DEFENSE LOGISTICS AGENCY

THE NATION'S COMBAT LOGISTICS SUPPORT AGENCY

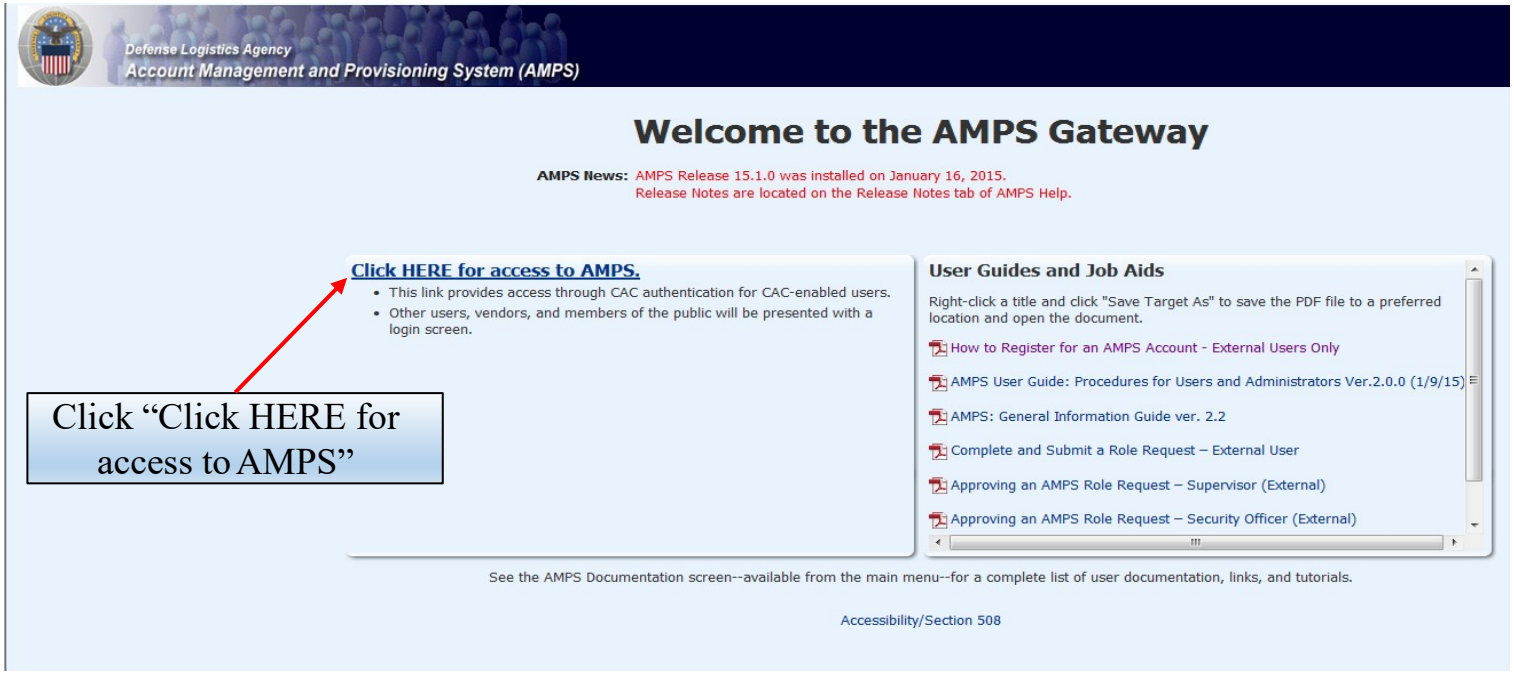
How to Enroll in AMPS

WARFIGHTER FIRST

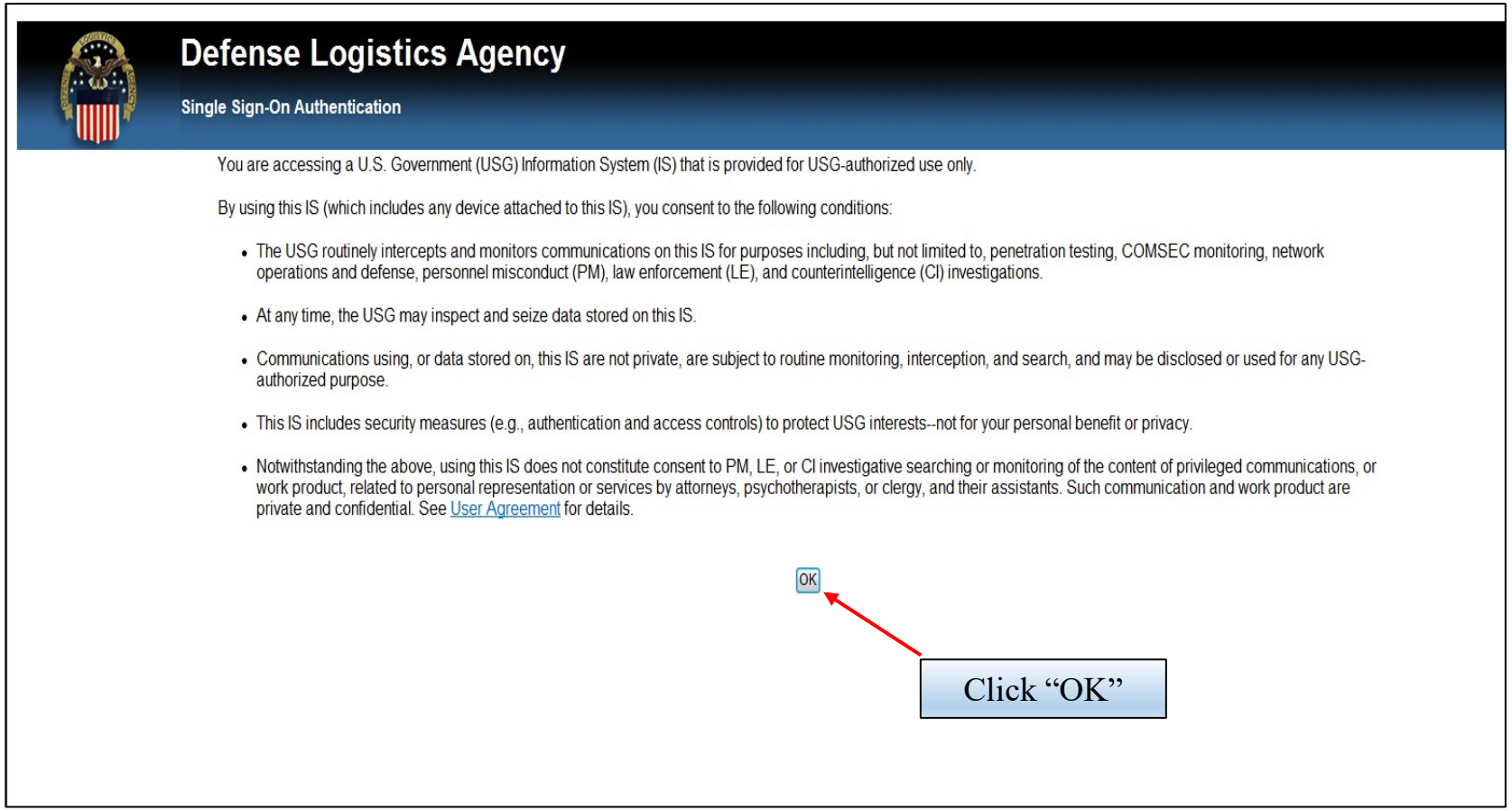
AMPS Website

https://amps.dla.mil/oim

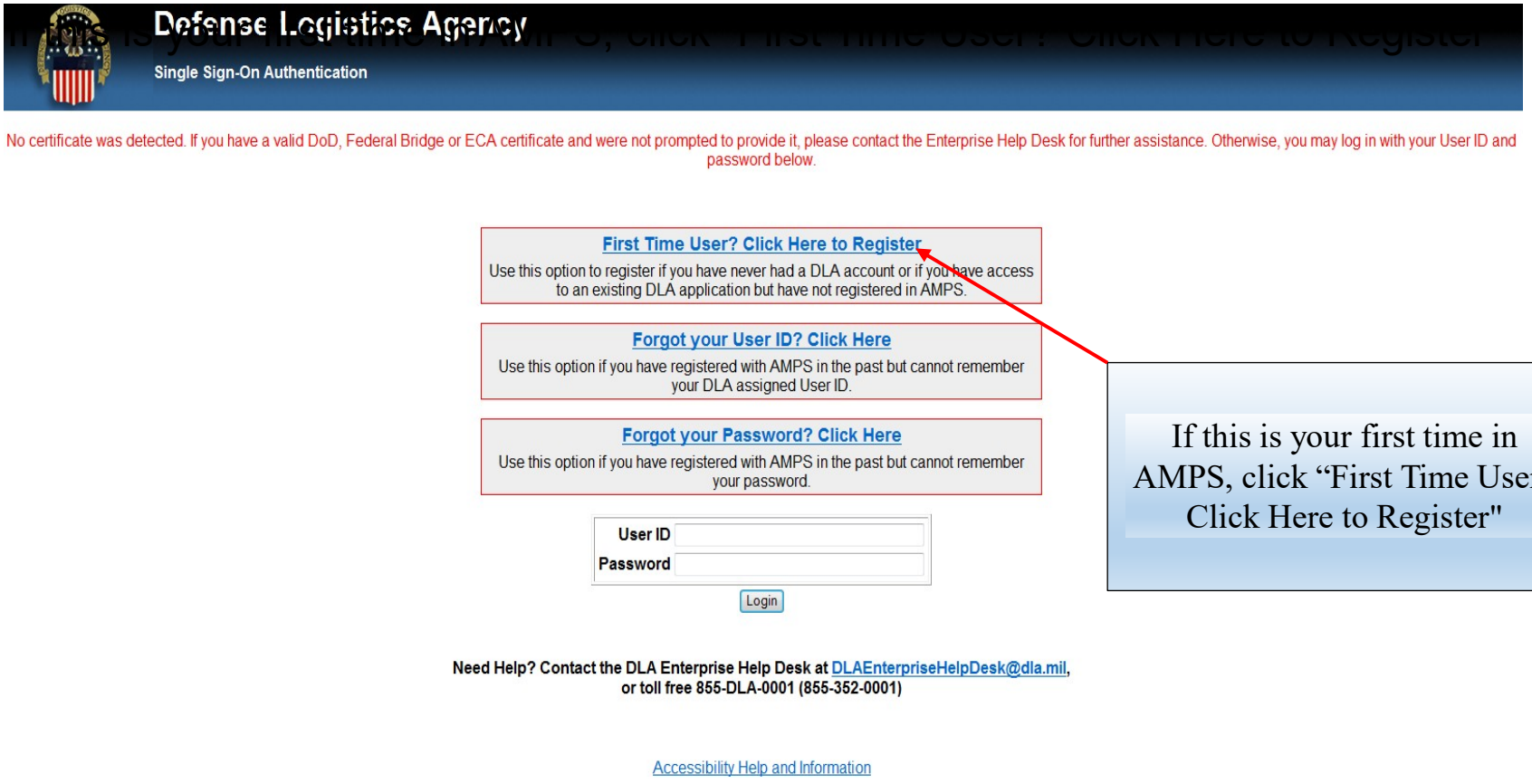
- If you have any questions while completing this guide, please call the AMPS helpdesk at (855) 352-0001 (option #2) first, then the LESO at (800) 532-9946 if additional assistance is required.



