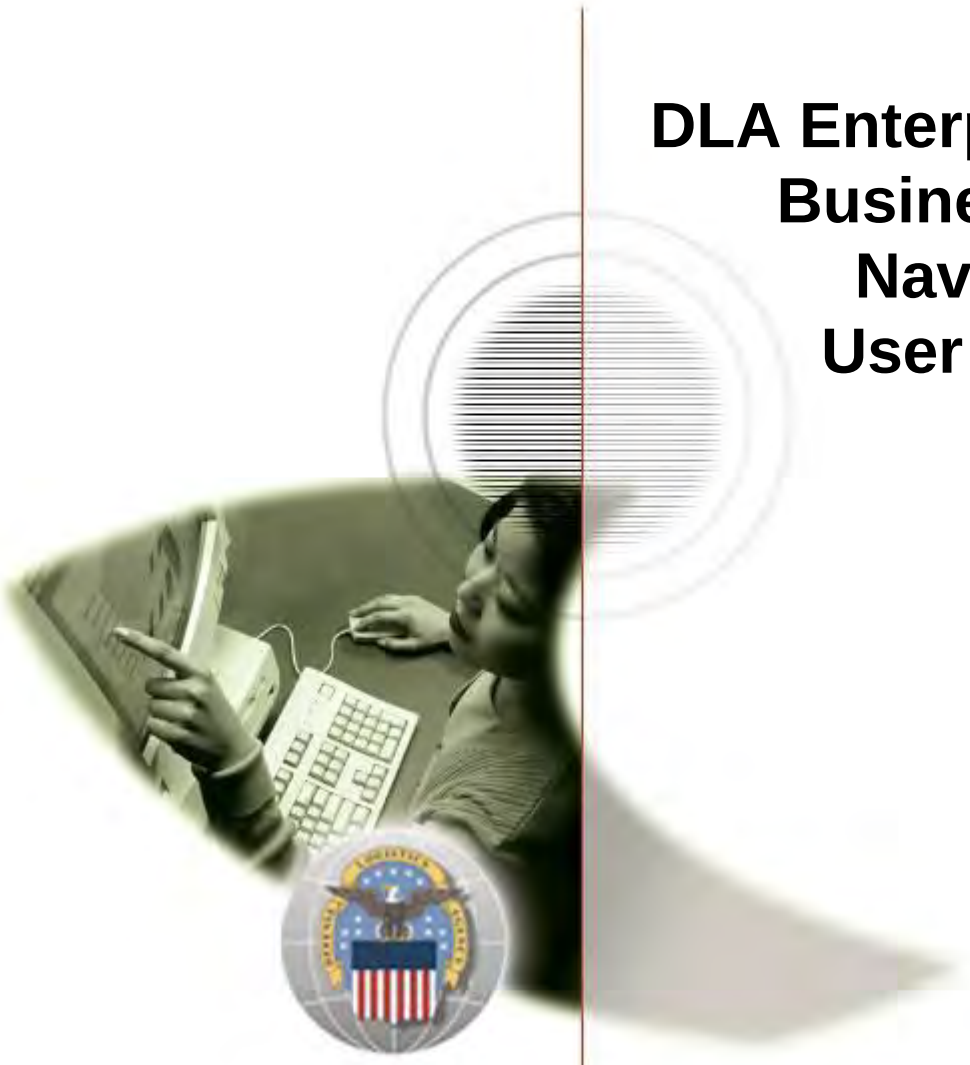


DLA Enterprise External Business Portal Navigation User Job Aid

Effective October 2012

TABLE OF CONTENTS

Introduction 3
Helpful Information 4
Accessing the Portal Landing Page 4
Demand Planning (DDE/Collab) 6
I. Accessing Demand Planning (DDE/Collab) 6
II. Creating a New Account for Demand Planning (DDE/Collab) 9
III. Logging into Demand Planning (DDE/Collab) 10
IV. Password Information 14
V. User Support for Demand Planning (DDE/Collab) 16
DLA Disposition Services 16
I. Accessing DLA Disposition Services 16
II. Creating a New Account for DLA Disposition Services 18
III. Logging into DLA Disposition Services 19
IV. Password Information 23
V. User Support for DLA Disposition Services 27
Installation Support (Real Property) 27
I. Accessing Installation Support (Real Property) 27
II. Creating a New Account for Installation Support (Real Property) 30
III. Logging into Installation Support (Real Property) 31
IV. Password Information 38
V. User Support for Installation Support (Real Property) 42
Engineering Support Activities (PDMI/ESA) 42
I. Accessing Engineering Support Activities (PDMI/ESA) 42
II. Creating a New Account for Engineering Support Activities (PDMI/ESA) 44
III. Logging into Engineering Support Activities (PDMI/ESA) 45
IV. Password Information 49
V. User Support for Engineering Support Activities (PDMI/ESA) 51
Energy Commodity Support 51
I. Accessing Energy Commodity Support 51
II. Creating a New Account for Energy Commodity Support 53
III. Logging into Energy Commodity Support 55
IV. Password Information 59
V. User Support for Energy Commodity Support 63

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

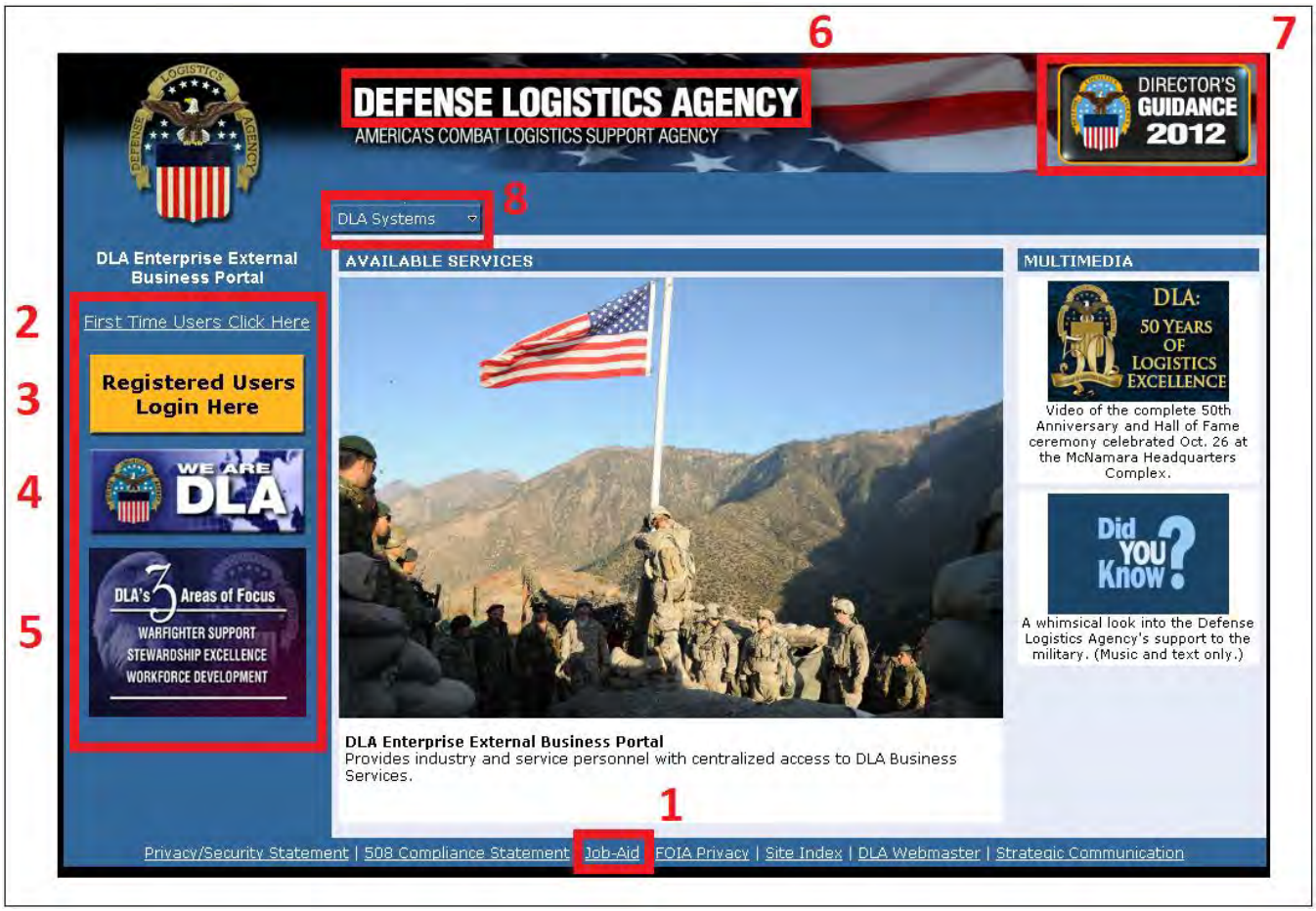
The Portal can be accessed by:

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



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 Landing Page

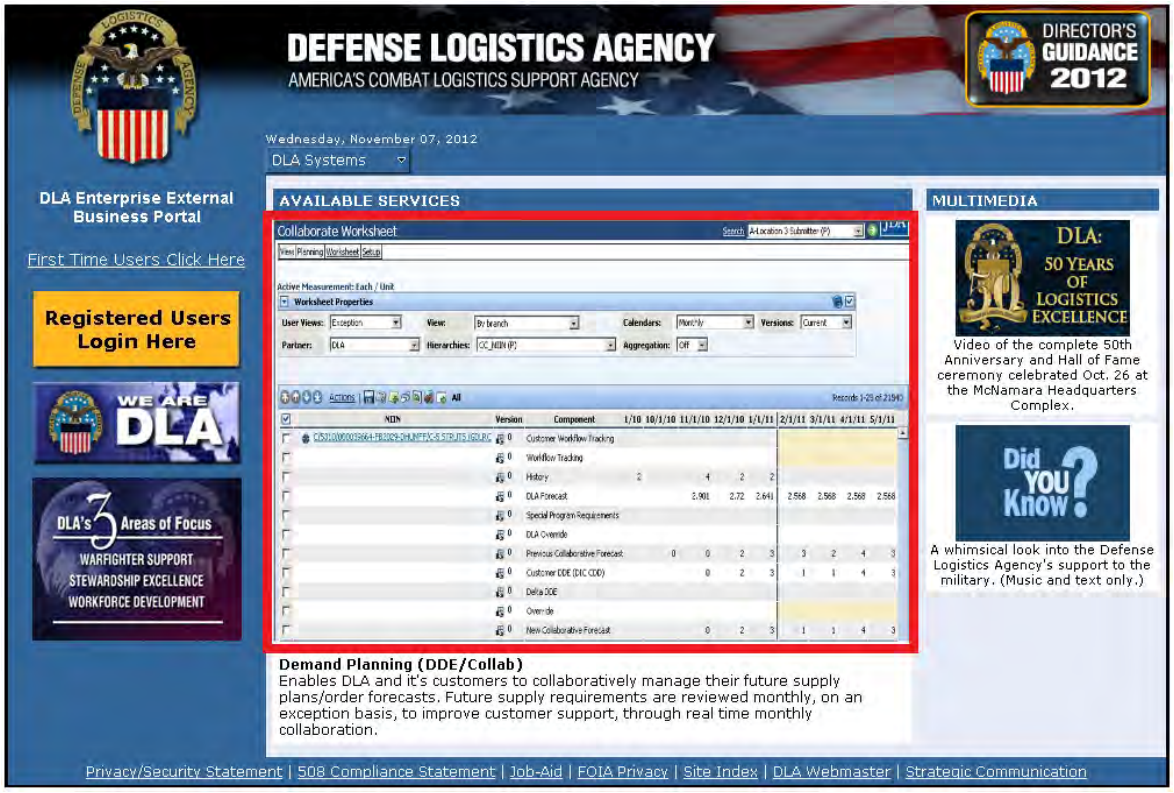
d. The *Demand Data Exchange/Customer Collaboration (DDE/CC)* information page will open

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)



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

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).

