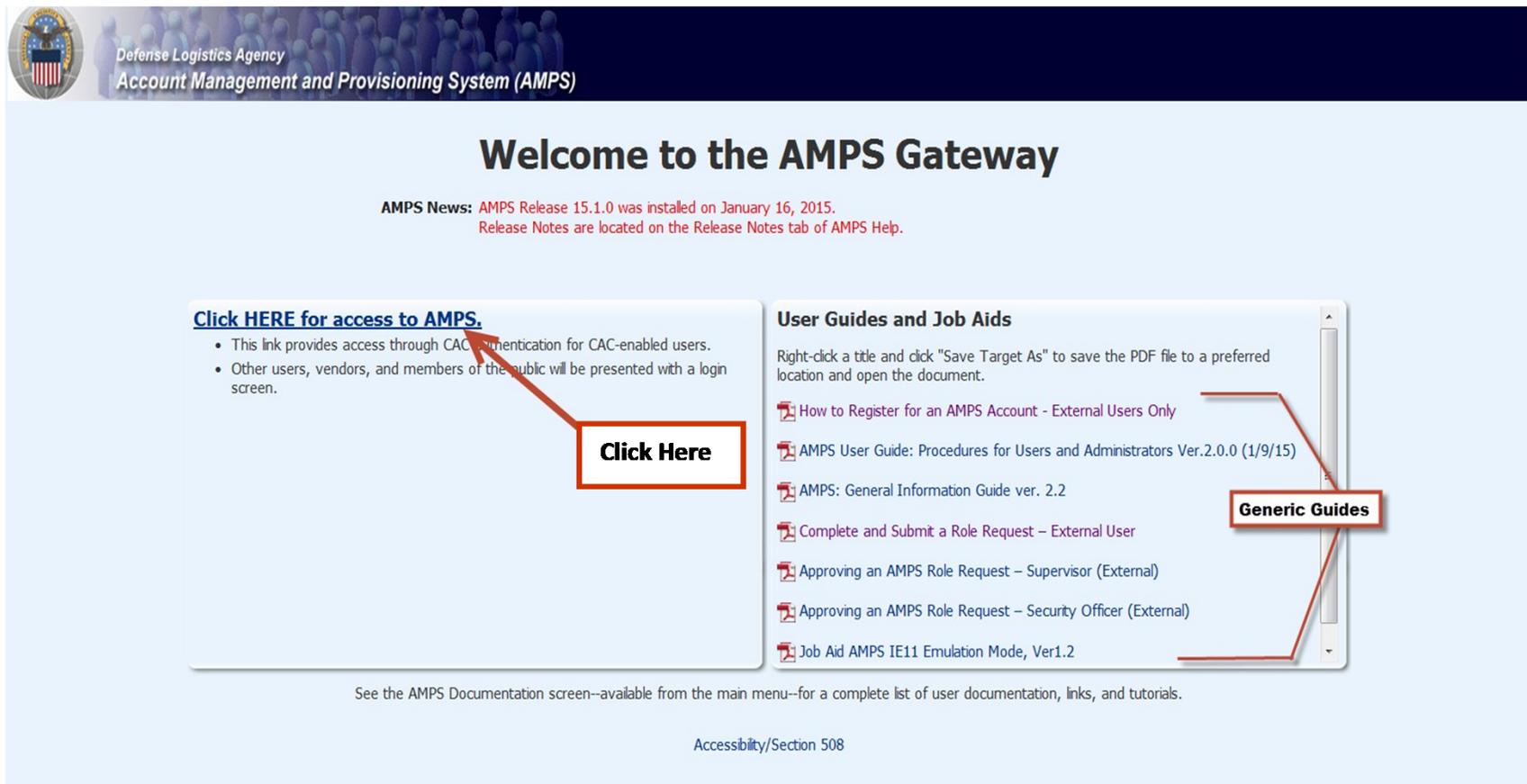


Step 1. Log into AMPS and create an account.

