Customer AMPS Registration Overview

Jan 2013

Summary: RTD Web & ETID

External Portal

Internal Portal

Federal Agency Users & Contractors	Public Users	DLA Employees
Use CAC Card & create User ID & password	Create User ID & password	Use CAC Card
Requires supervisor name & security officer & IA Trg completion date	Requires less data for the AMPS registration process	Requires the entire DLA AMPS registration process
https://business.dla.mil	https://business.dla.mil	https://pep1.bsm.dla.mil/irj
Only request the RTD and ETID Roles	Only request the RTD and ETID Roles	Request **BOTH** the Internal Portal RTD role (JD-854) and/or ETID role (JD-856) **PLUS** the required RTD & ETID roles
RTD Customer Role (DDS-413) and/or ETID Customer Role (DDS-514)	RTD Customer Role (DDS 413) and/or ETID Customer Role (DDS 514)	RTD Customer Screener (DDS 369), RTD Customer ASO (DDS 370), ETID Customer (DDS-520)

Summary: Disposition Services **Reports**

External Portal

Internal Portal

Federal Agency Users & Contractor	Public Users	DLA Employees
Use CAC Card & Create user ID & password	Create User ID & password	Use CAC Card
Requires supervisor name & security officer & IA completion date	Requires less data for the AMPS registration process	Requires the entire DLA AMPS registration process
https://business.dla.mil	https://business.dla.mil	https://pep1.bsm.dla.mil/irj
If you do NOT work with Small Arms (SASP), request BO Non_ SASP Customer (DDS-601). If you work with SASP, request BO SASP Customer (DDS-600). Most customers will request DDS-601.	If you do NOT work with Small Arms (SASP), request BO Non_ SASP Customer (DDS-601). If you work with SASP, request BO SASP Customer (DDS-600). Most customers will request DDS-601.	If you do NOT work with Small Arms (SASP), request Disp Svcs DSS Business Objects User (NON-SASP) JD-225. If you do work with SASP, request JD-224. Most DLA customers will request JD-225.

Process for Non-DLA Customers

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

Process SUMMARY

Process	Federal User & Contractor	Public User	DLA User
Begin	https://amps.dla.mil	https://amps.dla.mil	https://amps.dla.mil
User Type: Registration	Federal Agency User / Contractor	Public	NA (DLA Employee)
Application	Disp (DLA Disp Svcs) For MOST Roles	DISP (DLA Disp Svcs) For MOST Roles	If JD# select "BSM" If DDS# select "DISP"
Environment	Production	Production	Production
Sub-Category	Default	NA	Default
Roles	DDS-413 (RTD), DDS-514 (ETID), DDS-600 (Reports-SASP), DDS-601 (Reports-non SASP)	DDS-413 (RTD), DDS-514 (ETID), DDS-600 (Reports-SASP), DDS-601 (Reports-non SASP)	JD-854 (RTD Portal) JD-856 (ETID Portal) DDS-369 (RTD Screener) DDS-370 (RTD ASO) DDS-520 (ETID Cust) JD-225 (Reports Non-SASP) JD-224 (Reports SASP)
Where Access RTD, ETID & Reports?	https://business.dla.mil	https://business.dla.mil	https://pep1.bsm.dla.mil/irj
How?	DoD CAC or User ID & Password	User ID & Password	DoD CAC