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:

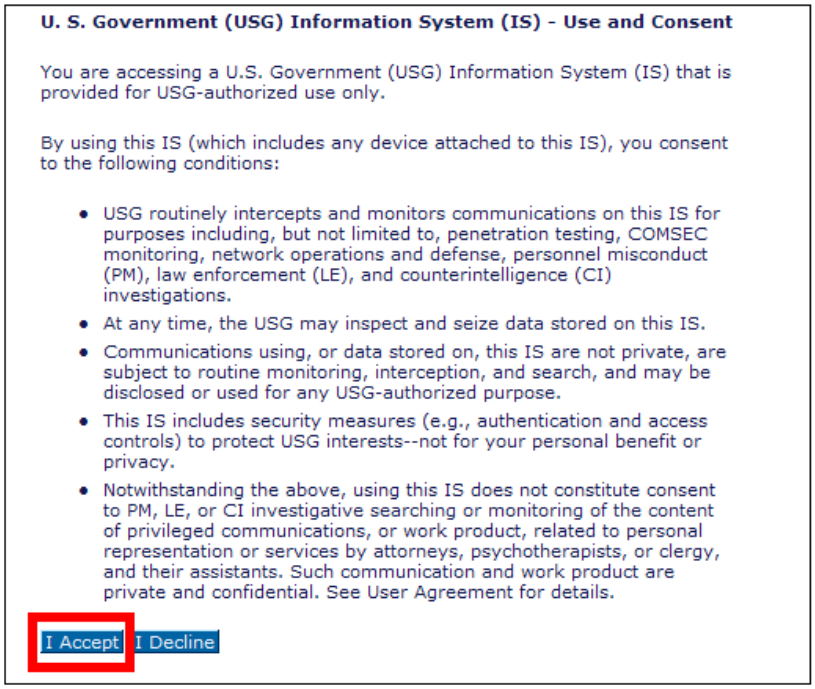
a. Go to the Portal landing page: https://business.dla.mil
b. Insert DoD issued CAC and if prompted, enter PIN
c. Click on the '**Registered Users Login Here**' icon located on the left of the page

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 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 **DDE Collaboration**.

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

Inside DLA Enterprise External Business Portal (DDE Collaboration)

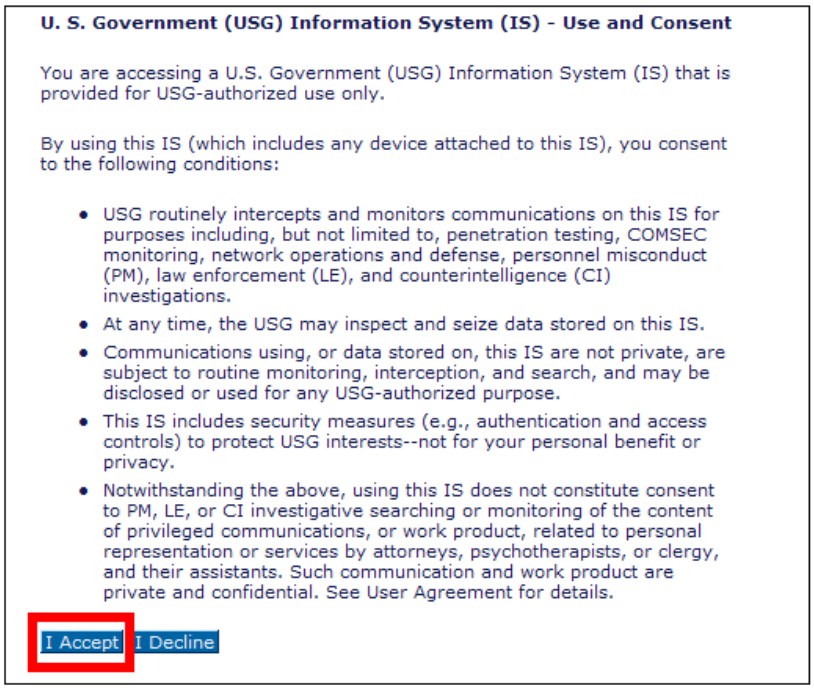
Non-CAC Users:

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

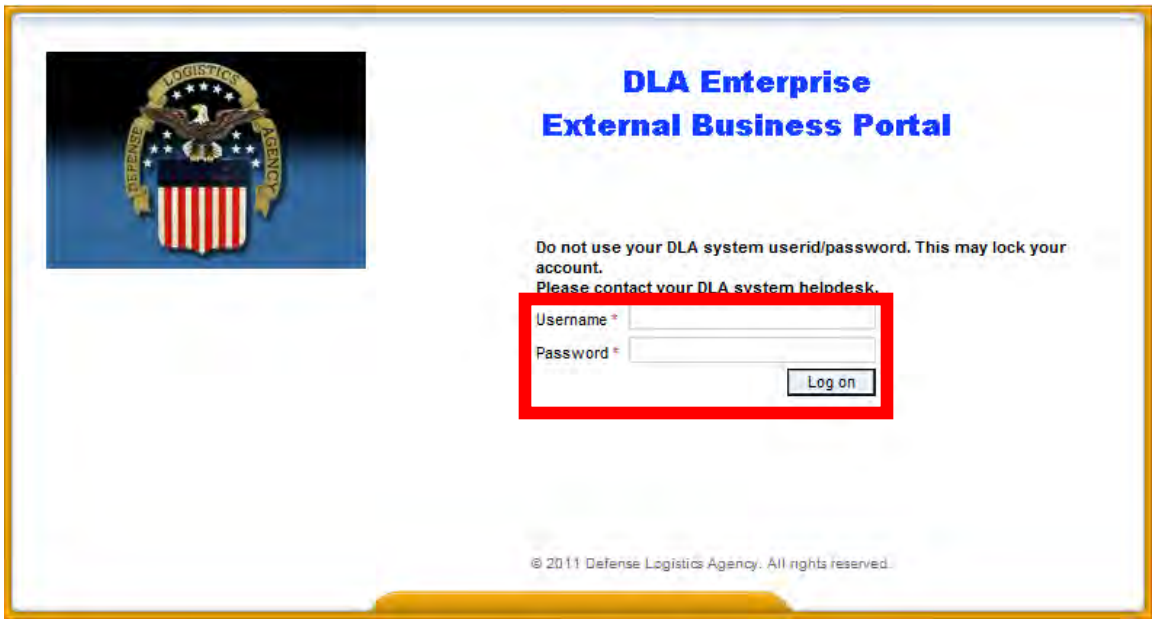
c. Read the information in the *U.S. Government (USG) Information System (IS) - Usage and Consent* dialog box and click '**I Accept**'



U.S. Government 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 **DDE Collaboration**.

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

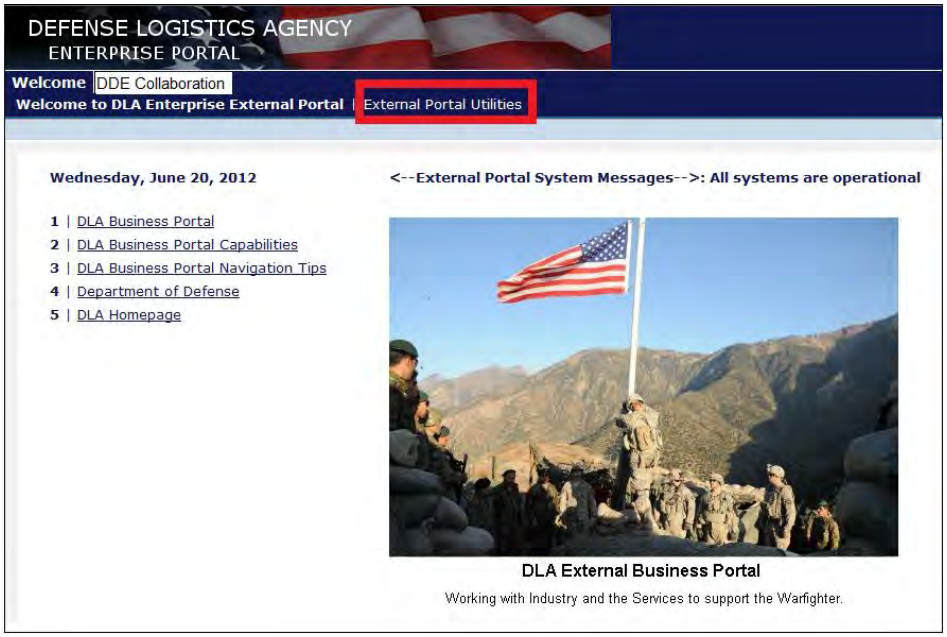
Inside DLA Enterprise External Business Portal (DDE Collaboration)

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.

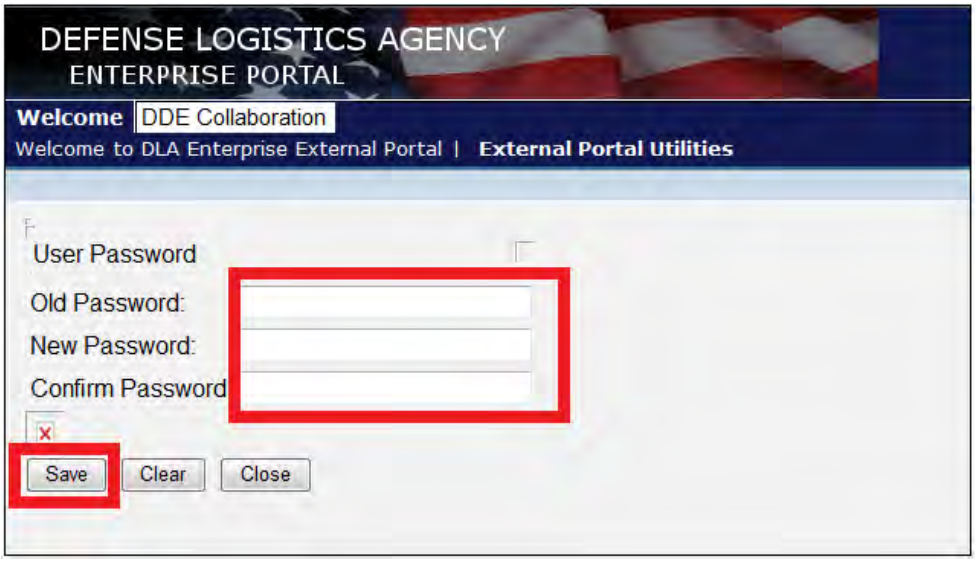
Change Password:

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**'



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

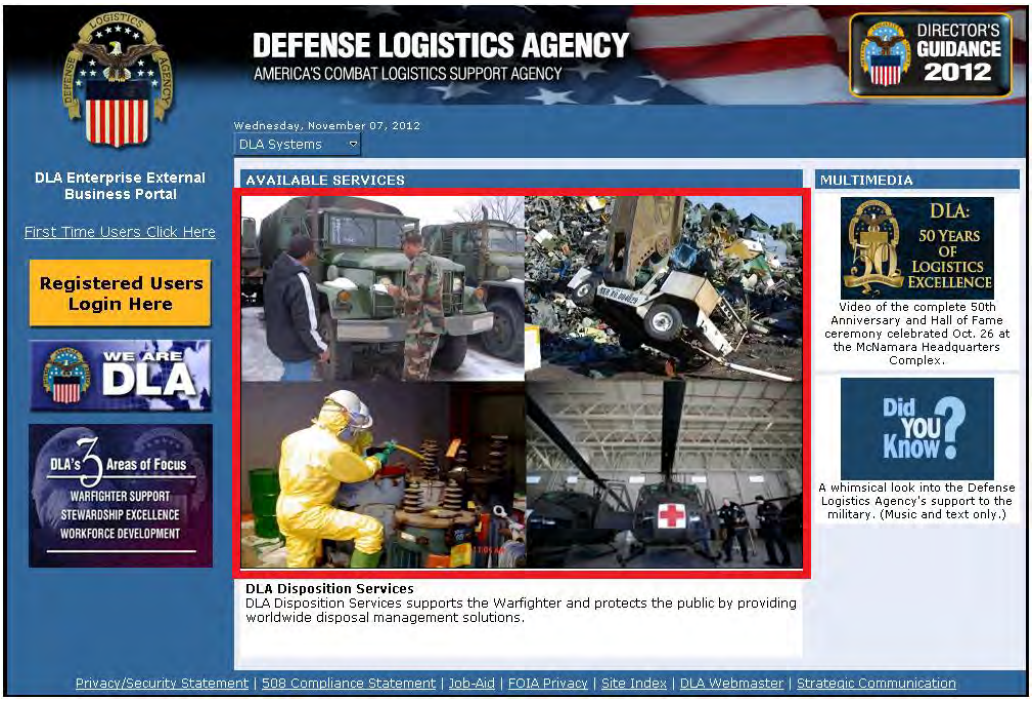
d. The *DLA Disposition Services* information page will open

DLA Disposition Services 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 DLA Disposition Services



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

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

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).