AMPS Website

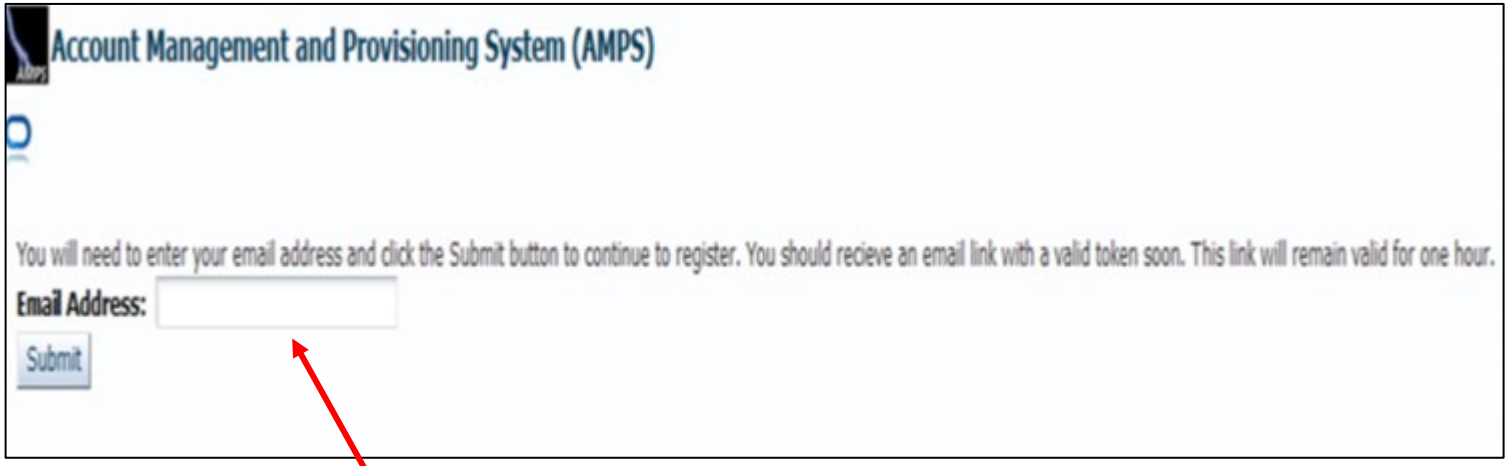


AMPS Website



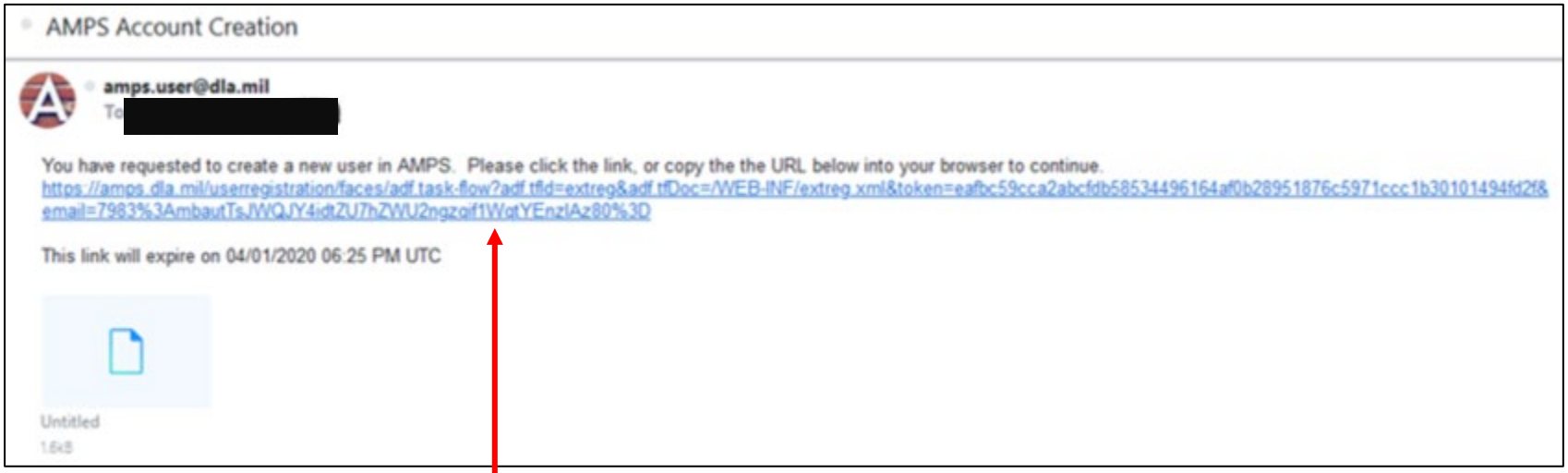
If this is your first time in AMPS, click “First Time User? Click Here to Register"

AMPS Website



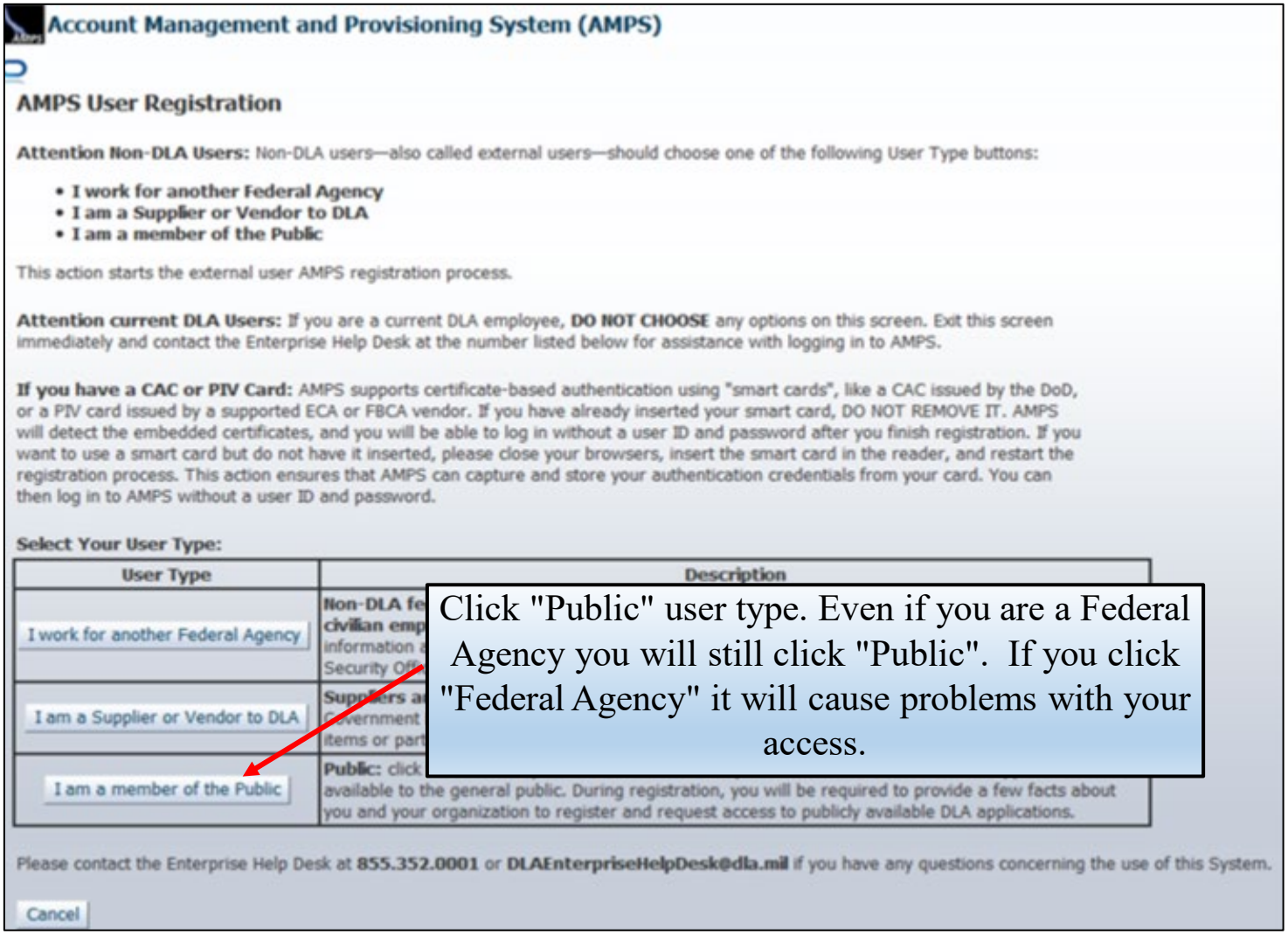
