Federal Agency User/Contractor
Access to RTD, ETID, and DLA Disposition Services Reports

January 2013

Process

- ## 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.

    – When you 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.

    IMPORTANT: If you have any problems please call 1-877-352-2255.

Important AMPS Application Notes

Before you begin the AMPS Request Process, note the following important details of the AMPS Application:

1. After selecting buttons or items from drop down menus, the page will refresh. You must wait for the page to refresh before moving on to the next step.
2. Do NOT use the Back button on your browser. If you need to correct something on a previous page, click the 'Back' button on the bottom of the page.
3. Make sure to fill out all of the required fields marked with an asterisk.
4. When entering dates, use the calendar button to ensure the correct format.
5. If the desired radio button is already selected, click it again before clicking the 'Next' button.
6. You will need the name, phone # and email address for the person who is responsible for Personnel Security for your organization.
7. You will need the date that you last completed your Information Assurance Awareness Training.

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**
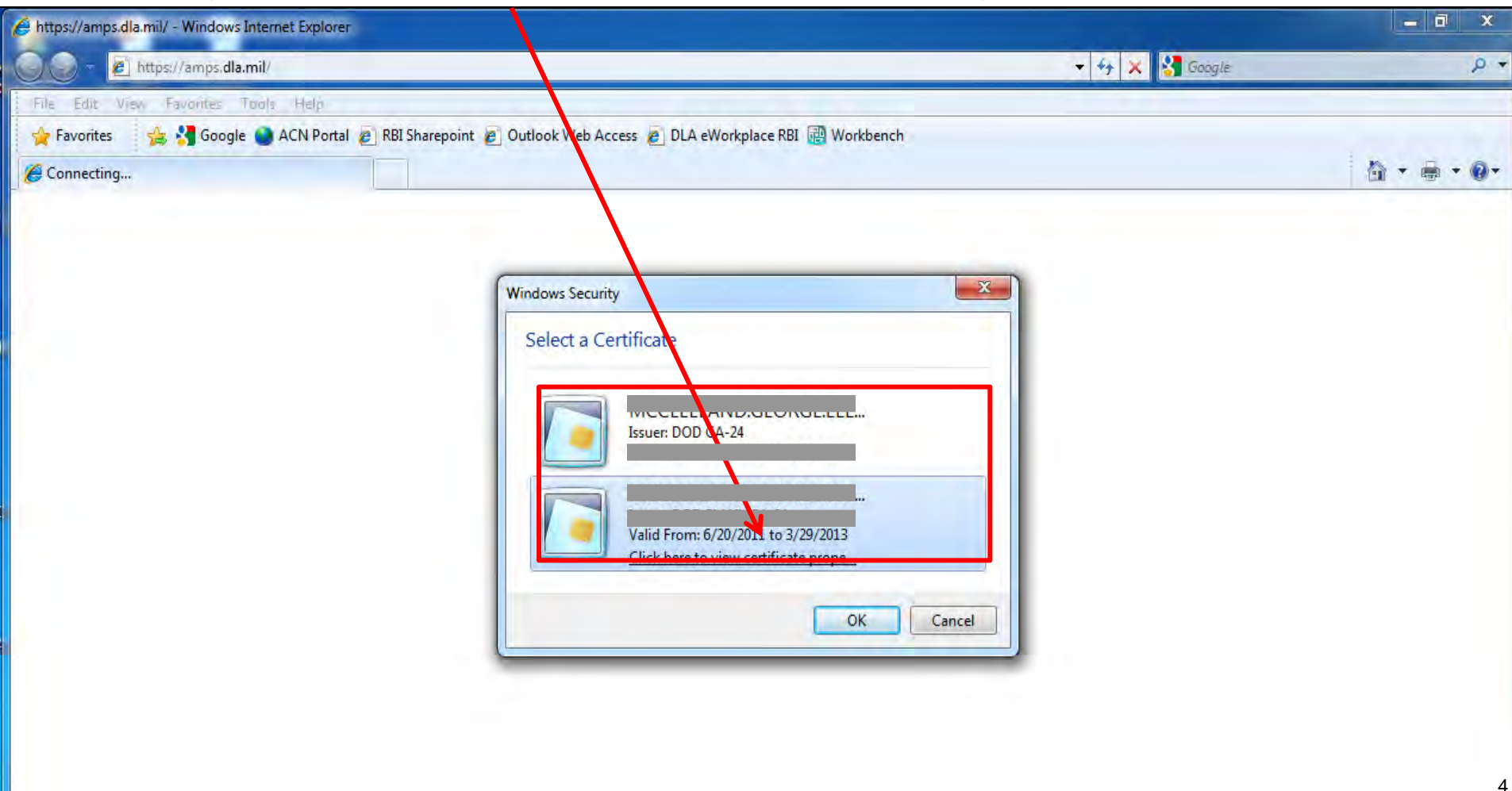
AMPS Login Without a CAC Card

1. If you do <u>not</u> have a 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

Identity Manager -- Webpage Dialog

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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:

–The 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.