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 [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:

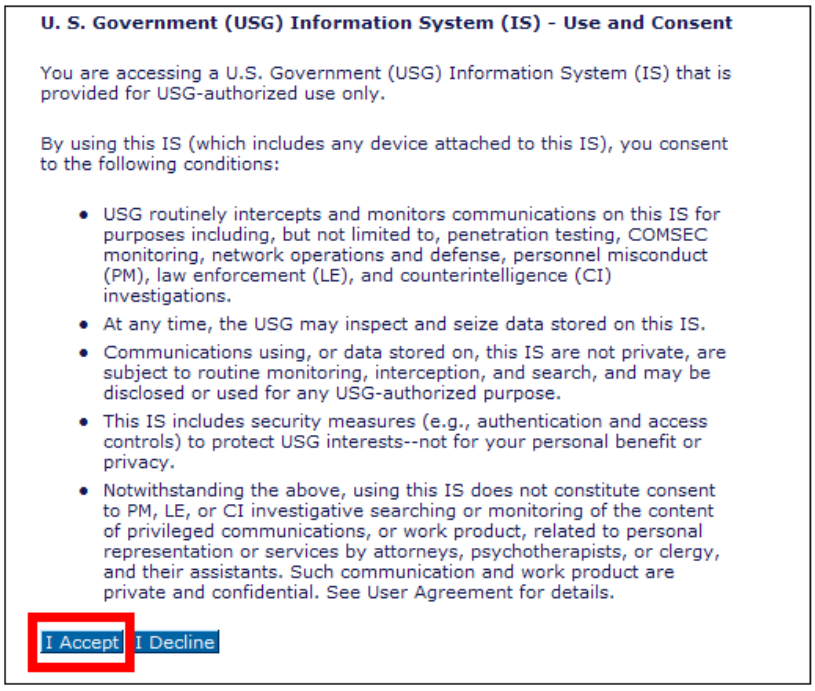
a. Go to the Portal landing page: https://business.dla.mil
b. Insert DoD issued CAC and enter PIN
c. Click on the '**Registered Users Login Here**' icon located on the left of the page

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 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 **Disposition Services**.

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

Inside DLA Enterprise External Business Portal (Disposition Services)

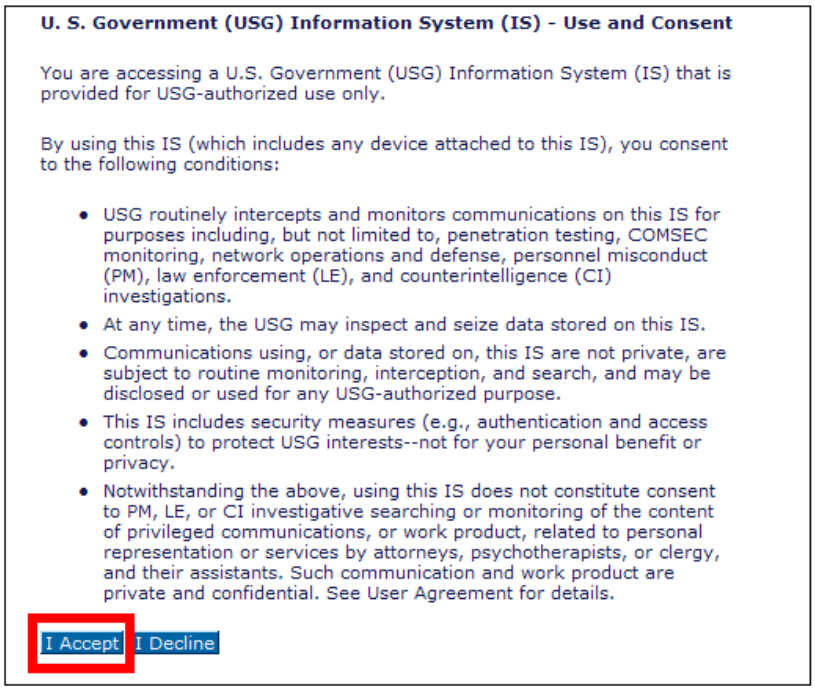
Non-CAC Users:

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

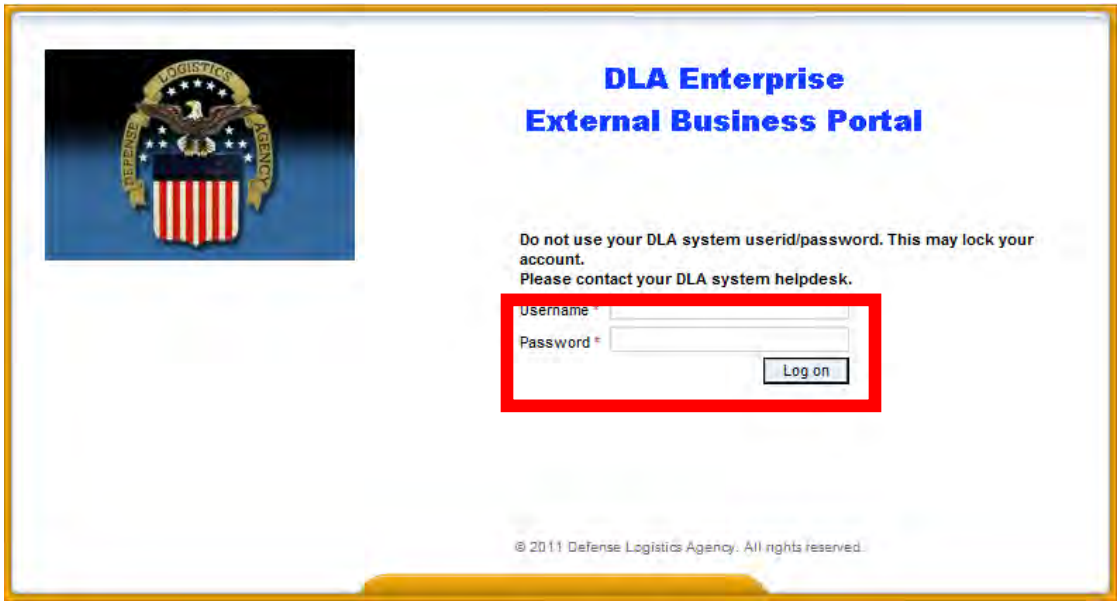
c. Read the information in the *U.S. Government (USG) Information System (IS) - Usage and Consent* dialog box and click '**I Accept**'



U.S. Government 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 **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.

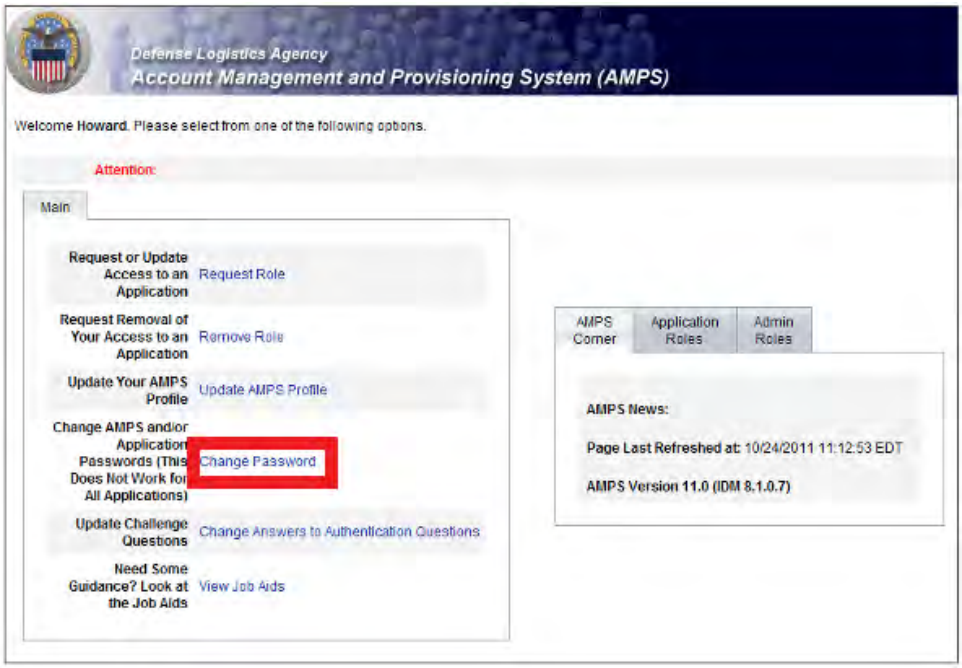
Change Password:

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**'