AMPS Login Using a DoD CAC

1. **Go to the AMPS URL: https://amps.dla.mil. If you have a DoD Common Access Card (CAC) when you begin the registration, AMPS will capture your registration information. That means you won't have to remember your user ID & password.**
2. **Select your DOD Email certificate, click 'OK' and enter your PIN if prompted**
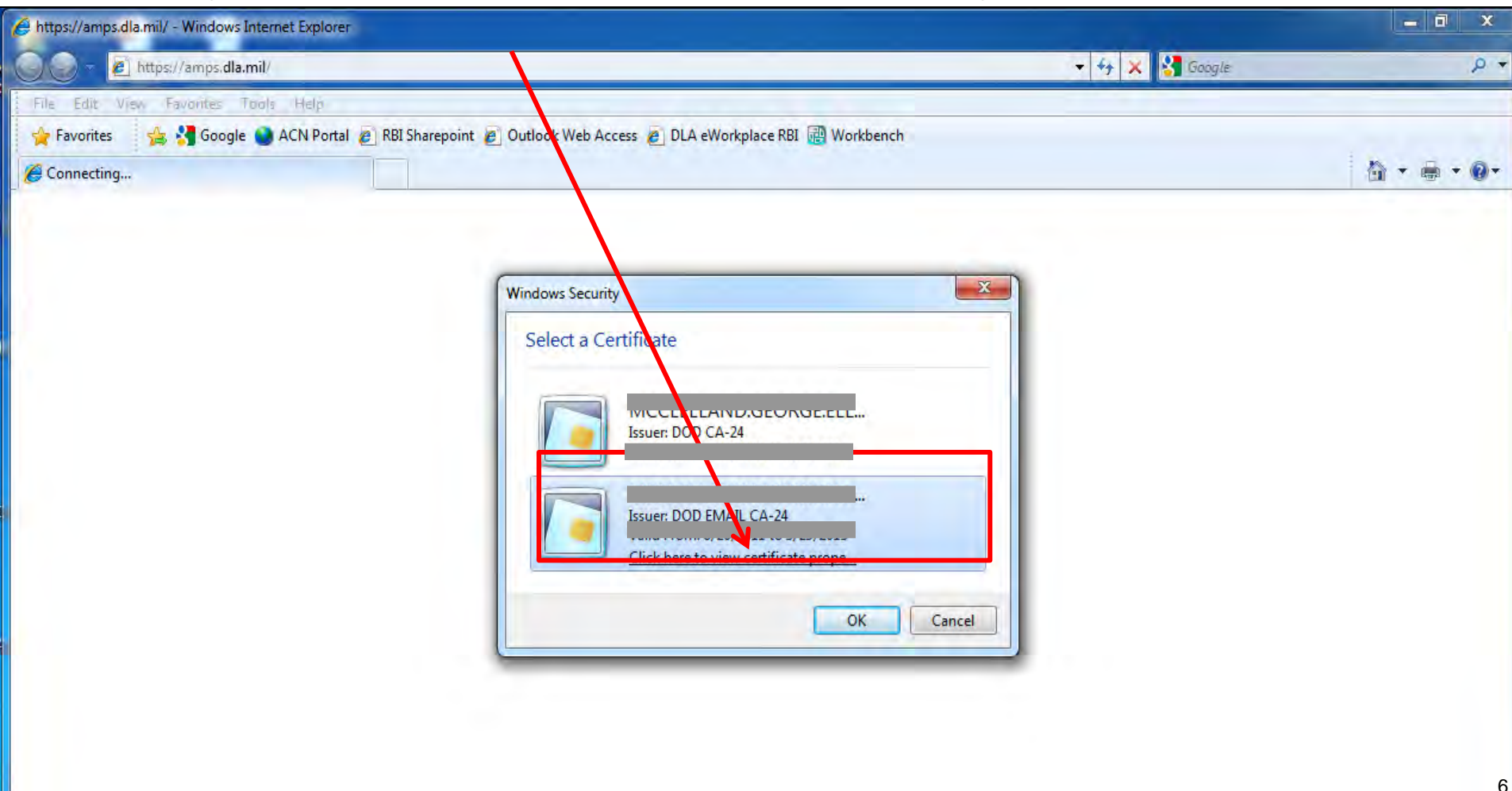
AMPS Login Without a CAC Card

1. If you do **<u>not</u>** have a DoD CAC Card, go to the AMPS URL: **https://amps.dla.mil**.
2. Select "First Time in AMPS". In the future, you will login using the user ID & passwords which will be created during the registration process.

Government Information Use and Consent

1. Click 'OK' to accept the Use and Consent terms for the U.S. Government Information System

1. Select "Federal Agency User/Contractor" OR "Public".

Defense Logistics Agency
Account Management and Provisioning System (AMPS)

AMPS First Time User Access

If you have a DoD issued Common Access Card (CAC):

You must have your CAC inserted in your computer if you want AMPS to register your CAC. This will allow you to access AMPS without having to enter a username and passord. In addition, your CAC information will be provisioned to applications that are CAC enabled and you will not need a username/password to access these.