A prompt to enter your email address will appear next. You should receive an email shortly thereafter with a link. The link is only valid for one hour.

AMPS Website



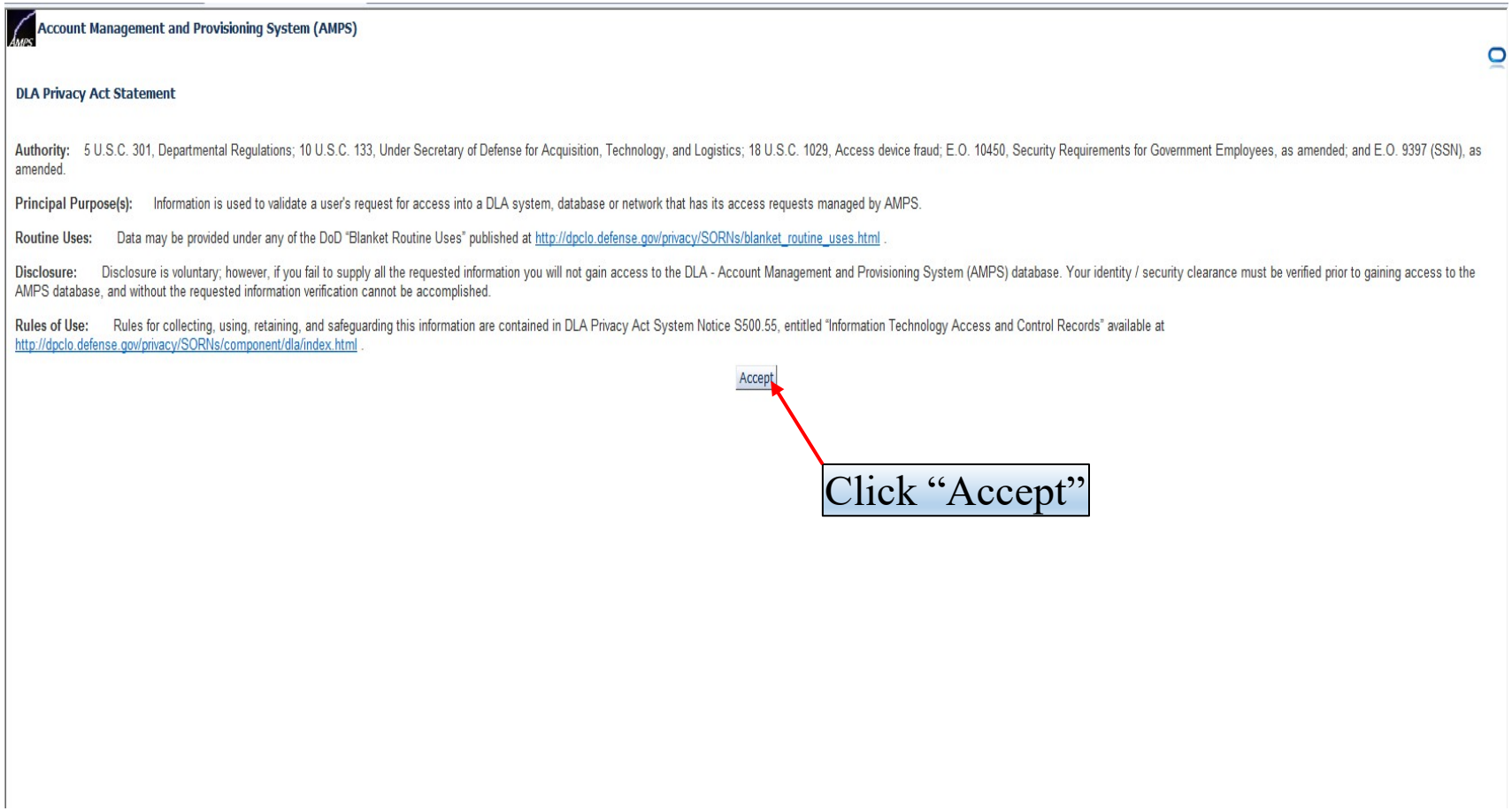
Once received, the email will contain a link. The link directs you back to the AMPS website to continue the registration process