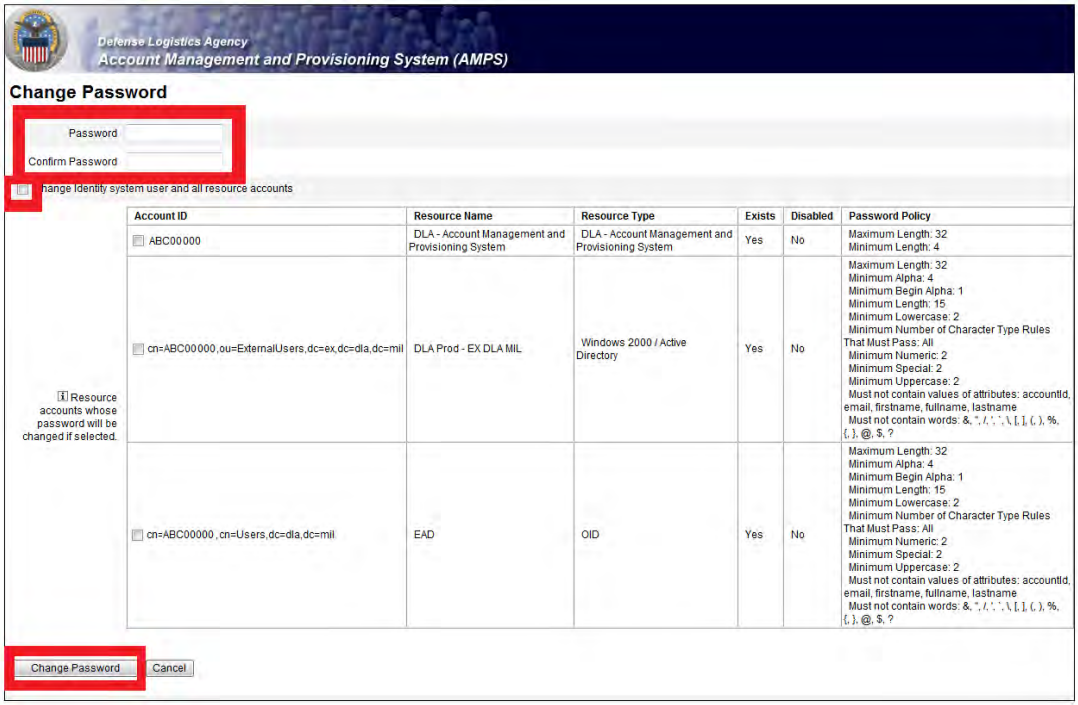
AMPS Homepage

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

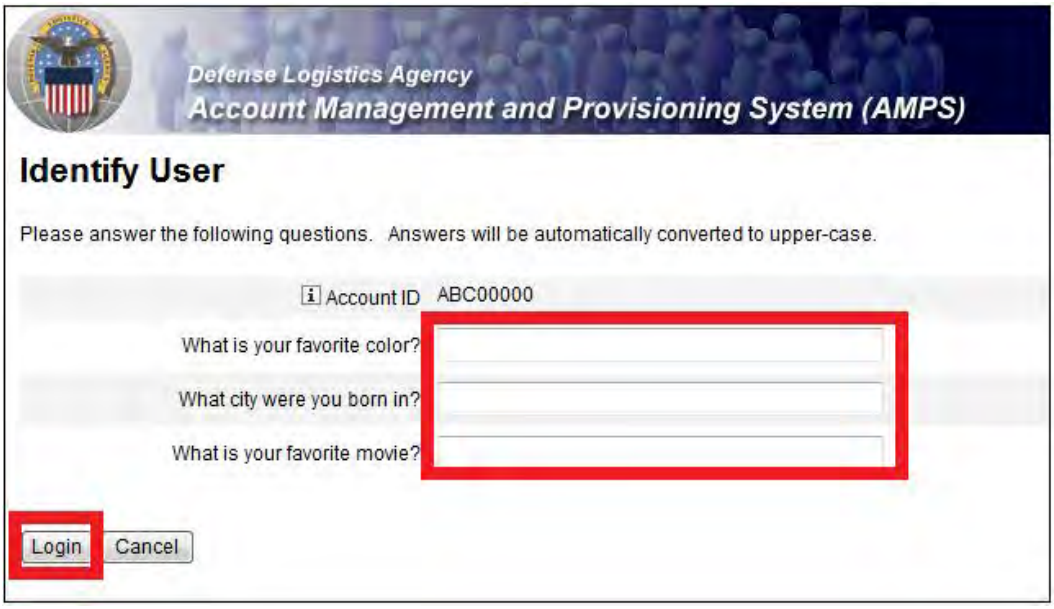
Click the '**Forgot Password?**' link

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**'



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)

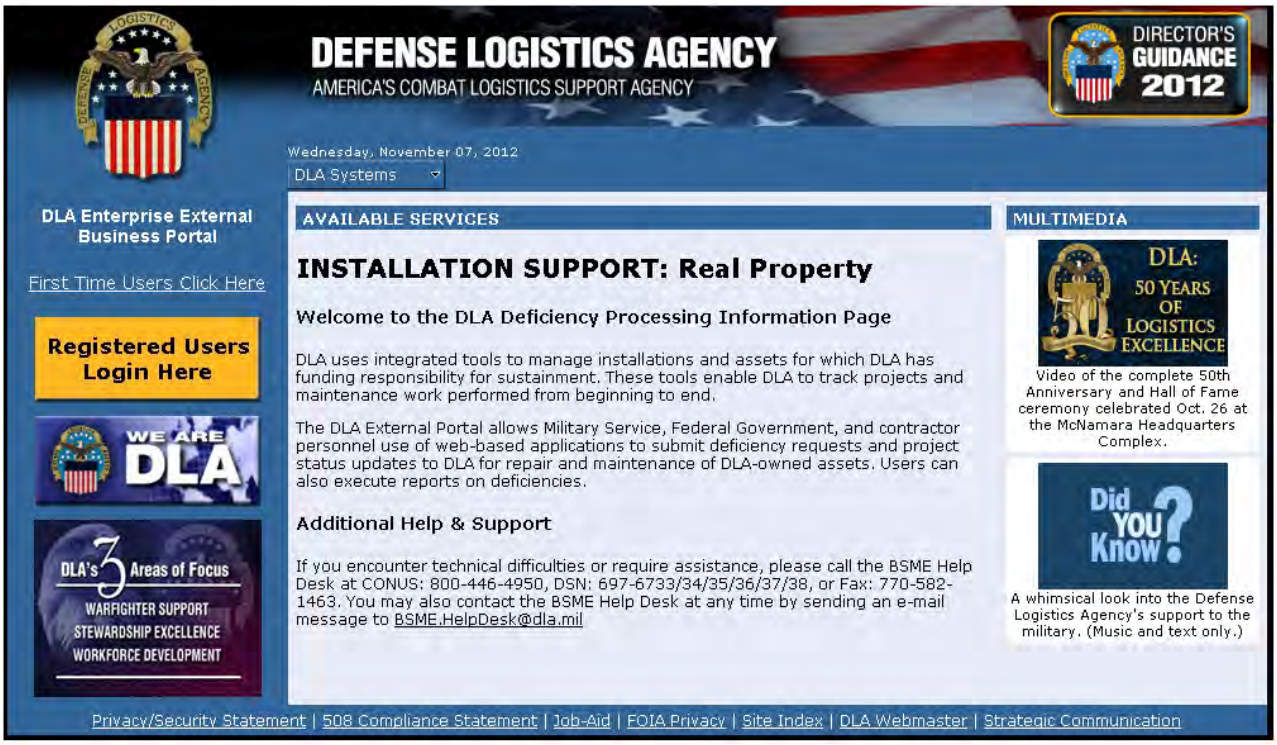
Users may access the Installation Support (Real Property) information page two ways: Clicking Dropdown Arrow and Clicking the Revolving Pictures

Clicking Dropdown Arrow:

a. Go to the Portal landing page: https://business.dla.mil
b. Click the dropdown arrow next to '**DLA Systems**'
c. 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

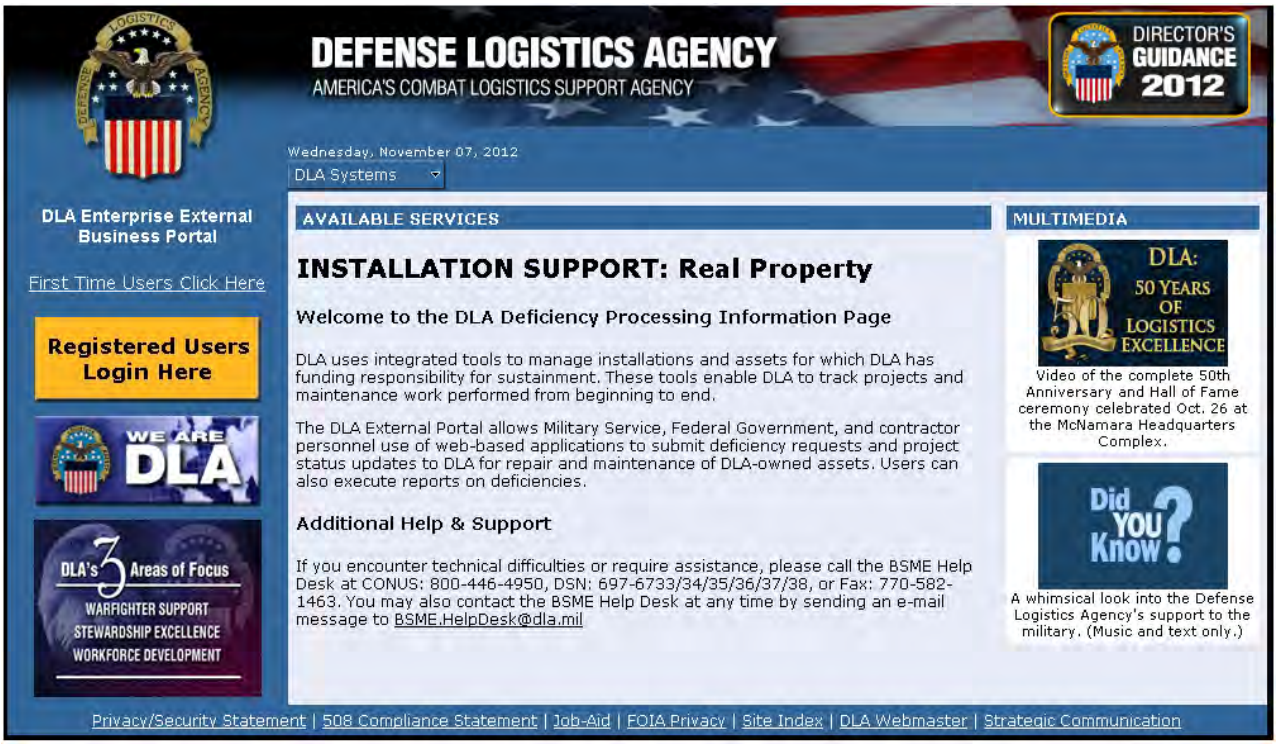
Clicking the Revolving Pictures:

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)

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

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



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

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)

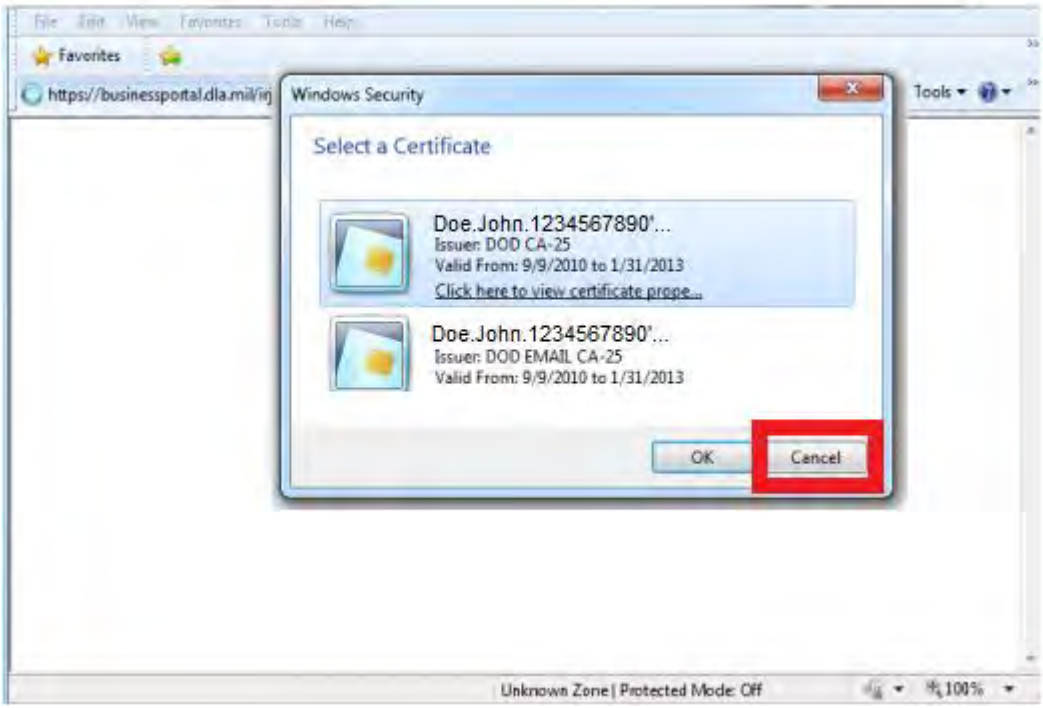
This section provides instructions for SCP Users, Non-SCP CAC Users and Non-CAC Users

