



# DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY



## How to register in DOD EMALL



WARFIGHTER SUPPORT

STEWARDSHIP EXCELLENCE

WORKFORCE DEVELOPMENT



Site Alert



You are not logged in.

To begin your registration process, select the "Login/Register" link above.

You can also select from the Self Help options if you have any other questions.

What types of products does DOD EMALL have?

DOD EMALL has everything from Office supplies to DLA-managed Aircraft NSNs.



### Help Center

Have you used our help center lately? Let DOD EMALL's helpful staff assist you with everything from getting registered to checking out.

**1-877-DLA-CALL (352-2255)**

### Self Help

- ▶ Registration
- ▶ Contractor Registration
- ▶ Training Events
- ▶ Frequently Asked Questions
- ▶ Supplier Information
- ▶ DLA Related Sites
- ▶ CAC/PKI Policy

### Shoppers

How do I get registered with DOD EMALL?  
 What is the difference between a shopper and an orderer?  
 I have registered as a shopper, now how can I place orders?



### Suppliers

What are the advantages of using DOD EMALL?  
 How much can I save using DOD EMALL?  
 How do I start?



### News & Info

January 12, 2013

DOD EMALL has just released a new version of its website. New features include Saved Searches and Shopping Lists, as well as a newer, easier-to-navigate user interface.



Environment



SBA



Ability One



Secure & Reliable



### Mandatory DOD Notice For EMALL Use

#### **Standard Mandatory DOD Notice and Consent Banner Dated/Effective: May 9, 2008**

**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 communications and work product are private and confidential.
- Security protections may be utilized on this IS to protect certain interests that are important to the USG. These protections are not provided for your benefit or privacy and maybe modified or eliminated at the USG's discretion. By signing this document, you acknowledge and consent that when you access Department of Defense (DoD) information systems, you are accessing a U.S. Government information system (as defined in CNSSI 4009) that is provided for U.S. Government-authorized use only.
- That you understand and accept the [user agreement](#).

Please read the Standard Mandatory DOD Notice and Consent Banner and select "Ok" to continue your registration.

OK

Use of the DOD EMALL requires [Internet Explorer 8.0+](#) or [Mozilla Firefox](#) with cookies, pop-ups, and JavaScript enabled. This is a government web site that is subject to [monitoring](#). Viewing documents on the DOD EMALL requires [Adobe Acrobat Reader](#).  
[Privacy/Security](#) [Accessibility](#) [Contact Webmaster](#)

Copyright 2013. DOD EMALL. All Rights Reserved.  
Unclassified / For Official Use Only  
Version 13.2.0



**Site Alert**



> [Home](#)

**You are not logged in.**



Select the account with which you want to authenticate, or associate another account to this certificate.

### Certificate Authentication ?

**Pick associated account or register a new account and associate it**

- AFWAY
- AUDITTEST
- FEZE
- JOKER29
- MATHEWFORD
- MILSTRIptest
- PARTYTIME
- WMU77



**New Account Registration**

**Submit**

[Associate another account to this certificate](#)

This page will allow you to select a previously established account or create a New Account as indicated below.

Users may have many accounts depending on their specific use of DOD EMALL.

**TIP:** You can also associate another account to the certificate you are currently using if you replaced your CAC and have an existing account.

Use of the DOD EMALL requires [Internet Explorer 8.0+](#) or [Mozilla Firefox](#) with cookies, pop-ups, and JavaScript enabled. This is a government web site that is subject to [monitoring](#). Viewing documents on the DOD EMALL requires [Adobe Acrobat Reader](#).  
[Privacy/Security](#) [Accessibility](#) [Contact Webmaster](#)

Copyright 2013. DOD EMALL. All Rights Reserved.  
Unclassified / For Official Use Only  
Version 13.2.0



**Site Alert**



> [Home](#)

As FORD.MATHEW.PETER.1283088223., you will be logged in for **44:50**

## New Account Registration

### User Type

Select the user type that best describes you.