Go to: <https://amps.dla.mil/oim>



The screenshot shows the AMPS Gateway homepage. At the top left is the Defense Logistics Agency logo and the text "Defense Logistics Agency Account Management and Provisioning System (AMPS)". The main heading is "Welcome to the AMPS Gateway". Below this is a news item: "AMPS News: AMPS Release 15.1.0 was installed on January 16, 2015. Release Notes are located on the Release Notes tab of AMPS Help." There are two main content areas. The left area has a link "Click HERE for access to AMPS." with a list of bullet points: "This link provides access through CAC authentication for CAC-enabled users." and "Other users, vendors, and members of the public will be presented with a login screen." A red box labeled "Click Here" has an arrow pointing to the link. The right area is titled "User Guides and Job Aids" and contains a list of links: "How to Register for an AMPS Account - External Users Only", "AMPS User Guide: Procedures for Users and Administrators Ver.2.0.0 (1/9/15)", "AMPS: General Information Guide ver. 2.2", "Complete and Submit a Role Request - External User", "Approving an AMPS Role Request - Supervisor (External)", "Approving an AMPS Role Request - Security Officer (External)", and "Job Aid AMPS IE11 Emulation Mode, Ver1.2". A red box labeled "Generic Guides" has lines pointing to the "AMPS User Guide" and "AMPS: General Information Guide" links. At the bottom, there is a note: "See the AMPS Documentation screen--available from the main menu--for a complete list of user documentation, links, and tutorials." and a footer: "Accessibility/Section 508".

Defense Logistics Agency
Account Management and Provisioning System (AMPS)

Welcome to the AMPS Gateway

AMPS News: AMPS Release 15.1.0 was installed on January 16, 2015.
Release Notes are located on the Release Notes tab of AMPS Help.

Click HERE for access to AMPS.

- This link provides access through CAC authentication for CAC-enabled users.
- Other users, vendors, and members of the public will be presented with a login screen.

Click Here

User Guides and Job Aids

Right-click a title and click "Save Target As" to save the PDF file to a preferred location and open the document.

- How to Register for an AMPS Account - External Users Only
- AMPS User Guide: Procedures for Users and Administrators Ver.2.0.0 (1/9/15)
- AMPS: General Information Guide ver. 2.2
- Complete and Submit a Role Request - External User
- Approving an AMPS Role Request - Supervisor (External)
- Approving an AMPS Role Request - Security Officer (External)
- Job Aid AMPS IE11 Emulation Mode, Ver1.2

Generic Guides

See the AMPS Documentation screen--available from the main menu--for a complete list of user documentation, links, and tutorials.

Accessibility/Section 508

First Time User - No CAC

Select Link:

“First Time User? Click Here to Register”



Defense Logistics Agency

Single Sign-On Authentication

No certificate was detected. If you have a valid DoD, Federal Bridge or ECA certificate and were not prompted to provide it, please contact the Enterprise Help Desk for further assistance. Otherwise, you may log in with your User ID and password below.

[First Time User? Click Here to Register](#)

Use this option to register if you have never had a DLA account or if you have access to an existing DLA application but have not registered in AMPS.

[Forgot your User ID? Click Here](#)

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

[Forgot your Password? Click Here](#)

Use this option if you have registered with AMPS in the past but cannot remember your password.

User ID
Password

Need Help? Contact the DLA Enterprise Help Desk at DLAEnterpriseHelpDesk@dla.mil, or toll free 855-DLA-0001 (855-352-0001)

Select the hyper linked First Time User? Click Here to Register.

First Time User with a CAC

DOD employee, DOD Contractor, or US Military personnel select “Federal Agency User/ Contractor”

Select “Public” if you are other and require ETID access.