OK

AMPS First Time User

1. Select "Federal Agency User/Contractor" if you work for the Federal Government or are a Federal contractor.

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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

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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

Supervisor Information

1. **Supervisor information is required as a part of the role request approval process.**
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"**

Security Officer Information

1. **Your Security Officer's Information is required as a part of the role application approval process.**
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".**

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AMPS Password

Enter a password based on the profile required below. Note that you must create a password even if you are using a CAC. After this registration is completed you will be able to access AMPS without this password if you are losing a CAC. However, you can also access AMPS with a username/password from a non-CAC enabled system

ⓘ Password _____ *

Confirm Password _____ *

Password Policy
Maximum Length: 32
Minimum Alpha: 4
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

Continue   Cancel

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"

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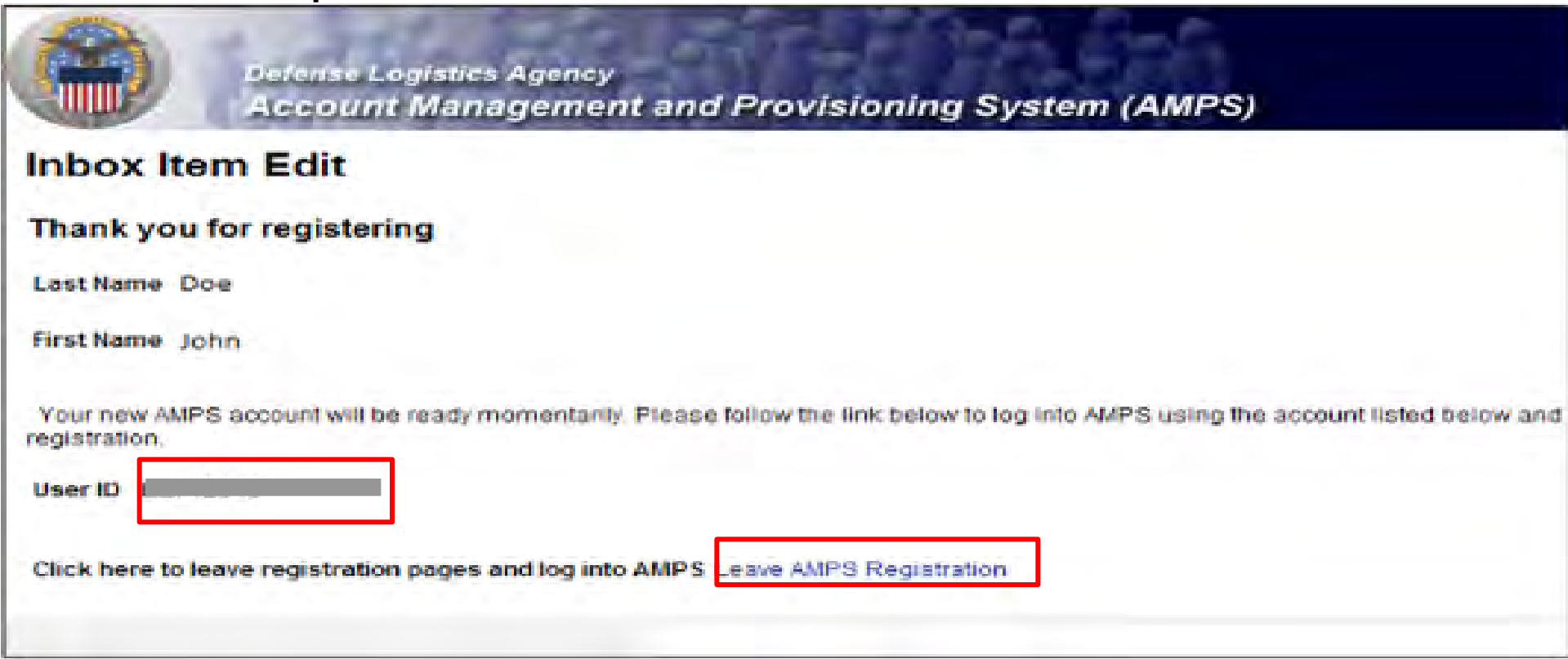
Please answer the following questions. Answers will be automatically converted to upper-case

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.

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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

Roles SUMMARY

- **ROLES:**
  - **RTD Customer (DDS 413)**
  - **ETID Customer (DDS 514)**
  - **Reports**
    - *NOTE*: You don't need the reports access until your servicing Disposition Services Site transfers to EBS **_NOTE_: Most customer will request DDS-601. Only those who work with Small Arms (i.e., SASP) will request DDS-600.**
    - **BO Non-SASP Customer (DDS-601)**
    - **BO SASP Customer (DDS-600)**

AMPS Main Menu

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

Application Access – Application Selection

1. **Select the radio button labeled 'DISP'. This show a list of applications available.**
2. **Select 'Next' to continue**

Application Access – Environment Selection

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

Application Access – Sub Category Selection

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

Application Access –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**

Application Access – 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. **Review the supervisor listed to make sure that your direct supervisor is identified.**
2. **If the information is correct, click 'Next' to continue**

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Application Access Request Form For Non-DLA Users

Please Ensure That the Supervisor Information Below is Accurate
(If you are a contractor, please list your Contracting Officer Representative(COR) or your Contracting Officer Technical Representative(COTR) as your Supervisor.)

Supervisor Last Name: Doe

Supervisor First Name: Joe

Supervisor Email Address: joedoe@gmail.com

Supervisor Phone Number: 123-123-1234

Back | Next | Cancel

Validation of Contracting Officer Information

1. **Contractor Users Only: 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**

Validation of Security Officer Information

1. **Next page, AMPS will open a screen to validate information about your Security Officer. Ensure the information listed is correct.**
2. **If the information is correct, click 'Next' to continue**

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!**

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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

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 External 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.

https://business.dla.mil

Use & Consent Agreement

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

External Portal Homepage for RTD & ETID Users

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

DLA External Business Portal

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