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

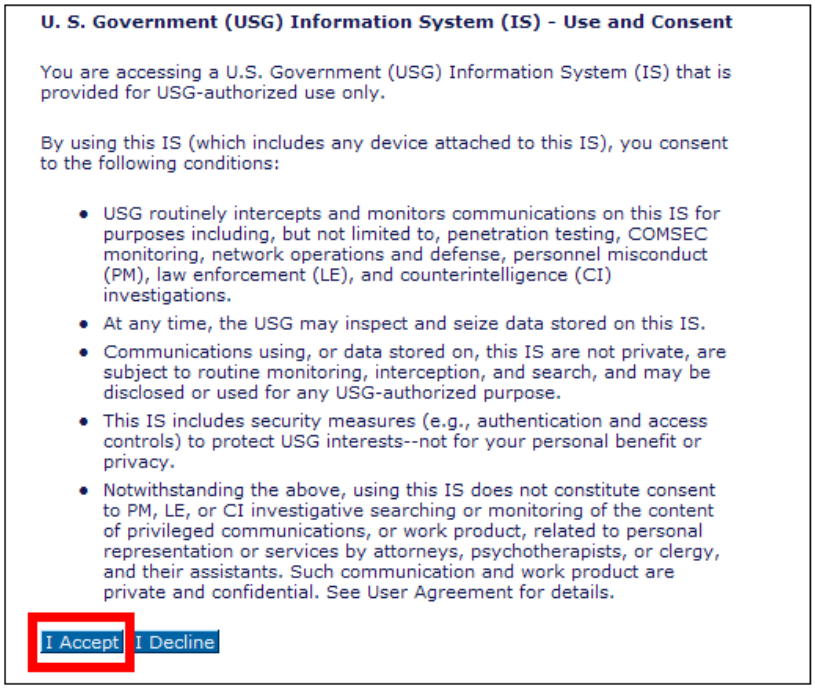
DLA Enterprise External Business Portal Landing Page

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



Select a Certificate Pop-up Window

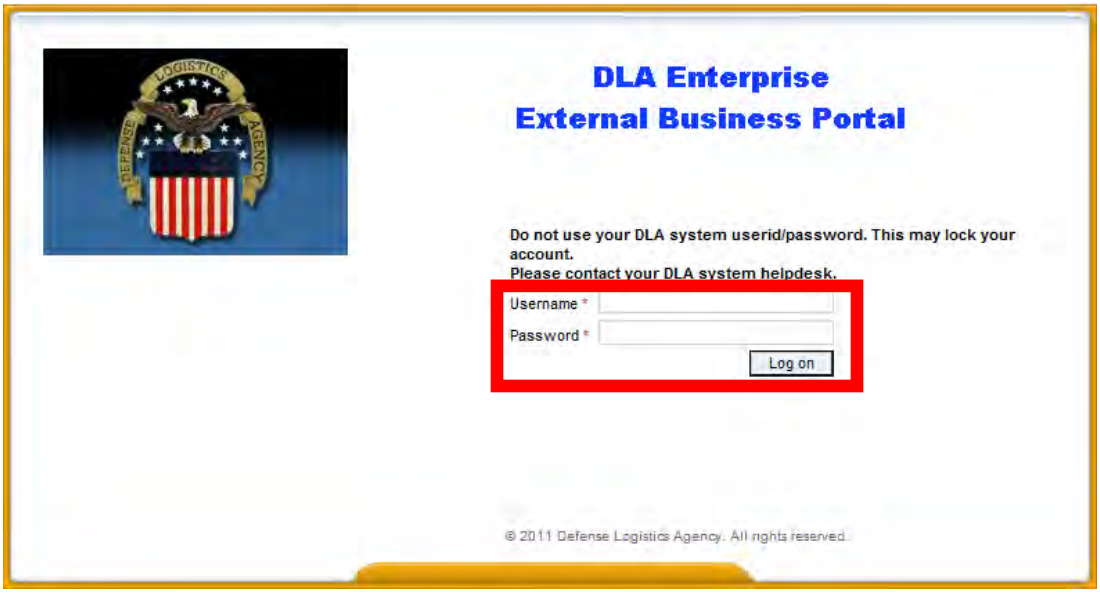
d. Read the information in the *U.S. Government (USG) Information System (IS) - Usage and Consent* dialog box and click '**I Accept**'



U.S. Government Information System – Use and Content

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

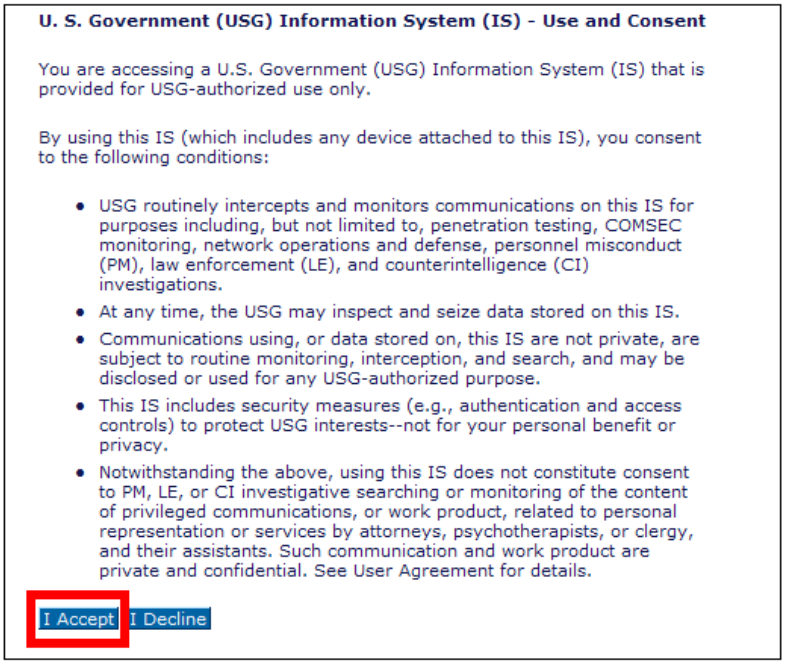
DLA Enterprise External Business Portal Landing Page

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**'



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)

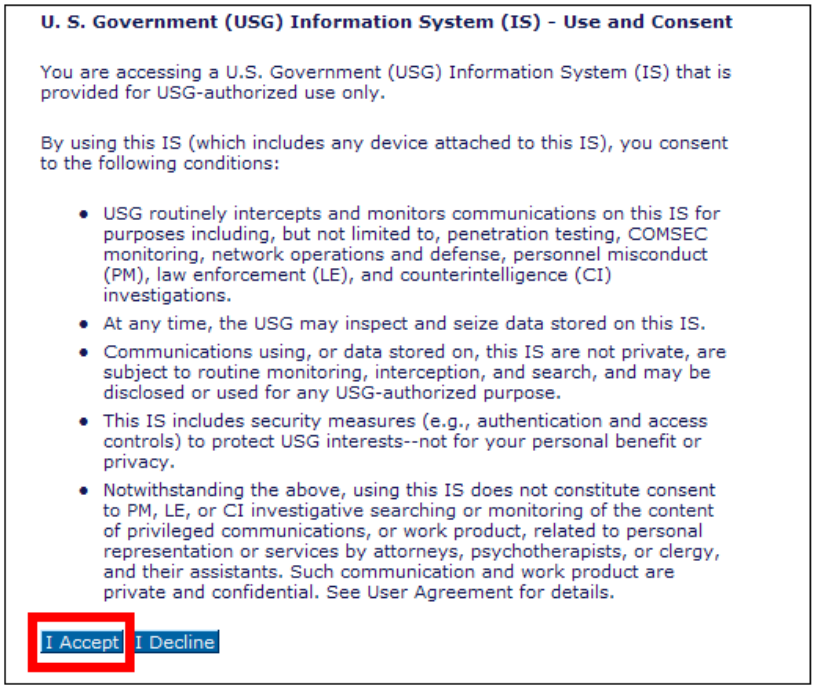
Non-CAC Users:

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

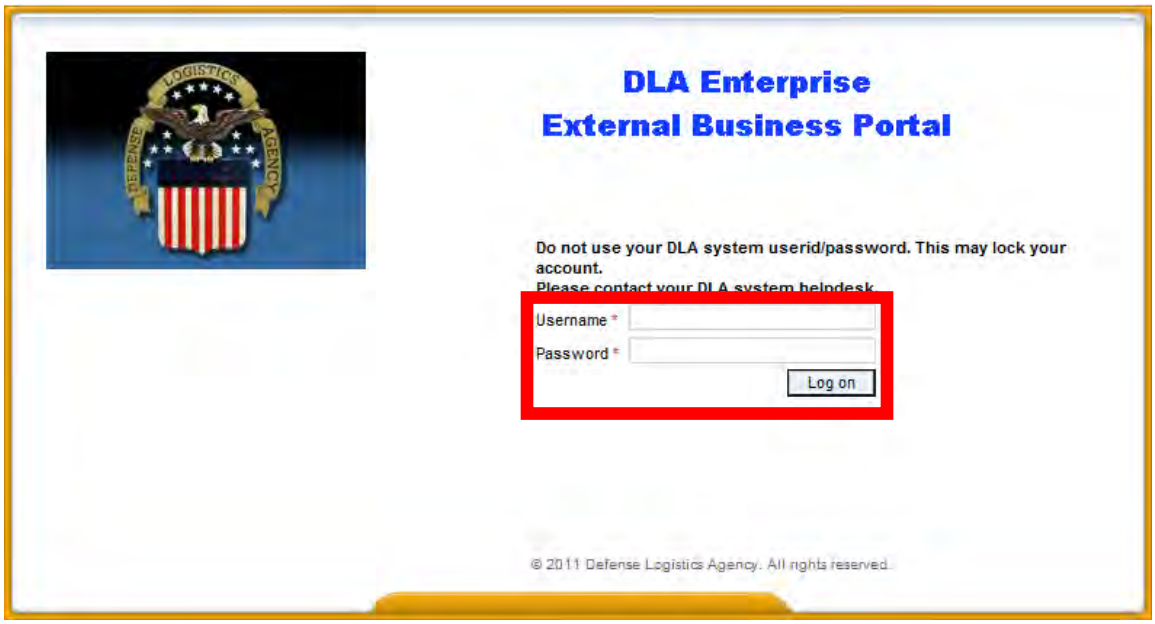
c. Read the information in the *U.S. Government (USG) Information System (IS) - Usage and Consent* dialog box and click '**I Accept**'



U.S. Government 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.

