



# DEFENSE LOGISTICS AGENCY

THE NATION'S COMBAT LOGISTICS SUPPORT AGENCY



How to Enroll in  
AMPS



WARFIGHTER FIRST



# AMPS Website



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

- If you have any questions while completing this guide, please call the AMPS helpdesk at (855) 352-0001 (option #2) first, then the LESO at (800) 532-9946 if additional assistance is required.

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.

**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)

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

Accessibility/Section 508



# AMPS Website



## Defense Logistics Agency

### Single Sign-On Authentication

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

Click "OK"



# AMPS Website




**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

If this is your first time in AMPS, click "First Time User? Click Here to Register"

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

[Accessibility Help and Information](#)



# AMPS Website



**Account Management and Provisioning System (AMPS)**

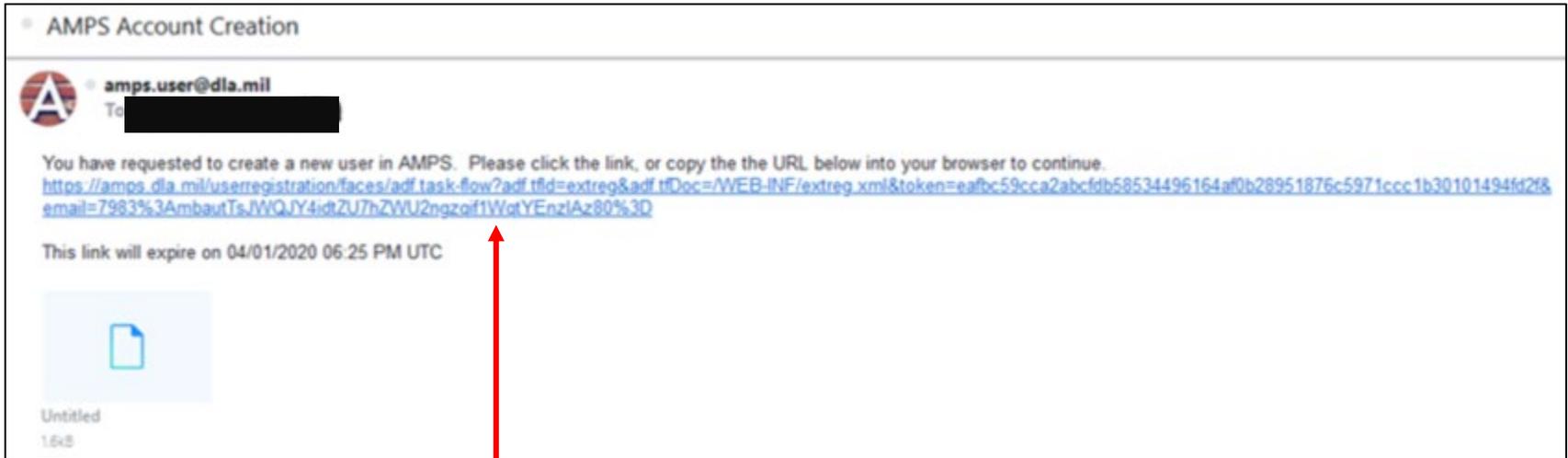
You will need to enter your email address and click the Submit button to continue to register. You should receive an email link with a valid token soon. This link will remain valid for one hour.

Email Address:

A prompt to enter your email address will appear next. You should receive an email shortly thereafter with a link. The link is only valid for one hour.



# AMPS Website



Once received, the email will contain a link. The link directs you back to the AMPS website to continue the registration process



# AMPS Website

**Account Management and Provisioning System (AMPS)**

## AMPS User Registration

**Attention Non-DLA Users:** Non-DLA users—also called external users—should choose one of the following User Type buttons:

- I work for another Federal Agency
- I am a Supplier or Vendor to DLA
- I am a member of the Public

This action starts the external user AMPS registration process.

**Attention current DLA Users:** If you are a current DLA employee, **DO NOT CHOOSE** any options on this screen. Exit this screen immediately and contact the Enterprise Help Desk at the number listed below for assistance with logging in to AMPS.

**If you have a CAC or PIV Card:** AMPS supports certificate-based authentication using "smart cards", like a CAC issued by the DoD, or a PIV card issued by a supported ECA or FBCA vendor. If you have already inserted your smart card, **DO NOT REMOVE IT**. AMPS will detect the embedded certificates, and you will be able to log in without a user ID and password after you finish registration. If you want to use a smart card but do not have it inserted, please close your browsers, insert the smart card in the reader, and restart the registration process. This action ensures that AMPS can capture and store your authentication credentials from your card. You can then log in to AMPS without a user ID and password.