AMPS Website



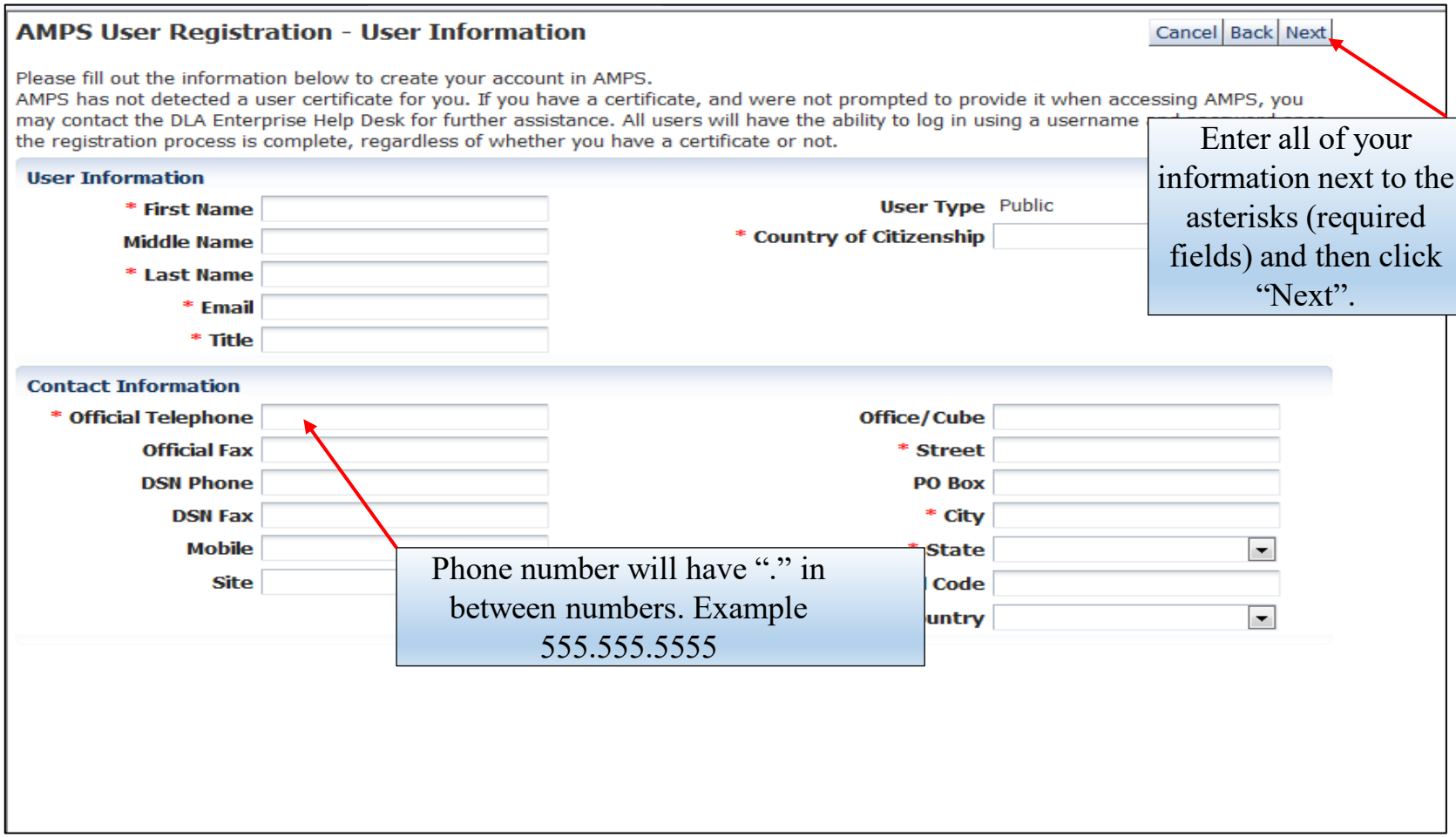
Click "Public" user type. Even if you are a Federal Agency you will still click "Public". If you click "Federal Agency" it will cause problems with your access.