- Federal Government Employee (including National Guard and ROTC programs)**  
I am an employee of the US Federal Government and have an active DOD CAC card or PKI token (Medium Token Assurance certification or Medium Hardware Assurance certificate) issued through one of the 3 approved commercial sources for these certificates: IdenTrust, Inc.; Operational Research Consultants, Inc.; or Symantec Corporation.
- Federal Government Contractor**  
I or the organization I am employed by is under contract with the U.S. Government.
- State Government Employee**  
I am an employee of a State Government and intend to use DOD EMALL under a Federal Government program. I have an ECA hard token.
- Supplier**  
I have my organization's CAGE Code and DUNS and intend to supply products for purchase in DOD EMALL.

This page will allow you to select your user type on DOD EMALL. From a Federal Government Employee to Supplier.

Your can also re-associate your certificate to an existing account as previously mentioned.

## Existing Customer

### Active DOD EMALL Account

DOD EMALL could not find any active user accounts associated with the certificate provided. One of the following conditions may apply:

- Your account(s) is no longer active
- You are attempting to log in with a new certificate

If you are an existing DOD EMALL user, enter your User ID below and click Submit. Assuming the account is active (not deleted or expired), an email will be sent to the contact email address associated with the account. Follow the instructions in the email to associate the account to your certificate. If no email is received, contact the Help Desk at 1-877-352-2255.

User ID

Use of the DOD EMALL requires [Internet Explorer 8.0+](#) or [Mozilla Firefox](#) with cookies, pop-ups, and JavaScript enabled. This is a government web site that is subject to [monitoring](#). Viewing documents on the DOD EMALL requires [Adobe Acrobat Reader](#).  
[Privacy/Security](#) [Accessibility](#) [Contact Webmaster](#)

Copyright 2013. DOD EMALL. All Rights Reserved.  
 Unclassified / For Official Use Only  
 Version 13.2.0



Site Alert



> [Home](#)

As FORD.MATHEW.PETER.1283088223., you will be logged in for 31:40

### New Account Registration

#### User Type

Registering as **Federal Government Employee (including National Guard and ROTC programs)**. [\[change\]](#)

#### User ID

Enter a User ID.

User ID

**Check User ID**

Once you've selected the applicable profile from the previous page, you will be allowed to create a User ID that will be specific to only you. You will also have the option to "check" the User ID to ensure it has not been previously used.

### Existing Customer

#### Active DOD EMALL Account

DOD EMALL could not find any active user accounts associated with the certificate provided. One of the following conditions may apply:

- Your account(s) is no longer active
- You are attempting to log in with a new certificate

If you are an existing DOD EMALL user, enter your User ID below and click Submit. Assuming the account is active (not deleted or expired), an email will be sent to the contact email address associated with the account. Follow the instructions in the email to associate the account to your certificate. If no email is received, contact the Help Desk at 1-877-352-2255.

User ID

**Submit**

Use of the DOD EMALL requires [Internet Explorer 8.0+](#) or [Mozilla Firefox](#) with cookies, pop-ups, and JavaScript enabled. This is a government web site that is subject to [monitoring](#). Viewing documents on the DOD EMALL requires [Adobe Acrobat Reader](#). [Privacy/Security](#) [Accessibility](#) [Contact Webmaster](#)

Copyright 2013. DOD EMALL. All Rights Reserved. Unclassified / For Official Use Only Version 13.2.0



**Site Alert**



> [Home](#)

As FORD.MATHEW.PETER.1283088223., you will be logged in for **20:00**

Selected User ID: VIPER29

## New Account Registration

### User Type

Registering as **Federal Government Employee (including National Guard and ROTC programs)**. [\[change\]](#)

### User ID

Selected User ID **VIPER29** [\[change\]](#)

### Optional Information

I am a Foreign National.

None.

**Submit**

Reset

After creating your User ID and checking its validity, you have the option to change it, or continue to Optional Information if you have any, or simply select None and Submit.

## Existing Customer

### Active DOD EMALL Account

DOD EMALL could not find any active user accounts associated with the certificate provided. One of the following conditions may apply:

- Your account(s) is no longer active
- You are attempting to log in with a new certificate

If you are an existing DOD EMALL user, enter your User ID below and click Submit. Assuming the account is active (not deleted or expired), an email will be sent to the contact email address associated with the account. Follow the instructions in the email to associate the account to your certificate. If no email is received, contact the Help Desk at 1-877-352-2255.