**Select Your User Type:**

User Type	Description
I work for another Federal Agency	Non-DLA federal civilian employees, information Security Officers
I am a Supplier or Vendor to DLA	Suppliers and Government items or parts
I am a member of the Public	Public: click available to the general public. During registration, you will be required to provide a few facts about you and your organization to register and request access to publicly available DLA applications.

Click "Public" user type. Even if you are a Federal Agency you will still click "Public". If you click "Federal Agency" it will cause problems with your access.

Please contact the Enterprise Help Desk at 855.352.0001 or [DLAEnterpriseHelpDesk@dla.mil](mailto:DLAEnterpriseHelpDesk@dla.mil) if you have any questions concerning the use of this System.

Cancel



# AMPS Website



**Account Management and Provisioning System (AMPS)**

**DLA Privacy Act Statement**

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

**Principal 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 Uses:** Data may be provided under any of the DoD "Blanket Routine Uses" published at [http://dpclo.defense.gov/privacy/SORNs/blanket\\_routine\\_uses.html](http://dpclo.defense.gov/privacy/SORNs/blanket_routine_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 cannot 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://dpclo.defense.gov/privacy/SORNs/component/dla/index.html>.

Click "Accept"



# AMPS Website



- Note:** User's first name (use full name- no nicknames or initials) should match the user's first name provided on latest approved LESO application.

**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 if the registration process is complete, regardless of whether you have a certificate or not.

**User Information**

\* First Name  User Type Public  
Middle Name  \* Country of Citizenship   
\* Last Name   
\* Email   
\* Title

**Contact Information**

\* Official Telephone  Office/Cube   
Official Fax  \* Street   
DSN Phone  PO Box   
DSN Fax  \* City   
Mobile  \* State   
Site  Code   
Country

Enter all of your information next to the asterisks (required fields) and then click "Next".

Phone number will have "." in between numbers. Example 555.555.5555



# AMPS Website



## 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    
\* 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

Select 3 security questions and type in your answers. Then create a password. Please make sure you follow the rules listed to the right. An example for a password is LESO#123leso#123. Once you are finished click "Next".



# AMPS Website



**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**

<b>First Name</b>	Test	<b>User Type</b>	Public
<b>Middle Name</b>		<b>Country of Citizenship</b>	US
<b>Last Name</b>	Account		
<b>Email</b>	test.account@test.com		
<b>Title</b>	Test		

**Contact Information**

<b>Official Telephone</b>	555.555.5555	<b>Office/ Cube</b>	
<b>Official Fax</b>		<b>Street</b>	74 North Washington Ave
<b>DSN Phone</b>		<b>PO Box</b>	
<b>DSN Fax</b>		<b>City</b>	Battle Creek
<b>Mobile</b>		<b>State</b>	Michigan
<b>Site</b>		<b>Postal Code</b>	49037
		<b>Country</b>	UNITED STATES

**Security Information**

<b>Question 1</b>	What is the city of your birth?	<b>Password</b>	*****
<b>Answer 1</b>	*****		
<b>Question 2</b>	What is your mother's maiden name?		
<b>Answer 2</b>	*****		
<b>Question 3</b>	What is your favorite color?		
<b>Answer 3</b>	*****		

Select "Create Account"



# AMPS Website

## AMPS User Registration - Confirmation

Your new AMPS account will be ready momentarily.

Please make note of your login name: **ETA0231**

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

You will then receive your login name. Please make note of this.

[Login to AMPS](#)

Once a user has created their account in AMPS, they will now need to login and request the one required role to gain access to the RTD Web System (DLA Disposition Prod – RTD Customer DDS-413)



# AMPS Website



Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

## Welcome to the AMPS Gateway

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Accessibility/Section 508



# AMPS Website



Defense Logistics Agency Account Management and Provisioning System (AMPS)

Home

- Home
- My Reports
- AMPS Help

My Profile

- My Information

Requests

- Request Role
- Pending Approvals

Getting Started Help Topics

- How do I use AMPS?