Attention DLA Employees or Contractors:

This process is for **Non-DLA** users only. If you are a DLA employee or Contractor DO NOT continue with this registration. Your account in AMPS should have automatically been created when you joined DLA. If you reached the AMPS login screen it means that there is a problem with your DLA account or the computer that you are using to access AMPS. Ensure that you are accessing AMPS from the DLA network with your CAC. If the problem persists, contact the Help Desk at the number listed below.

Select Your User Type:

User Type	Description
Federal Agency User/Contractor	Select this if you are a member of the Armed Services, a DoD civilian employee, a DoD contractor, or a member of a Federal Agency. You will need to provide information about yourself as well as your supervisor and local security officer as required by DD Form 2875.
Supplier/Vendor	Click this button if you are a Supplier/Vendor with a Commercial and Government Entity (CAGE) code. A Supplier/Vendor is a person that works for a company or corporation that supplies items/parts to DLA. Supplier/Vendors are subject to a less stringent approval process
Public	Click this button if you are a user desiring to register for an account with DLA to gain access to DLA applications available to the general public. You will be required to provide a few facts about you and your organization to register and request access to DLA applications.

Please contact the help desk at (804)279-4357 or 1(866)335-4357 if you have any questions concerning the use of this System.

Cancel

AMPS New Account

1. Select "New Account"

AMPS Privacy Act Statement

1. Select "Continue

Defense Logistics Agency
Account Management and Provisioning System (AMPS)

Privacy Act Statement

Authority: 5 U.S.C. 301, Departmental regulations, 10 U.S.C. 133, Under Secretary of Defense for Acquisition and Technology; 18 U.S.C. 1029, Access device fraud, E.O. 10450 Security Requirements for Government Employees, as amended, and E.O. 9397 (SSN)

Principle Purpose(s): Information is used to validate a user's request for access into a DLA system, database or network that has its access requests managed by AMPS.

Routine Users: Data may be provided under any of the DoD "Blanket Routine Uses" published at http://www.defenselink.mil/privacy/notices/blanket-uses.html

Disclosure: Disclosure is voluntary; however, if you fail to supply all the requested information you will not gain access to the DLA - Account Management and Provisioning System(AMPS) database. Your identity / security clearance must be verified prior to gaining access to the AMPS database, and without the requested information verification can not be accomplished.

Rules of Use: Rules for collecting, using, retaining, and safeguarding this information are contained in DLA Privacy Act System Notice S500.55, entitled "Information Technology Access and Control Records" available at http://www.defenselink.mil/privacy/notices/dla

Submission Date   Tuesday, February 21, 2012 1:38:09 PM EST

Continue   Cancel

AMPS Registration

1. Complete <u>ALL</u> items identified with a red *. These are mandatory fields and must be completed. An error message will appear if all fields with a red * are not filled out. Make sure that the country field identifies "United States of America" if you are in CONUS.
2. When you identify your User Type (i.e., Military, Civilian, or Contractor) the screen will refresh and ask for additional information.
3. Click 'Next' to continue
4. NOTE: Less info is requested for Public Users.

Supervisor Information

1. **Supervisor information is required for Federal Agency Users and Contractors.**
2. **Complete the required fields with your Direct Supervisor's information**
3. **Select "Continue**

Contracting Officer Info

1. **If you are a DoD Contractor, you will be asked to provide information about your Contracting Officer.**
2. **Select "Continue"**

Defense Logistics Agency
Account Management and Provisioning System (AMPS)

External Contracting Officer Information

Enter the required information for your project Contracting Officer. Please make sure that the information is accurate.