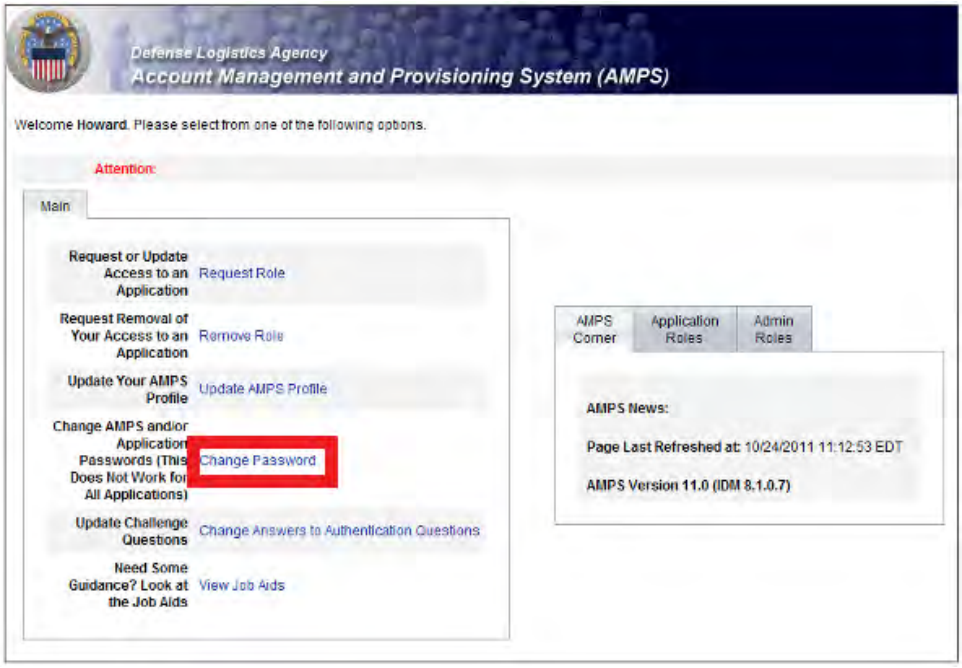
Change Password:

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**'



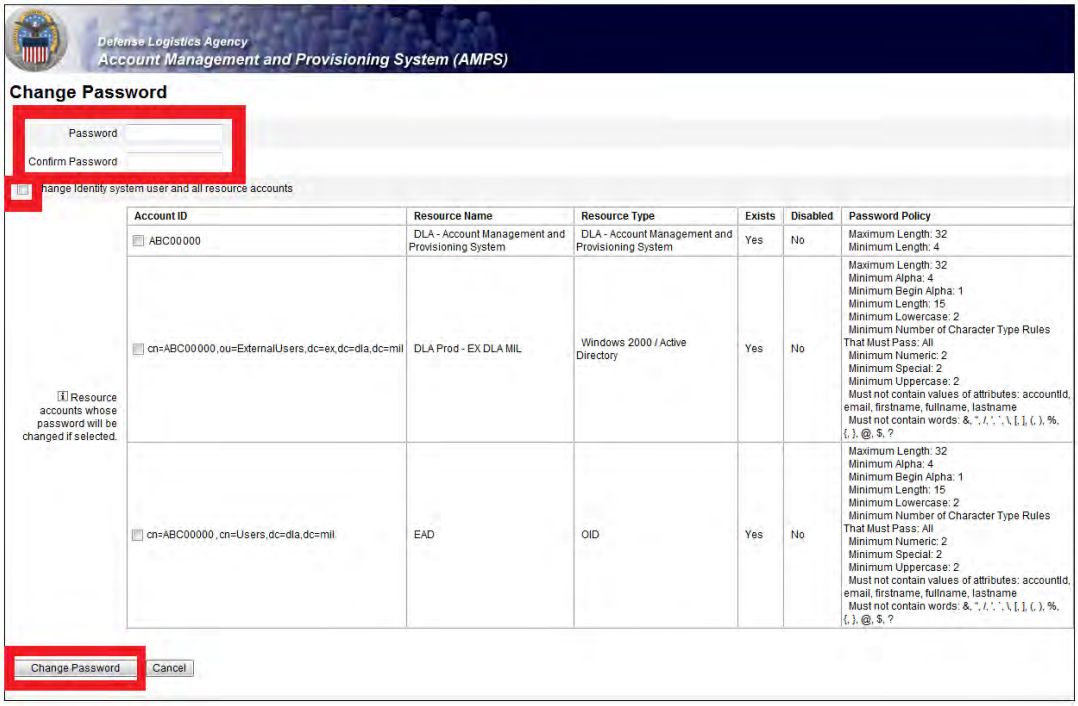
AMPS Homepage

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**'



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

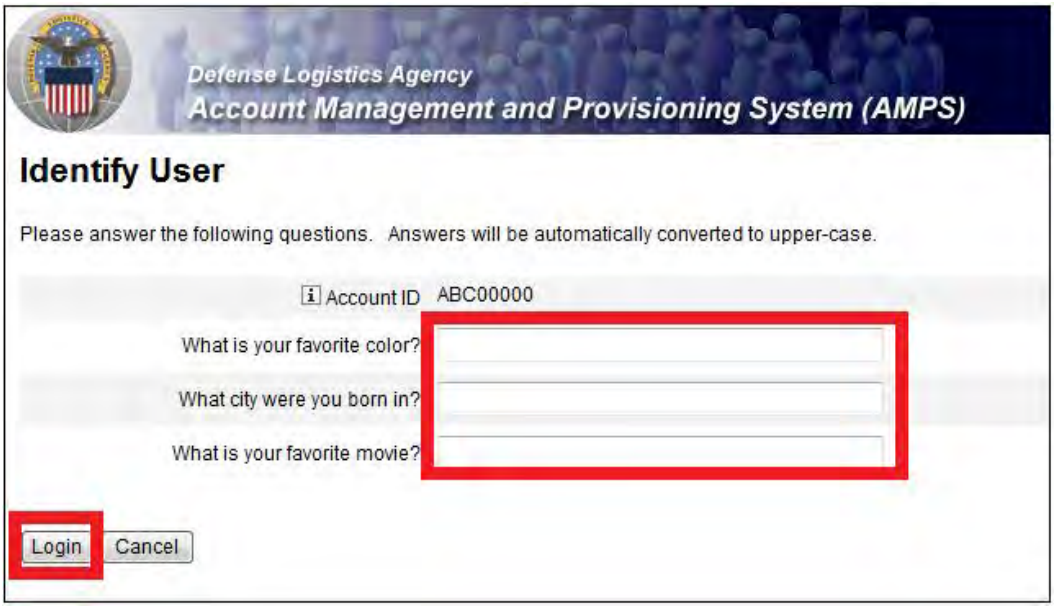
Click the '**Forgot Password?**' link

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**'



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:

a. Go to the Portal landing page: https://business.dla.mil

b. Click the dropdown arrow next to '**DLA Systems**'

c. Select '**Engineering Support Activities (PDMI/ESA)**'

DLA Enterprise External Business Portal Landing Page

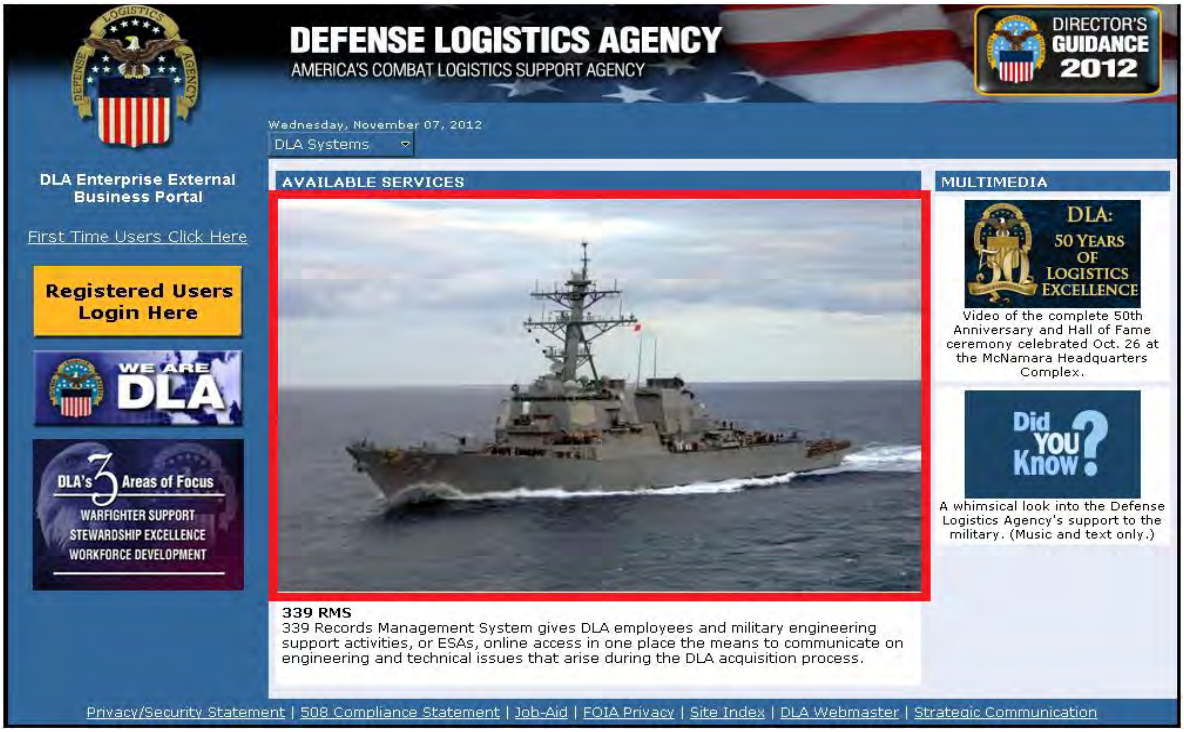
d. The *339 Records Management System (RMS)* information page will open

The 339 Records Management System (RMS) 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 339 RMS



DLA Enterprise External Business Portal Landing Page – 339 RMS Picture

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

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).

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

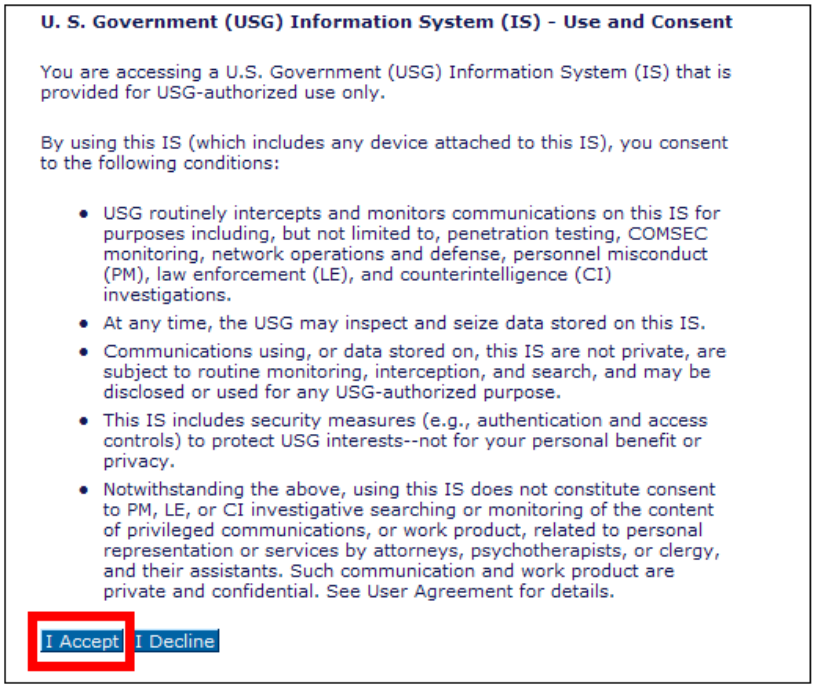
DLA Enterprise External Business Portal Landing Page

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

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)