Click "Request Role"



# Requesting Roles

Defense Logistics Agency Account Management and Provisioning System (AMPS)

Home Request Role

### DLA Privacy Act Statement

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Accept

Click "Accept"



# Requesting Roles

Defense Logistics Agency Account Management and Provisioning System (AMPS)

Home Request Role

User Information Select Roles Justification Summary Cancel Next

User Information

User ID: ETA0231

User Type: Public

\* First Name: Test

\* Country of Citizenship: US

Middle Name:

\* Last Name: Account

EDIP/UPN

\* Email: test.account@test.com

\* Title: Test

Contact Information

\* Official Telephone: 555.555.5555

Office/Cube:

Official Fax:

\* Street: 74 North Washington A

DSN Phone:

PO Box:

DSN Fax:

\* City: Battle Creek

Mobile:

\* State: Michigan

Site:

\* Postal Code: 49037

\* Country: UNITED STATES

Organization Information Update Organization

Organization Name: DLA External

Verify all your information is correct and click "Next". If your information is not correct please correct it and then click "Next".

Note: This might say "DLA" it should say "DLA External." If this does not say DLA External, please contact the AMPS help desk for assistance at 855-352-0001, option 2.



# Requesting Roles



Home  
Inbox  
Accessibility/Section 508  
My Reports  
AMPS Help  
My Profile  
My Information  
Requests  
Request Role

User Information **Select Roles** Justification Summary

Cancel Back Next

**Browse Roles by Application**  
AMPS Administrative  
DACs Applications

**Search Roles**  
Role Name: DDS-413  
Role Description:   
Enterprise Application:   
Application:   
Environment:   
Primary Role:   
Search Reset

Type "DDS-413" in the Role Name field and then select "Search" The role will appear in the below "Select a Role" box.

**Select a Role**  
 Display Admin Roles (for Supervisor and Approval Access)

Role Name	Selected Roles
DLA Disposition Prod - RTD Customer DDS-413	



# Requesting Roles



Defense Logistics Agency Account Management and Provisioning System (AMPS) Accessibility Sign Out EJC1633

Home Request Role

User Information **Select Roles** Justification Summary Cancel Back Next

Browse Roles by Application

- DLA Enterprise Applications

Search Roles

Role Name

Role Description

Enterprise Application

Application

Environment

Primary Role

Select a Role

Display Admin Roles (for Supervisor and Approval Access)

Role Name	
DLA Disposition Prod - RTD Customer DDS-413	<input type="button" value="--&gt;"/>

Selected Roles
DLA Disposition Prod - RTD Customer DDS-413

Select "DLA Disposition Prod – RTD Customer DDS-413" from the left and move it over to the right by clicking the arrow pointing to the right. Then click "Next".



# Requesting Roles



Defense Logistics Agency Account Management and Provisioning System (AMPS)