First Name		* Last Name	*
Email Address		*	
Telephone		*	

Continu   Cancel

Security Officer Information

1. **Your Security Officer's Information is required for Federal Agency Users & Contractors.**
2. **Complete all required fields identified with an * and select "Continue"**

AMPS Password

1. **Note to Common Access Card (CAC) Users: If you have a CAC in your PC when you start the registration process, AMPS will capture your CAC information. This means that you will not need to remember your user ID and password to access AMPS as long as you have a CAC in your PC. However, you will still need to enter this password and authentication questions during this registration. This will allow you to access AMPS without a CAC if necessary.**
2. **Enter a password in the "Password" text box. If it does not meet the criteria, you will receive an error message.**
3. **Enter the same password in the "Confirm Password" text box and select "Continue".**

AMPS Authentication Questions

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

Defense Logistics Agency
Account Management and Provisioning System (AMPS)

AMPS Password

Enter answers for questions that will be used if you forget your password. These can also be changed or added to in the User Profile form in the main user AMPS page.

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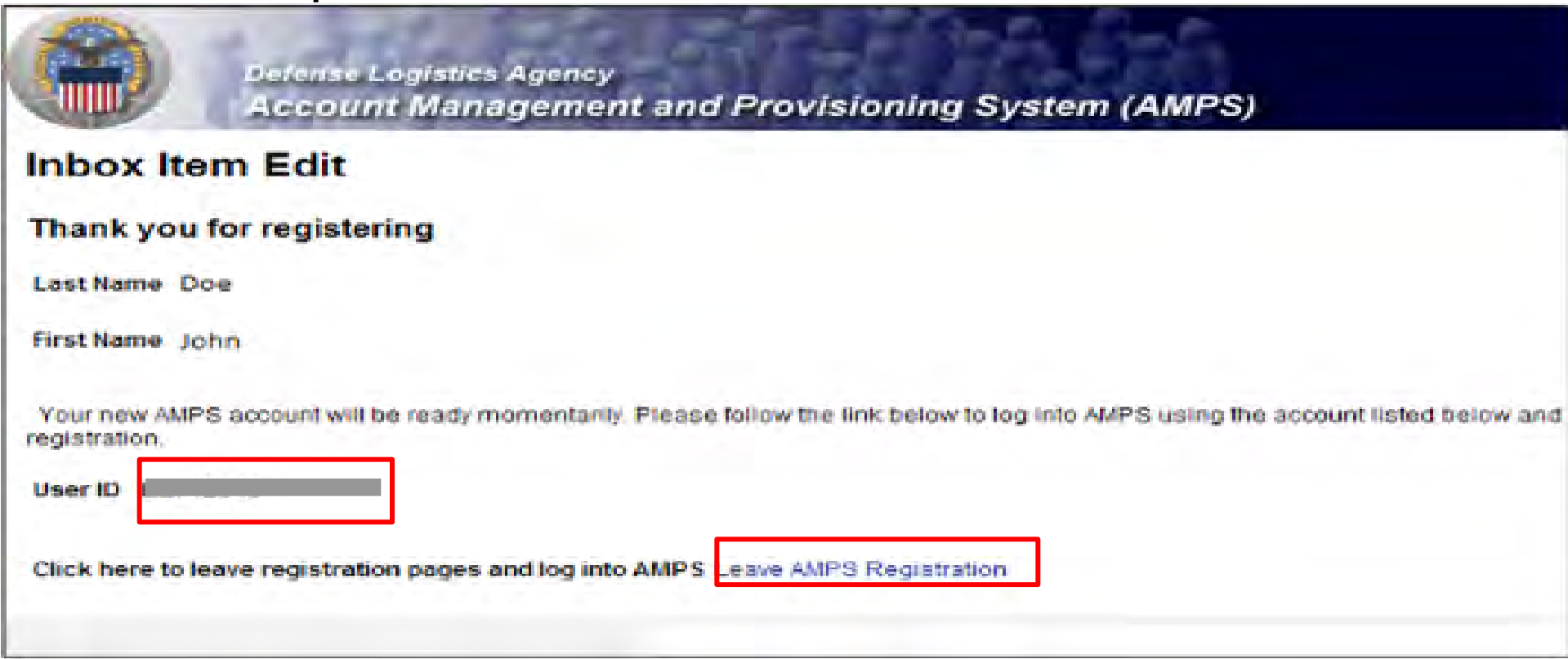
Please answer the following questions. Answers will be automatically converted to upper-case

Question	Answer
What is your favorite color?	
What city were you born in?	
What is your favorite movie?	