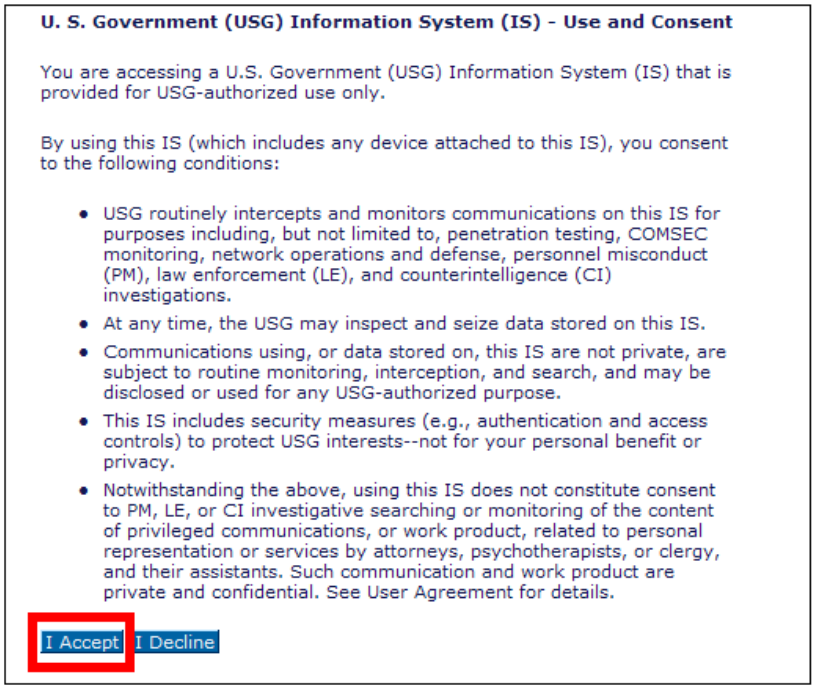
Non-CAC Users:

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

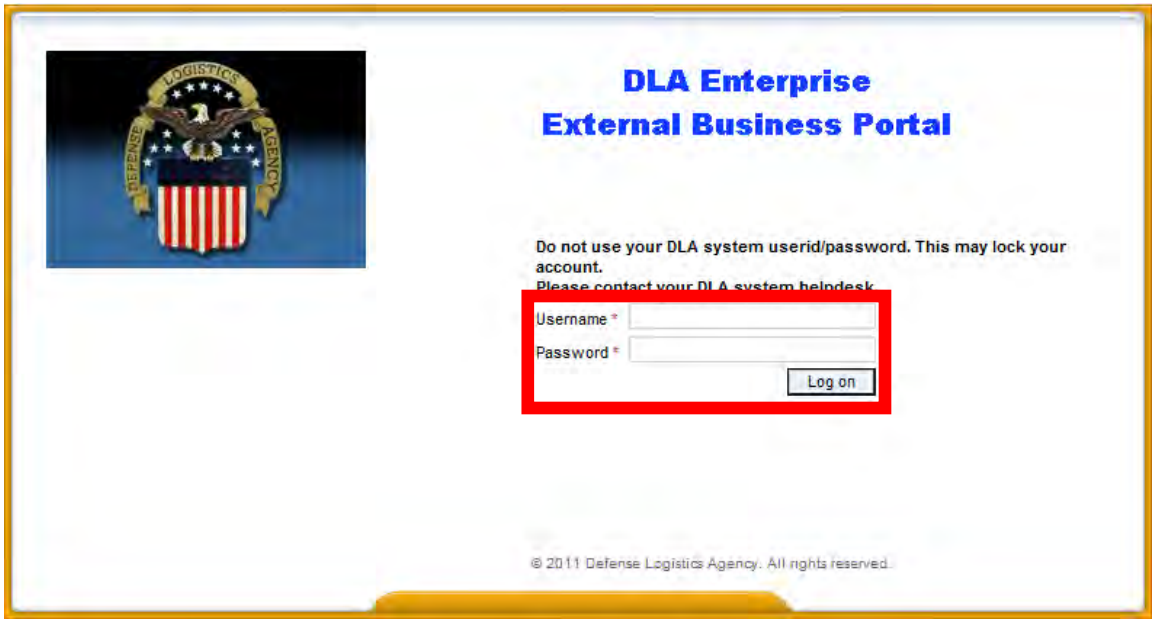
c. Read the information in the *U.S. Government (USG) Information System (IS) - Usage and Consent* dialog box and click '**I Accept**'



U.S. Government Information System – Use and Content

d. Enter username and password 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 **ESA**.

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

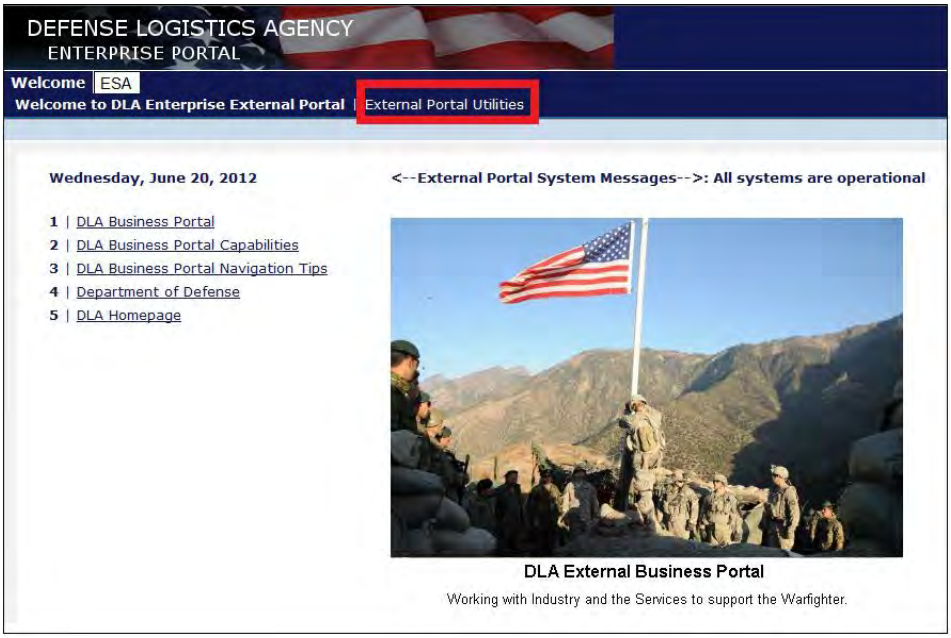
Inside DLA Enterprise External Business Portal (ESA)

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.

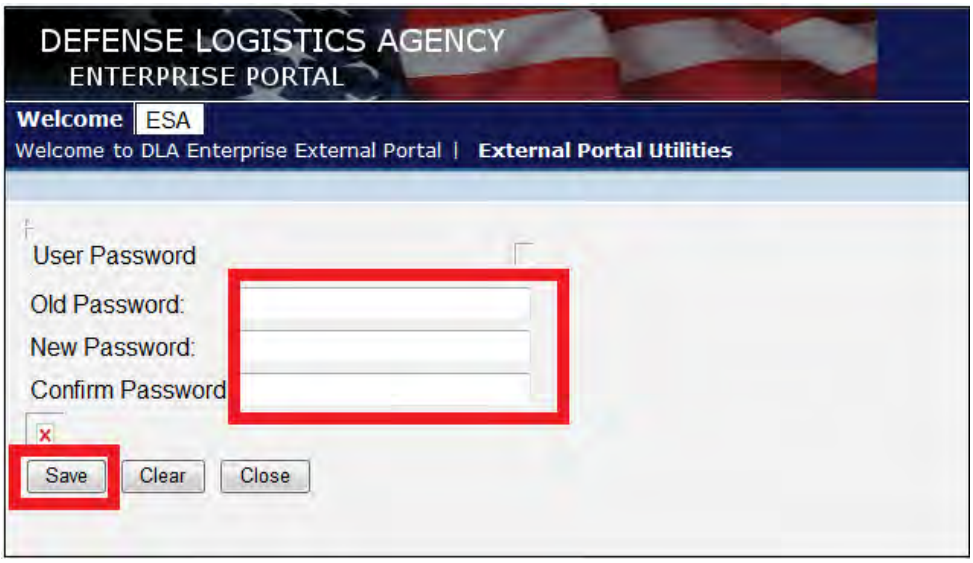
Change Password:

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**'



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

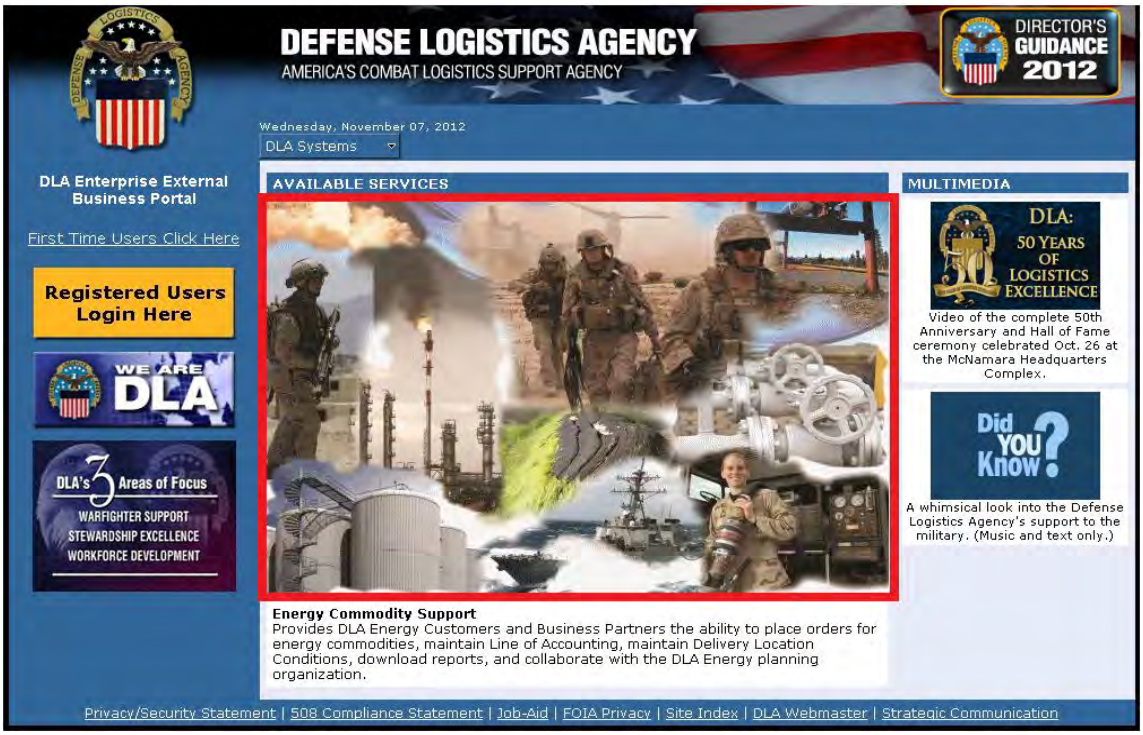
d. The *DLA Energy* information page will open

DLA Energy 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 Energy Commodity Support



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

c. The *DLA Energy* information page will open

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

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:

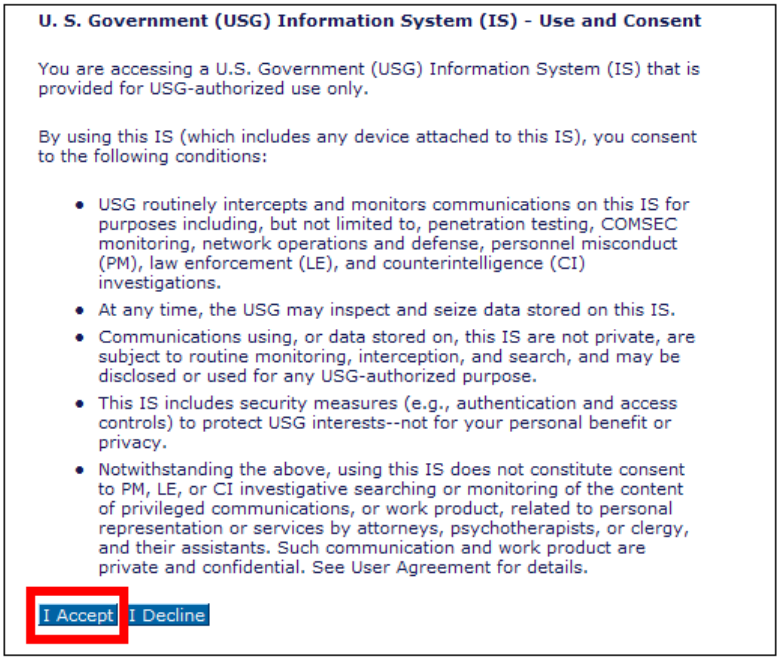
a. Go to the Portal landing page: https://business.dla.mil
b. Insert DoD issued CAC and if prompted, enter PIN
c. Click on the '**Registered Users Login Here**' icon located on the left of the page

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 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**.