Home Request Role

User Information Select Roles **Justification** Summary

Cancel Back **Next**

Request Justification & Supporting Details

**\* Justification**

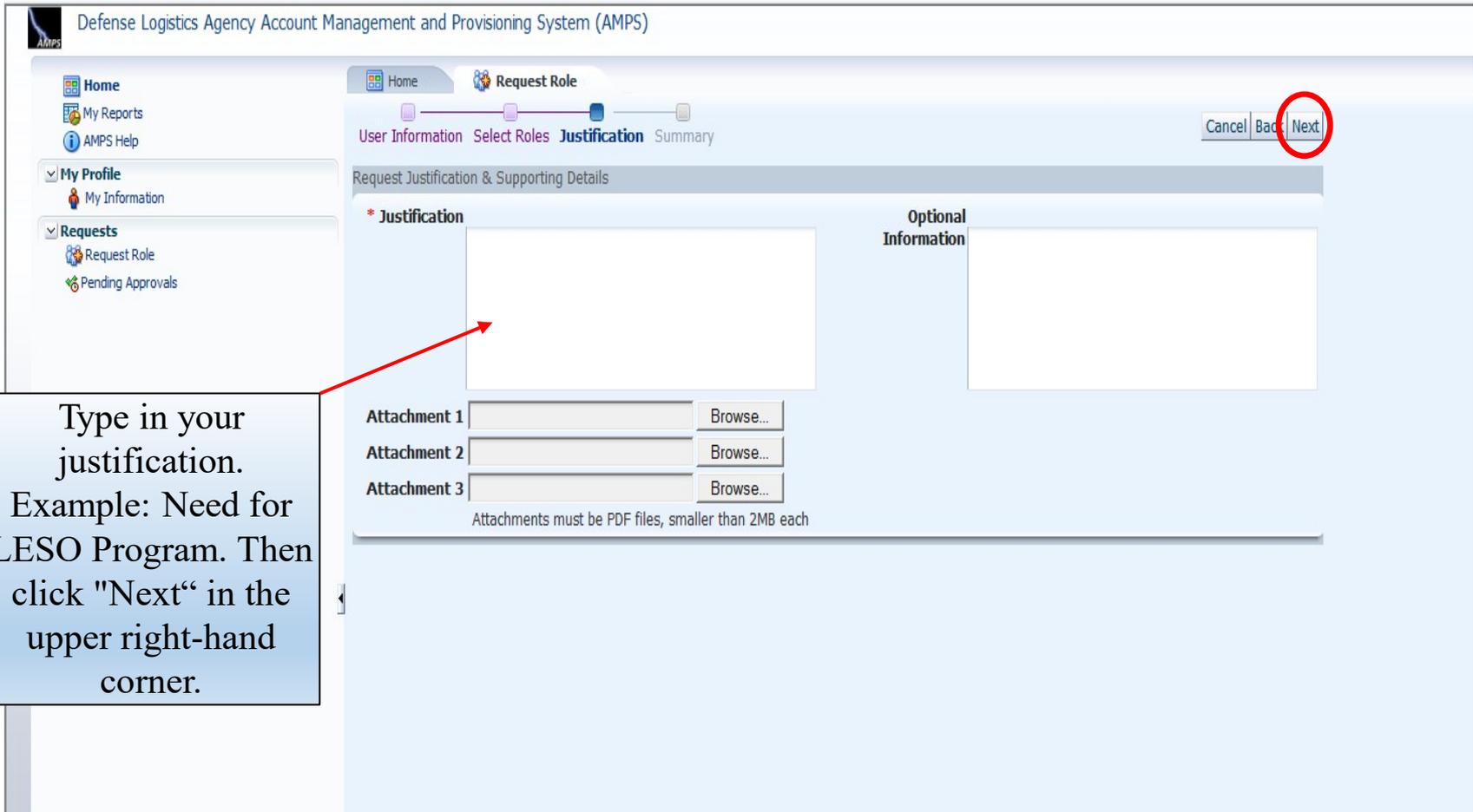
Optional Information

Attachment 1  Browse...

Attachment 2  Browse...

Attachment 3  Browse...

Attachments must be PDF files, smaller than 2MB each



Type in your justification.  
Example: Need for LESO Program. Then click "Next" in the upper right-hand corner.



# Requesting Roles



Defense Logistics Agency Account Management and Provisioning System (AMPS)

Home Request Role

User Information Select Roles Justification Summary

Cancel Back Submit

Role Request Summary

Please review the information below before submitting this request.  
Use the Back button to change any information, and use the Submit button to complete this request.

<b>User</b>	Test Account	<b>User Type</b>	Public
<b>User ID</b>	ETA0231		
<b>Organization</b>	DLA External		
<b>Requested Role(s)</b>	DLA Disposition Dev - BO NON_SASP Customer DDS-601 DLA Disposition Prod - RTD Customer DDS-413		
<b>Justification</b>	Need to requisition property	<b>Comments</b>	
<b>Attachments</b>			

Click "Submit"



# Approval



- **Two emails will be received.**
  - The first will be a notification of the role submittal.
  - The second will be a notification that the role request has been approved.
- The approved role is necessary to access the Reutilization Transfer and Donation (RTD) Web External Business Portal. RTD Web gives Law Enforcement Agencies (LEA) the opportunity to requisition property to support the mission of upholding laws and public safety efforts.
- **When the second email is received**, wait about 1 hour before trying to sign into RTD, but not more than 8 hours. Otherwise, a password reset may be required.
- Also, if an error message, such as **“User Authentication Failed”** is received when trying to log into the RTD Web External Business Portal, a password reset in AMPS will be required.
- Follow the next slides to reset the AMPS password.





# RTD Password Reset



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

Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

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Accessibility/Section 508

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# RTD Password Reset



## Defense Logistics Agency

Single Sign-On Authentication

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### [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.

**Note:** If the User ID or Password is not known, please select applicable link and follow the screen prompts.

Type in your User ID and Password and then click “Login”.