Continue   Cancel

AMPS Registration is COMPLETE

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

Defense Logistics Agency
Account Management and Provisioning System (AMPS)

Inbox Item Edit

Thank you for registering

Last Name   Doe

First Name   John

Your new AMPS account will be ready momentarily. Please follow the link below to log into AMPS using the account listed below and registration.

User ID

Click here to leave registration pages and log into AMPS   Leave AMPS Registration

AMPS Main Menu

1. Select "Application Roles" to review your current approved roles and then select 'Request Role' to begin your AMPS Request

Application Selection

1. **Select the radio button labeled 'DISP' if the role # begins with "DDS-". Select "BSM" if the role # begins with "JD-".**
2. **NOTE: If you work for DLA, you will see a different list of applications.**
3. **Select 'Next' to continue**

Environment Selection

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

Sub Category Selection

1. Select the radio button labeled 'Default'
2. Click 'Next' to continue

Roles for Users Outside of DLA

- **ROLES: Customers who do <u>NOT</u> work for DLA**
  - **<u>RTD Customer</u> (DDS 413)**
  - **<u>ETID Customer</u> (DDS 514)**
  - **<u>Reports</u>**
    - *<u>NOTE</u>*: You don't need the reports access until your servicing Disposition Services Site transfers to EBS (see page 4 for dates)
    - *<u>NOTE</u>*: **Most customer will request DDS-601. Only those who work with Small Arms (i.e., SASP) will request DDS-600.**
    - **<u>BO Non-SASP Customer</u> (DDS-601)**
    - **<u>BO SASP Customer</u> (DDS-600)**
    - **<u>Reimbursable Report</u> (JD-2100)**

Roles for DLA Users

- **RTD**
  - **RTD Portal (JD-854)**
  - **RTD Customer Screener (DDS-369)**
  - **RTD Customer Accountable Supply Officer (DDS-370)**
- **ETID**
  - **ETID Portal (JD-856)**
  - **ETID Customer (DDS-520)**
- **Reports.** *NOTE*: You don't need the reports access until your servicing Disposition Services Site transfers to EBS (see page 4 for dates)
  - **Business Objects Non-SASP (JD-225)**
  - **Business Objects SASP User (JD-224)**
  - *NOTE*: **Most customers do not work with Small Arms (SASP) and will request JD-225**

Role Selection

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

Information Disclosure Agreement

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

User Information

1. **AMPS will open a page to collect information pertaining to your identification, work and citizenship status, location and contact information. Most of the fields will be pre-populated based on your profile. Check to verify that the information is correct**
2. **Note: Fields with a red asterisk (*) are required. The Social Security Number information is encrypted and will only be seen by the Security Officer, who will compare it with information on file**
3. **When you identify your User Type (i.e., Military, Civilian or DOD Contractor) the screen will refresh and additional information will be requested.**
4. **Click 'Next' to continue**

Optional Information

1. **AMPS will open a form that will allow you to type additional information about your request that would be helpful in setting up your account. Completing the Optional Information box is optional.**
2. **Complete the DoDAAC(s) information box if you have the appropriate information.**
3. **Select "Next" to continue**

Validation of Supervisor Information

1. **Supervisor info is required for Federal Agency users and contractors. Review the supervisor listed to make sure that your direct supervisor is identified.**
2. **If the information is correct, click 'Next' to continue**

Validation of Contracting Officer Information

1. <u>**Contractor Users Only**</u>**: Next page, AMPS will open a screen to validate information about your Contracting Officer. Ensure the information listed is correct.**
2. **If the information is correct, click 'Next' to continue**

Defense Logistics Agency
Account Management and Provisioning System (AMPS)

Application Access Request Form For Non-DLA Users

Please Ensure That the Information Below is Accurate

ℹ Contracting Officer Last Name	Doe
ℹ Contracting Officer First Name	Joe
ℹ Contracting Officer Email Address	joedoe@gmail.com
ℹ Contracting Officer Phone Number	123-123-1234

Back   Next   Cancel

Validation of Security Officer Information

1. **Your Security Officer's info is required for Federal users and contractors. AMPS will validate information about your Security Officer. Ensure the information listed is correct.**
2. **If the information is correct, click 'Next' to continue**

Information Assurance Officer Info

1. DO NOT complete the fields on the Information Assurance Officer Information screen.

2. **Click the 'Next' button**

Terms & Conditions

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

Error Messages

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

Role Request Confirmation

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

Defense Logistics Agency
Account Management and Provisioning System (AMPS)

Inbox Item Edit

Click [Submit] below to complete your request.
Your request will NOT be submitted unless you click [Submit].