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)

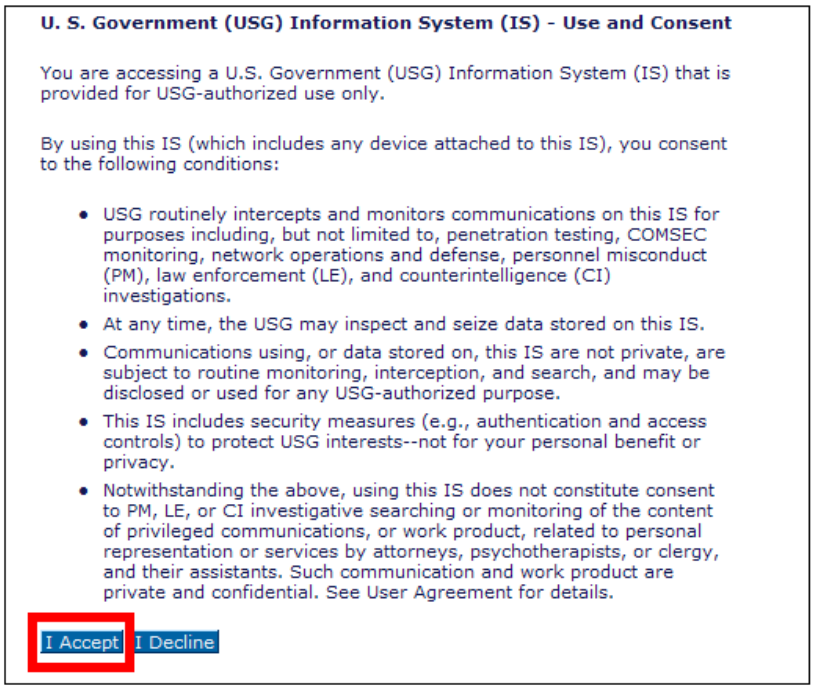
Non-CAC Users:

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

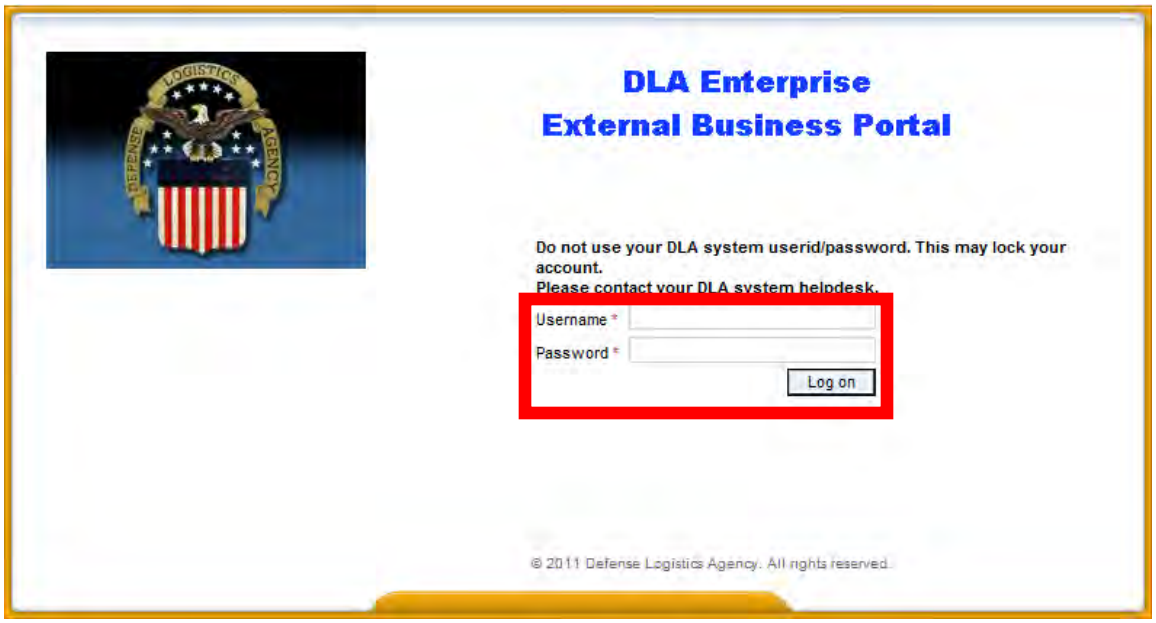
c. Read the information in the *U.S. Government (USG) Information System (IS) - Usage and Consent* dialog box and click '**I Accept**'



U.S. Government 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 **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.

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.

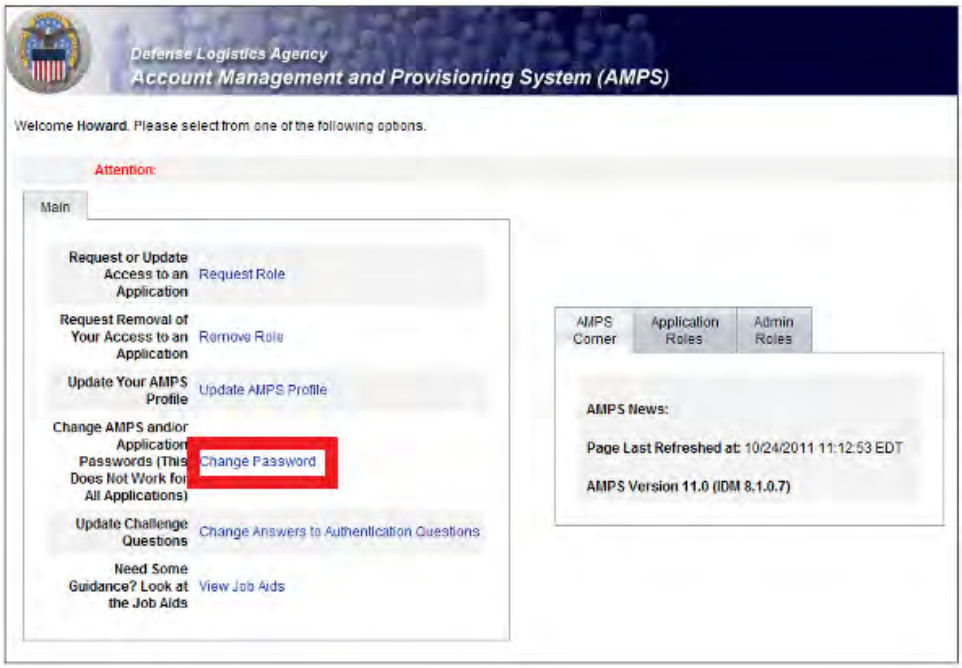
Change Password:

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**'



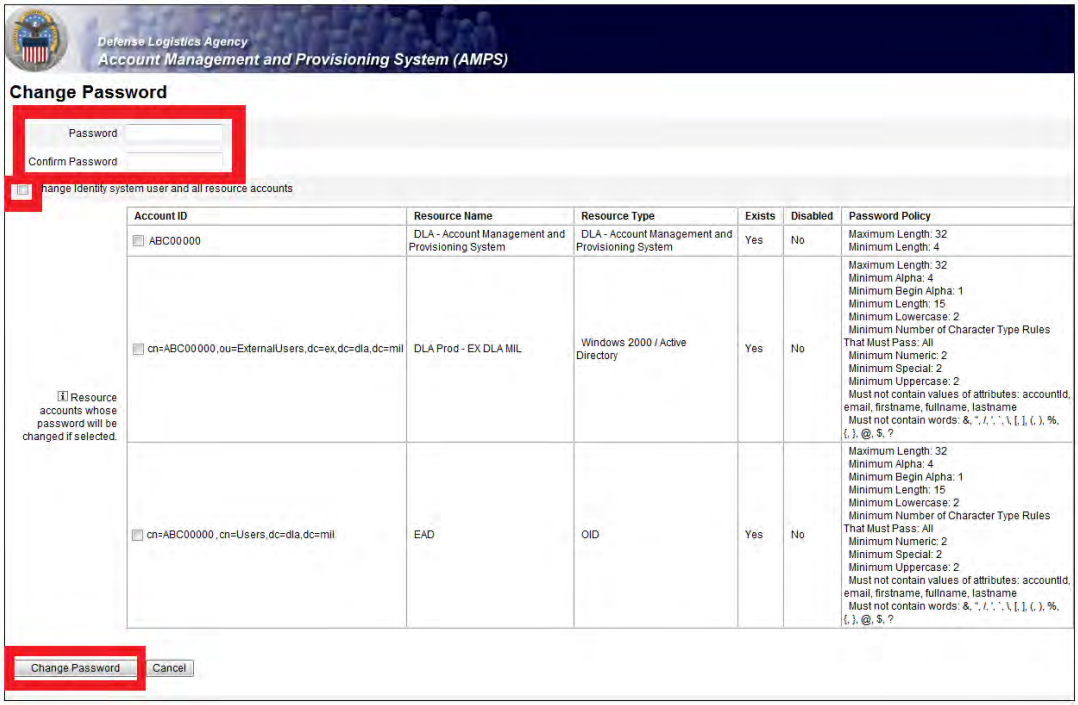
AMPS Homepage

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 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

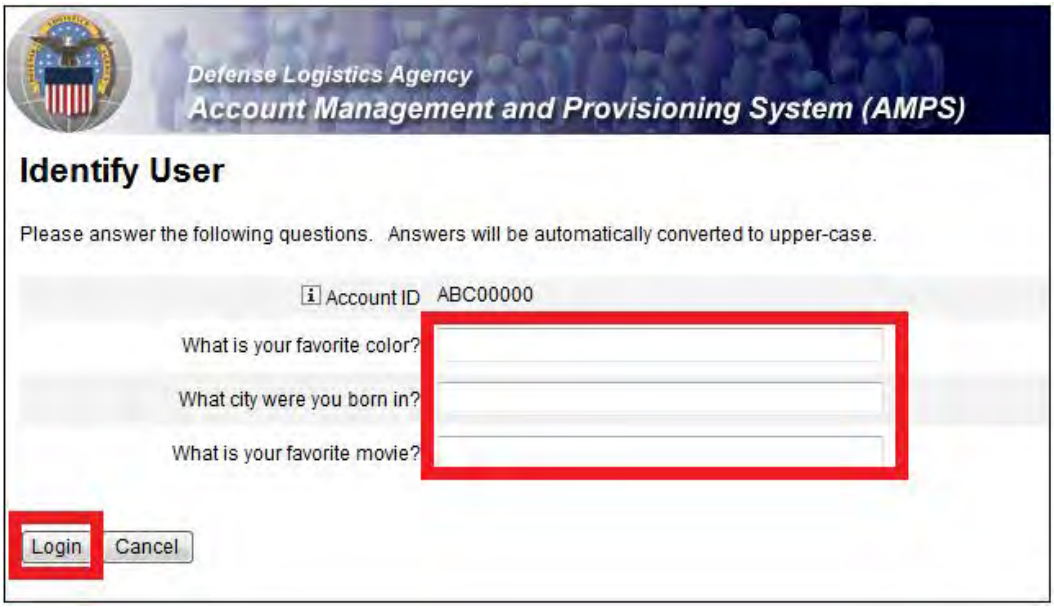
c. Click the '**Forgot Password?**' link

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**'



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.