User ID

**Submit**



Messages 0



Site Alert



Home

As VIPER29, you will be logged in for 44:30

Please complete the following form.

### Essential User Information

#### Registration Information

Account Name: VIPER29

User Type: U.S. Government Employee

#### Contact Information

First Name \* Mathew

Middle Initial P

Last Name \* Ford

Email Address \*

Commercial Phone \*

DSN Phone

#### Organization Information

Department \* Department of Defense

Service / Agency of Assignment \* -- Make Selection --

Major Command \*

Unit of Assignment

DODAAC \*

Country \* United States

ZIP Code \*

Duty Station/City \*

State \* -- Make Selection --

#### Supervisor Information

Supervisor's Name \*

Supervisor's Phone \*

Supervisor's Email \*

Required fields are denoted by an asterisk (\*).

Save Reset

This page requires you to input basic registration information. Everything with a red (\*) is required. Once complete without errors, please save and continue.



Site Alert



> Home

As VIPER29, you will be logged in for 39:20



- ▶ Please verify that the information you have provided is accurate. Click "Edit" to make any changes.
- ▶ Click "Submit" to proceed. Once you submit the form you will be prevented from making further edits until your account is activated.

### Essential User Information

#### Registration Information

**Account Name:** VIPER29  
**User Type:** U.S. Government Employee

#### Contact Information

**First Name:** Mathew  
**Middle Initial:** P  
**Last Name:** Ford  
**Email Address:** mathew.ford@dla.mil  
**Commercial Phone:** 5551212

#### Organization Information

**Department:** Department of Defense  
**Service / Agency of Assignment:** Defense Logistics Agency  
**Major Command:** DLIS  
**DODAAC:** sc4210  
**Country:** United States  
**ZIP Code:** 49037  
**Duty Station/City:** BATTLE CREEK  
**State:** MI

#### Supervisor Information

**Supervisor's Name:** bill  
**Supervisor's Phone:** 5551232  
**Supervisor's Email:** mathew.ford@dla.mekl

Edit Submit

After you've successfully completed the previous page, please verify that the information you have provided is accurate. Select "Edit" to make any changes.



**Site Alert**



> [Home](#)

As **VIPER29**, you will be logged in for **44:50**



- ▶ You have completed DOD EMALL basic registration and your account has been authorized for use.
- ▶ In order to place orders on DOD EMALL, you must register a Government Purchase Card.
- ▶ Alternatively, you may immediately enter DOD EMALL and shop for items by clicking the "Advanced Options" button below.

You have completed DOD EMALL basic registration and your account has been authorized for use.

In order to place orders on DOD EMALL, you must register a Government Purchase Card. To do so now, click the "Advanced Options" button below.

Alternatively, you may immediately enter DOD EMALL and shop for items by clicking the "Homepage" button.

### Essential User Information

#### Registration Information

**Account Name:** VIPER29  
**User Type:** U.S. Government Employee

#### Contact Information

**First Name:** Mathew  
**Middle Initial:** P  
**Last Name:** Ford  
**Email Address:** mathew.ford@dla.mil  
**Commercial Phone:** 5551212

#### Organization Information

**Department:** Department of Defense  
**Service / Agency of Assignment:** Defense Logistics Agency  
**Major Command:** DLIS  
**DODAAC:** SC4210  
**Country:** United States  
**ZIP Code:** 49037  
**Duty Station/City:** BATTLE CREEK  
**State:** MI

#### Supervisor Information

**Supervisor's Name:** bill  
**Supervisor's Phone:** 5551232  
**Supervisor's Email:** mathew.ford@dla.mekl

[Print](#) [Homepage](#) [Advanced Options](#)





### Site Alert

> [Home](#) > [Search](#) Last Accessed Timestamp: 01/09/2013 09:02:51 EST | As VIPER29, you will be logged in for 44:50

Region/Special Codes: **Country:** UNITED STATES **Postal Code:** 49037 [Cart Summary](#): **Line Count:** 0 **Sum Total:** \$0.00