AMPS Website

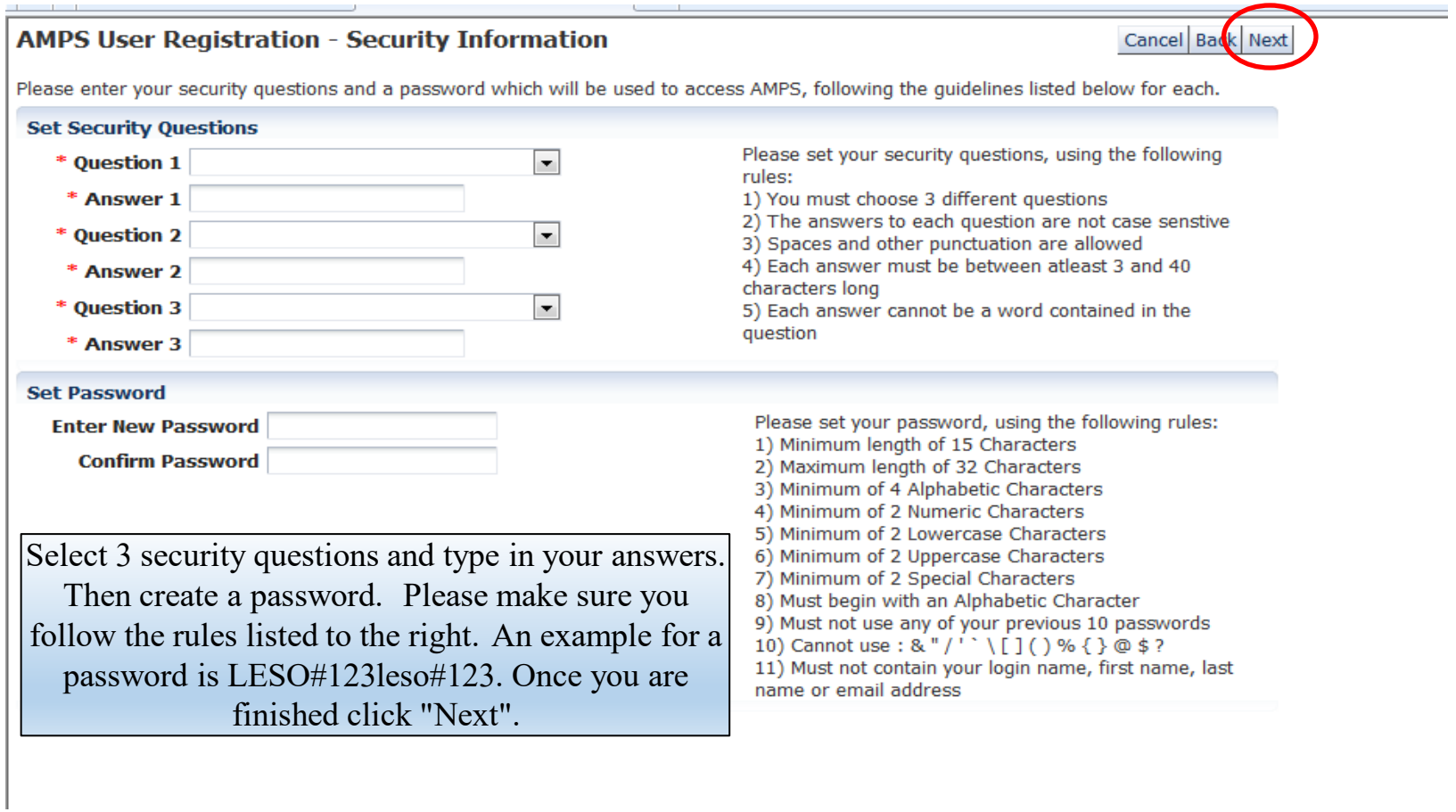


AMPS Website

- 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.