User ID	<input type="text"/>
Password	<input type="password"/>
<input type="button" value="Login"/>	

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

[Accessibility Help and Information](#)





# RTD Password Reset



Identity Self Service - Windows Internet Explorer

https://amps.dla.mil/identity/faces/home?\_afLoop=776856876981400&\_afWindowMode=0&\_adf.ctrl-state=eagiwutff\_4

LESO - One Stop LESO Home Demil Bulletins TULSA - Demil F HR Auto Tools Task Mgmt HDIFC Intranet Bleacher Report Deadspin Detroit Lion

Identity Self Service

Defense Logistics Agency Account Management and Provisioning System (AMPS)

Home My Reports AMPS Help

My Profile My Information

Requests Request Role Pending Approvals

Home My Information

Display Name Collier, Jacob DLA CIV DISPOSITION SERVICES (S9DS061)

User Information Applications & Roles

User Information

User ID S9DS061 Account Status Active

First Name Jacob \* User Type Civilian

Middle Name

Last Name Collier \* Grade GS-07

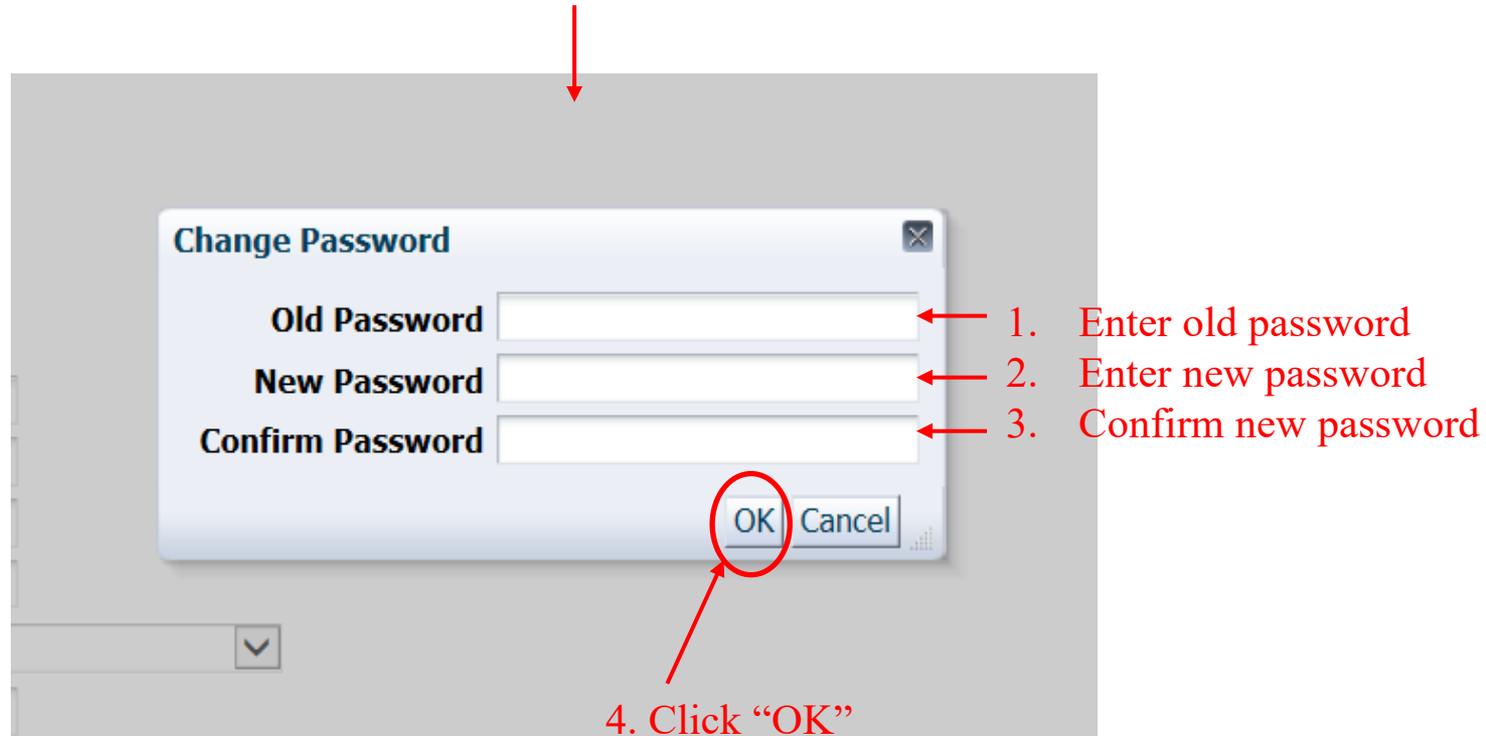
Set Security Questions Change Password Cancel Save

Click on  
"CHANGE PASSWORD"



# RTD Password Reset

This box will appear with a grey background.



After clicking "OK", a notification that the password was changed successfully will appear and an email notification of the password change will be sent.



# Questions?

- Please contact your respective State Coordinator's Office with any questions. To find your State Coordinator contact information, visit the below website:

<http://www.dla.mil/DispositionServices/Offers/Reutilization/LawEnforcement/SCLocatorMap.aspx>