**Search** Multiple Search

Corridor

Keywords

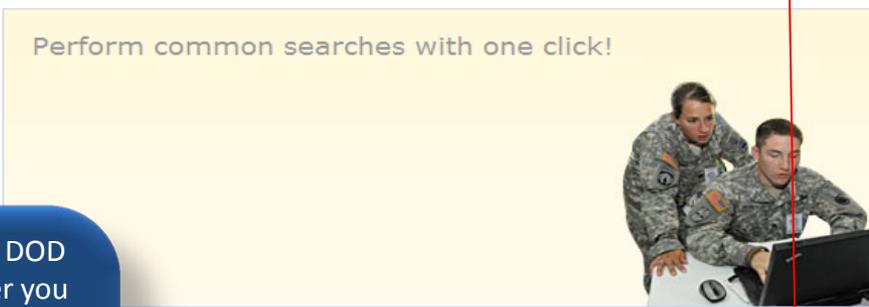
Part Numbers

Refinements  
 Keep  Discard

### Shopping Lists



### Saved Searches



### Stores

Commonly used items

**Specialty stores**

1. Warfighter
2. TIRES
3. Tent Superstore
4. Disaster Relief
5. Chaplain Store

[Go to Specialty Stores](#)



### Did you know...?

< [PREV](#) [NEXT](#) >

Did you know you can keep or discard your prior filters with your next search by using the Keep or Discard search refinements?

### Orders

- [DLA Orders](#)
- [Receive Orders / Requisition](#)
- [Carts Sent to Another User](#)
- [Orders Waiting to be Placed](#)
- [Orders I have Placed](#)

### Tools

- [Create MILSTRIP Transactions](#)

### Reports

- [Supportability Analysis Stock Out Report](#)
- [Green Purchases](#)

After you've successfully completed the DOD EMALL registration process, as a shopper you will be directed to standard landing page seen here.

Changing your account profile from either the previous page under "Advanced Options" or from the "My Account" link above, your landing page and ordering options will be altered.



**Search** Multiple Search

Corridor

Keywords

All Part Numbers

Equals

Refinements  Keep  Discard

**Search** Clear

Categories  General Attributes

**Multiple Search with Refinements**

### DOD EMALL

#### Welcome to the DOD EMALL Search Page

Search by keyword or part number. You can also browse by category or narrow your search according to particular attributes, e.g. price or supplier.

Account setting can be changed at any time but may require additional documentation and approvals. Remember, after you make a change to your account settings, we recommend logging out, then back in for the changes to take affect.

Once you have completed requesting your "Special Permissions" as indicated on the previous slide, we will be able to begin utilizing additional features DOD EMALL has to offer.

Use of the DOD EMALL requires Internet Explorer 8.0+ or Mozilla Firefox with cookies, pop-ups, and JavaScript enabled. This is a government web site that is subject to monitoring. Viewing documents on the DOD EMALL requires Adobe Acrobat Reader. Privacy/Security Accessibility Contact Webmaster

#### DOD EMALL

- Contact the Help Desk
- Accessibility Statement
- Buy Green
- DLA Map Catalog
- DOD EMALL Events
- DOD EMALL Supplier List
- Suppliers Corner
- DOD EMALL Training

#### Shop

- Search
- Multiple Search
- Compare Items
- Specialty Stores
- Previous Shopping Lists
- Saved Searches

#### Quotes

#### Orders

- DOD EMALL Orders
- DLA Orders
- Receive Orders/Requisition
- Carts Awaiting My Action
- Carts Sent to Another User
- Orders Waiting to be Placed
- Orders I have Placed

#### Tools

- Create MILSTRIP Transactions/DDE
- WSSP

#### Admin

- Users
- Supplier Enablement
- Project Code Management

# DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

If you have any additional questions,  
please review the links at the bottom of  
any page or contact us below.

## Contact Information

DOD EMALL Customer Service  
1-877-DLA-CALL / 1-877-352-2255  
DLAcontactcenter@dla.mil

OCONUS Users  
1-269-961-7766 / DSN 661-7766



WARFIGHTER SUPPORT

STEWARDSHIP EXCELLENCE

WORKFORCE DEVELOPMENT