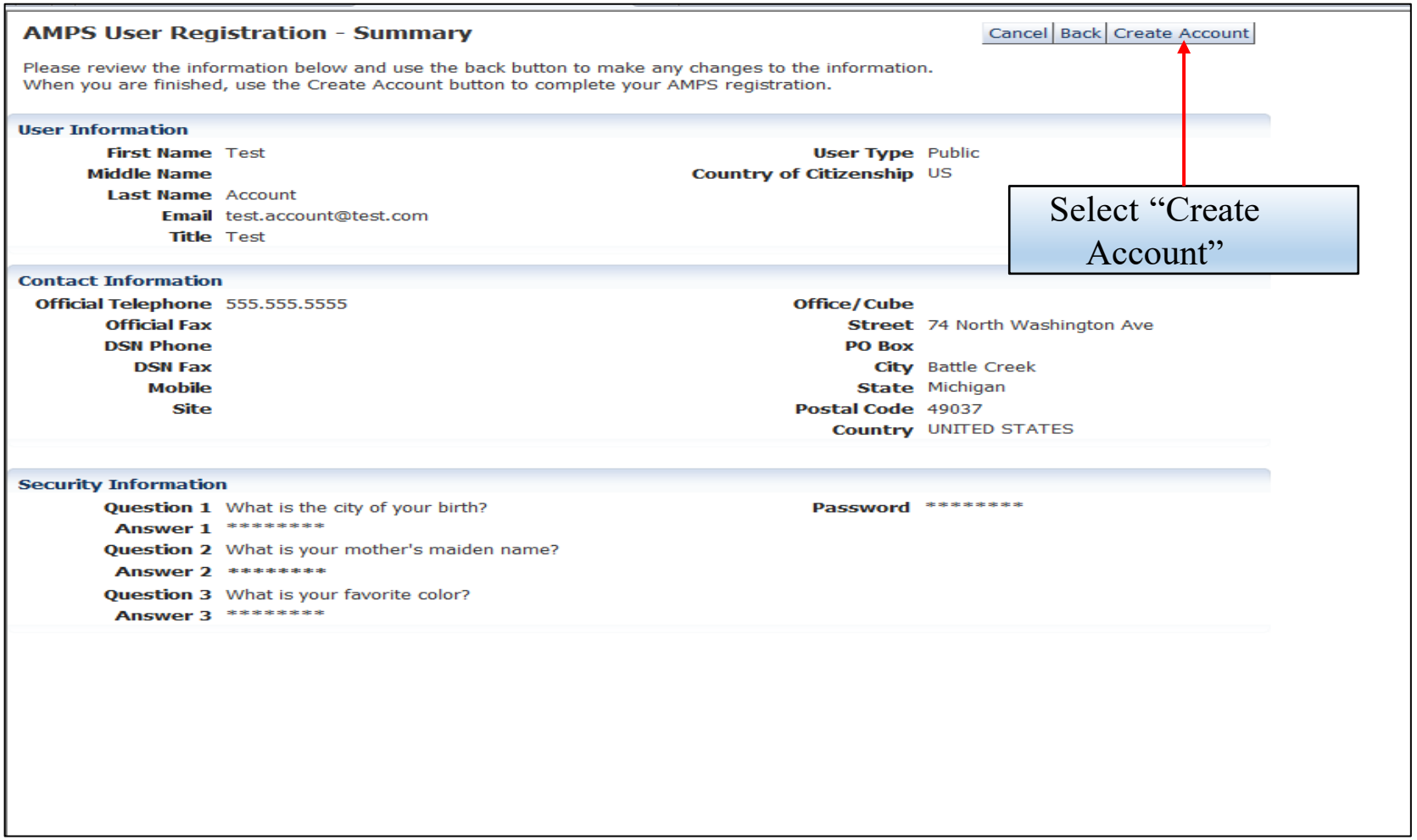


AMPS Website

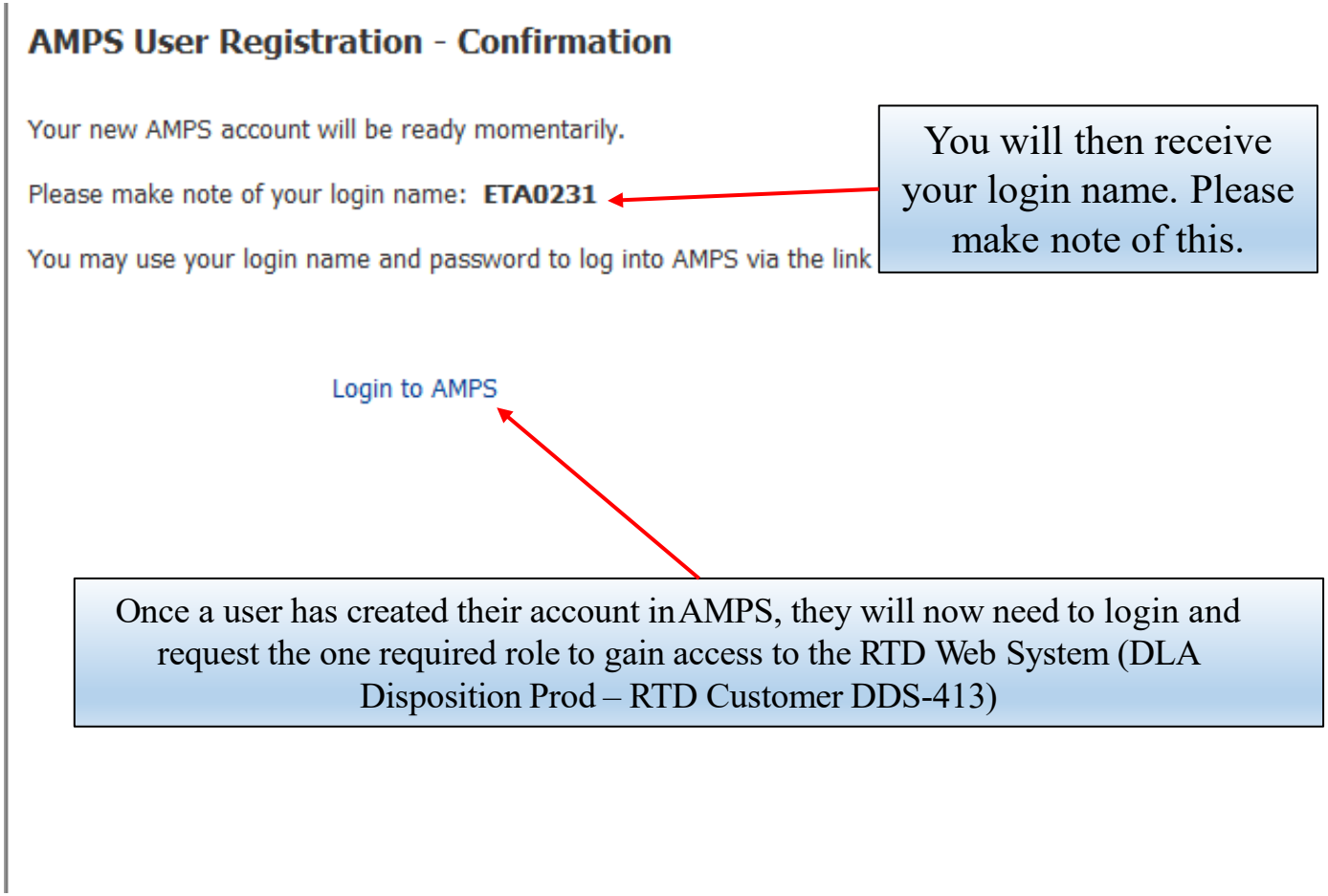


Select 3 security questions and type in your answers. Then create a password. Please make sure you follow the rules listed to the right. An example for a password is LESO#123leso#123. Once you are finished click "Next".