Please note the SAAR number of your request for future reference.

SAAR#: 146791

Application Access Request For: DISP

Requested Roles   DLA Disposition Services Prod EX - RTD Customer DDS-413

Last Name Doe

First Name Jane

MI

Submit

EMAIL Confirmation

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

EMAIL Confirmation

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

Accessing RTD, ETID & Reports
If You Work *Outside* of DLA

1. **Go to the DLA Enterprise External Business Portal at https://business.dla.mil**
2. **Click on "Registered Users Login Here"**
3. **If you have a CAC Card, select a certificate, click 'OK' and enter your PIN if prompted. Both your email & Non-email CAC certificates will work. If you do not have a CAC Card, you will be prompted for your USER ID & password.**

DLA Enterprise <u>EXTERNAL</u> Business Portal

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

Use & Consent Agreement

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

EXTERNAL Portal Homepage

You will see links to the applications you have been granted access to.
Select "Disposition Services" for RTD, ETID & Reimbursable Report
Select "Business Objects" for Reports

DLA External Business Portal

RTD Web Registration Form

1. This is the RTD Registration Form. Some of the data may be pre-populated. Review and complete the required registration process and select "Submit". For ETID, you will be asked to update your profile.

Reutilization / Transfer / Donation (RTD) Customer Registration Page

User Information

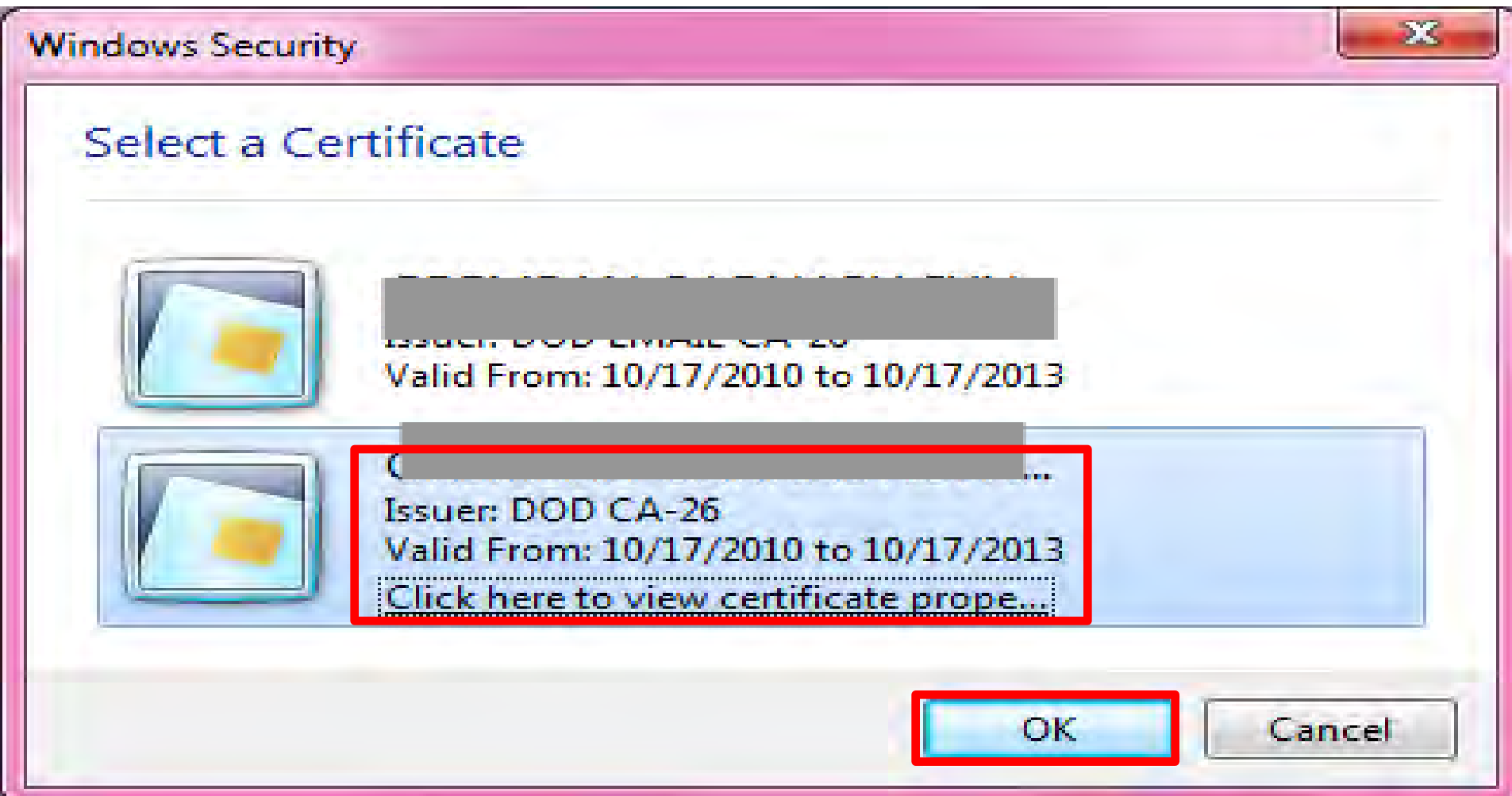| Field	Value
Title:	
* First Name:	
* Last Name:	
* Organization Name:	
* Work Address Line 1:	
Work Address Line 2:	
* Work Address City:	
* Work Address State:	
* Work Address Zip:	
Country:	US
* Work Phone:	
Work Ext:	
Work Fax:	
* Work Email:	
Customer Type:	
Do you have a Common Access Card?	No
Do you have a Security Certificate?	No
Opt-out of all email?	No
Receive NIIN notification email:	Yes
Receive property receipt email:	Yes