AMPS User Registration

If you have a CAC or PIV Card: AMPS supports certificate based authentication using Common Access Cards (CAC) issued by DoD or Personal Identity Verification Cards (PIV) issued by supported External Certificate Authority (ECA) and Federal Bridge Certificate Authority (FBCA) vendors. You must have your CAC or PIV card inserted in your computer during registration if you want to login using your CAC or PIV card. This will allow you to login without a username and password.

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
<input type="button" value="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.
<input type="button" value="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.
<input type="button" value="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.

DLA, DOD employee, DOD Contractor, or US Military personnel

General Public, State and local government, or Federal Agency other than DOD.

Please contact the Enterprise Help Desk at 855.352.0001 or DLAEnterpriseHelpDesk@dlamail.mil if you have any questions concerning the use of this System.

AMPS User Registration - please fill in the User Information that has red asterisks * and select Next

AMPS User Registration - User Information

Cancel Back **Next**

Please fill out the information below to create your account in AMPS.

AMPS has not detected a user certificate for you. If you have a certificate, and were not prompted to provide it when accessing AMPS, you may contact the DLA Enterprise Help Desk for further assistance. All users will have the ability to log in using a username and password once the registration process is complete, regardless of whether you have a certificate or not.

User Information

* First Name
Middle Name
* Last Name
* Email
* Title

User Type

* Country of Citizenship

Contact Information

* Official Telephone
Official Fax
DSN Phone
DSN Fax
Mobile
Site

AMPS User Registration - Security Information

Cancel Back **Next**

Please enter your security questions and a password which will be used to access AMPS, following the guidelines listed below for each.

Set Security Questions

* Question 1 **Enter 3 or more characters.**
* Answer 1
* Question 2
* Answer 2
* Question 3
* Answer 3

- Please set your security questions, using the following rules:
- 1) You must choose 3 different questions
 - 2) The answers to each question are not case sensitive
 - 3) Spaces and other punctuation are allowed
 - 4) Each answer must be between at least 3 and 40 characters long
 - 5) Each answer cannot be a word contained in the question

Set Password

Enter New Password
Confirm Password

- Please set your password, using the following rules:
- 1) Minimum length of 15 Characters
 - 2) Maximum length of 32 Characters
 - 3) Minimum of 4 Alphabetic Characters
 - 4) Minimum of 2 Numeric Characters
 - 5) Minimum of 2 Lowercase Characters
 - 6) Minimum of 2 Uppercase Characters
 - 7) Minimum of 2 Special Characters
 - 8) Must begin with an Alphabetic Character
 - 9) Must not use any of your previous 10 passwords
 - 10) Cannot use : & " / ' \ [] () % { } @ \$?
 - 11) Must not contain your login name, first name, last name or email address

The AMPS User Registration – Summary Select - Create Account.

AMPS User Registration - Summary

[Cancel](#) [Back](#) [Create Account](#)

Please review the information below and use the back button to make any changes to the information. When you are finished, use the Create Account button to complete your AMPS registration.

User Information

First Name		User Type	Public
Middle Name		Country of Citizenship	US
Last Name			
Email	email@mail.com		
Title	MISS		

Contact Information

Official Telephone	269.961.4000
Official Fax	
DSN Phone	
DSN Fax	
Mobile	
Site	Battle Creek, MI

Security Information

Question 1	What is the city of your birth?
Answer 1	*****
Question 2	What is your favorite color?
Answer 2	*****
Question 3	What is the name of your pet?
Answer 3	*****

AMPS User Registration - Confirmation

Your new AMPS account will be ready momentarily.

Please make note of your login name: **EMT0434**

You may use your login name and password to log into AMPS via the link below.

[Login to AMPS](#)

Have a Question?

Contact:

Enterprise Help Desk:

For **AMPS** questions, navigation, technical issues, accessing the portal, AMPS password resets, authentication or error messages:

- 1-855-352-0001 or send an email to enterprisehelpdesk@dla.mil Accessible 24 hours a day, 7 days a week.

DLA Customer Interaction Center:

For all other (ETID Roles, Registering in ETID) or general questions:

- 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.