AMPS Website



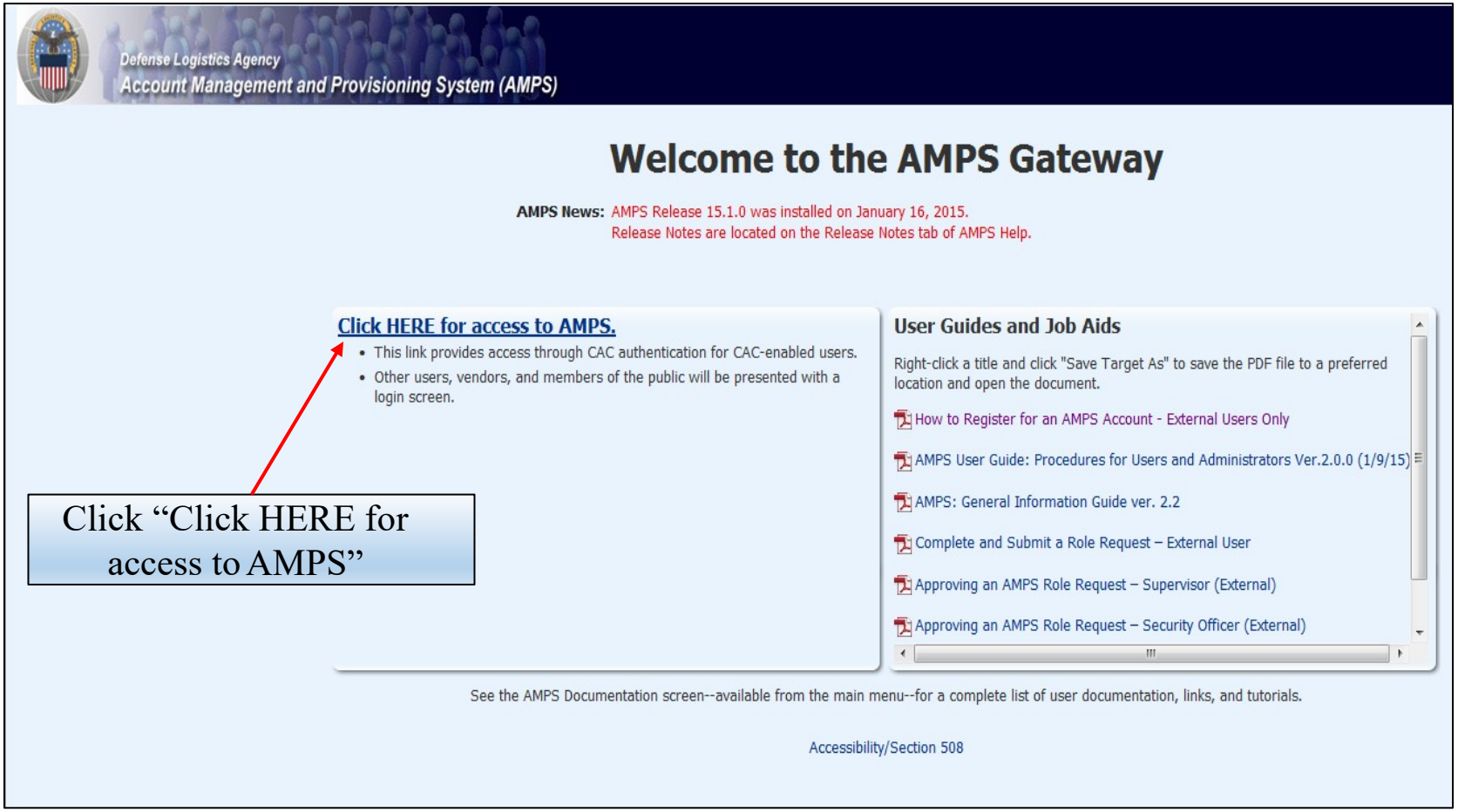
AMPS Website



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

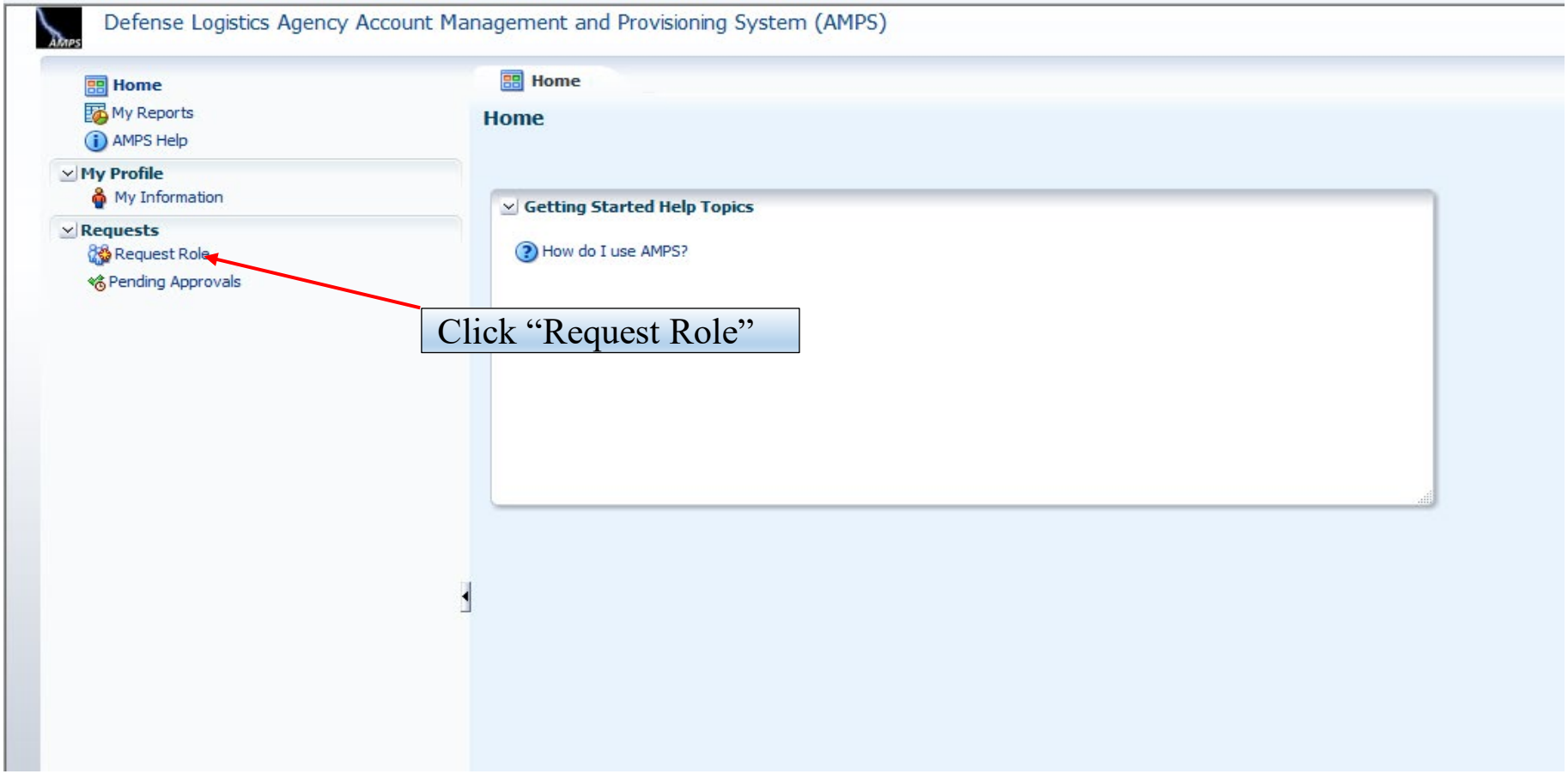
Once a user has created their account in AMPS, they will now need to login and request the one required role to gain access to the RTD Web System (DLA Disposition Prod – RTD Customer DDS-413)

AMPS Website

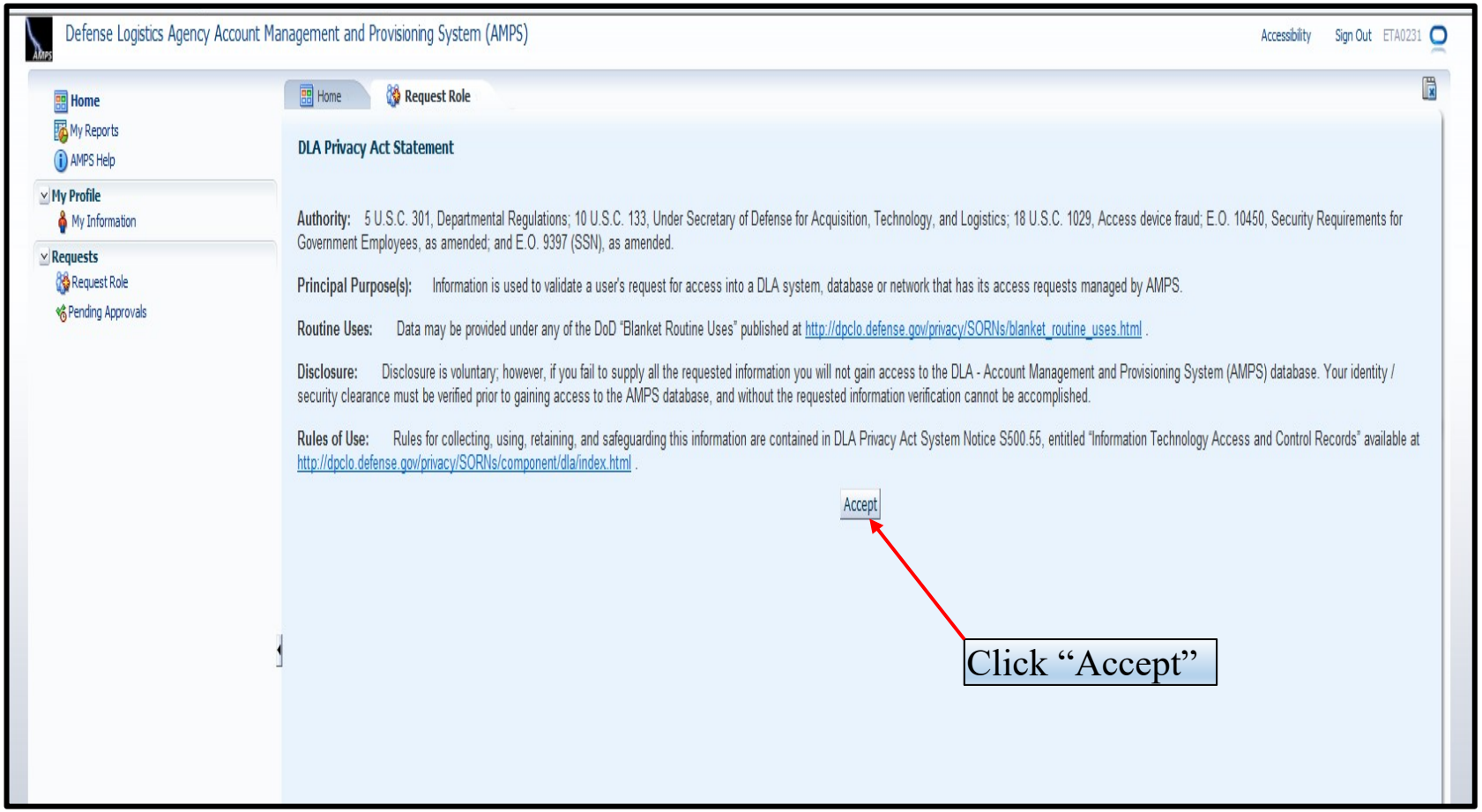


Click "Click HERE for access to AMPS"