Submit

Accessing RTD, ETID & Reports
If You Work for DLA

Go to https://pep1.bsm.dla.mil/irj.
You may select either CAC certificate.

Use & Consent Agreement

You will select "Accept" for the Use and Consent Agreement

Internal Portal Homepage

You will select the "Disposition Services" Tab

Internal Portal

You will see your approved roles (i.e., RTD or ETID)

View of ETID

This is an example of ETID. Select "Update my Profile"

This is the beginning of the ETID profile. Review and Update your data

Electronic Turn-In Document
ETID - Profile Edit

Profile Information

Your First Name: �█

Middle Initial:

Your Last Name: Augustine

ETID User ID: LSC9304

* CONUS Code: CONUS- Puerto Rico, Alaska, Guantanamo Bay ▾

Supervisor Information

* Supervisor's Name: ██████

* Supervisor's Email: ██████

* Supervisor's Phone (Commercial/DSN): ██████

Email Address, Phone

* Your Work Email Address: ██████

Work Address

* Your Company/Department/Organization/Agency Name: DLA Logistics Information

* Work Street Address: ██████

* City: Battle Creek

* State: Michigan

* Zip/Postal Code: ██████

Zip Extension:

* Country: United States

* Time Zone Where You Work: EST Eastern Standard Tim

ETID Options

* Certified for Hazardous Turn-in: Yes ▾

Sources of Info

- **DLA Customer Interaction Center: If you have a question about navigation, policy or procedure, call 1-877-DLA-CALL (1-877-352-2255) or send an email to DLAContactCenter@dla.mil. Accessible 24 hours a day, 7 days a week.**

- **Enterprise Help Desk: If you have an access problem or a technical issue call 1-855-352-0001 or send an email to enterprisehelpdesk@dla.mil.   Accessible 24 hours a day, 7 days a week.**

- **DLA Enterprise External Business Portal (https://business.dla.mil) will have a link to a job aid**

- **DLA Disposition Services Web Page (http://www.dispositionservices.dla.mil)   will have a link on the home page that will include job aids and additional customer information**