AMPS Website



Requesting Roles



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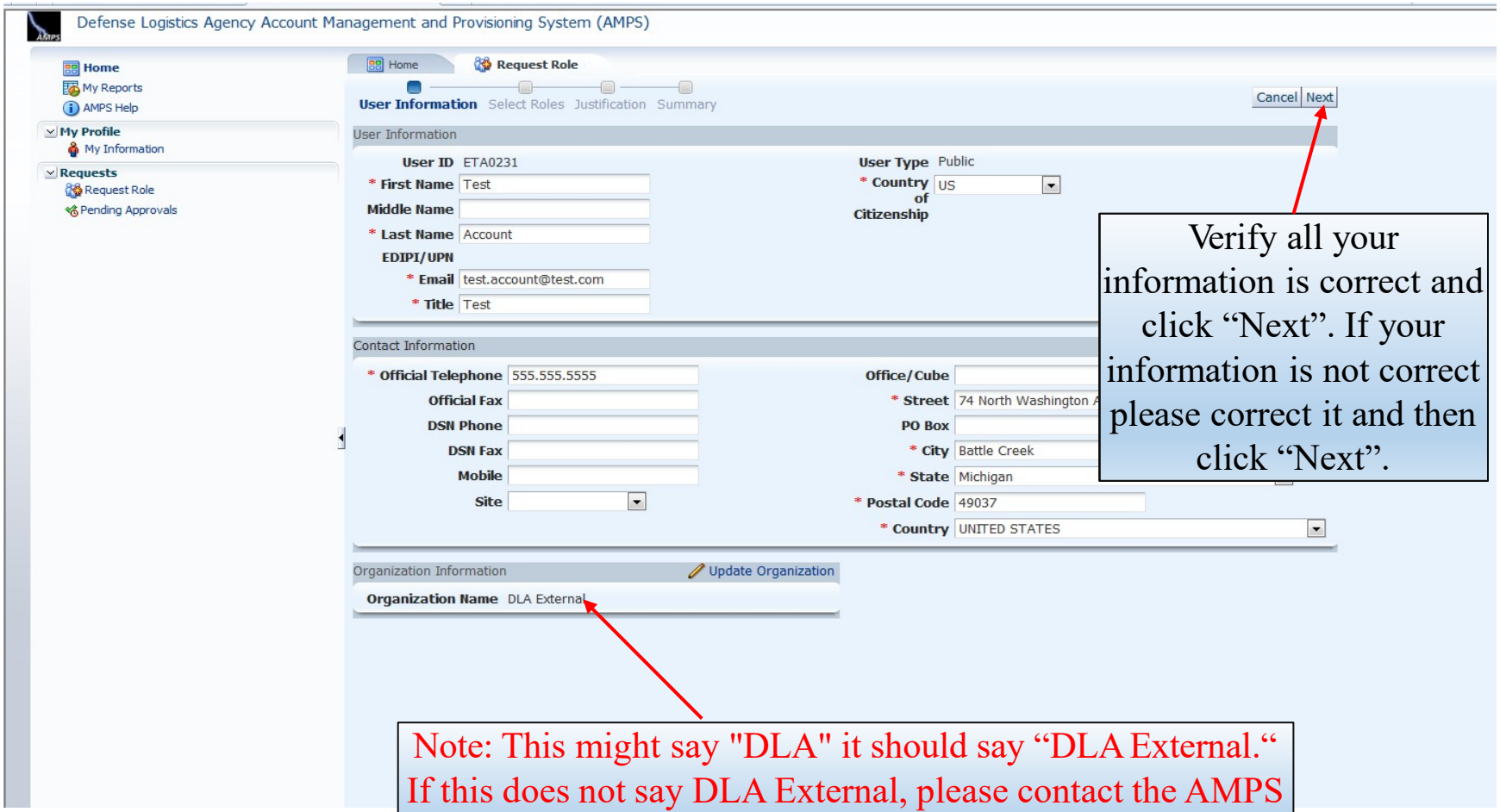

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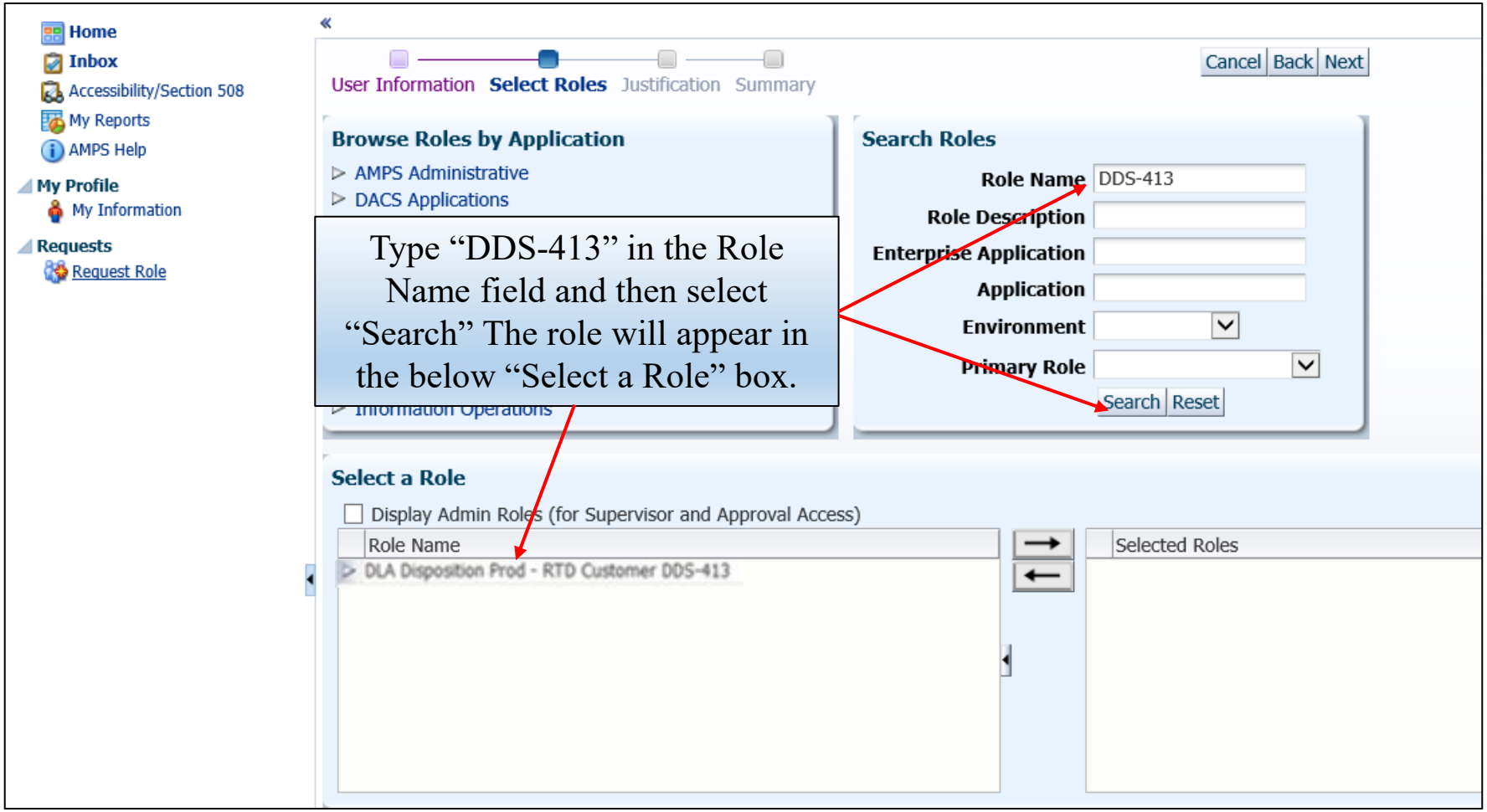
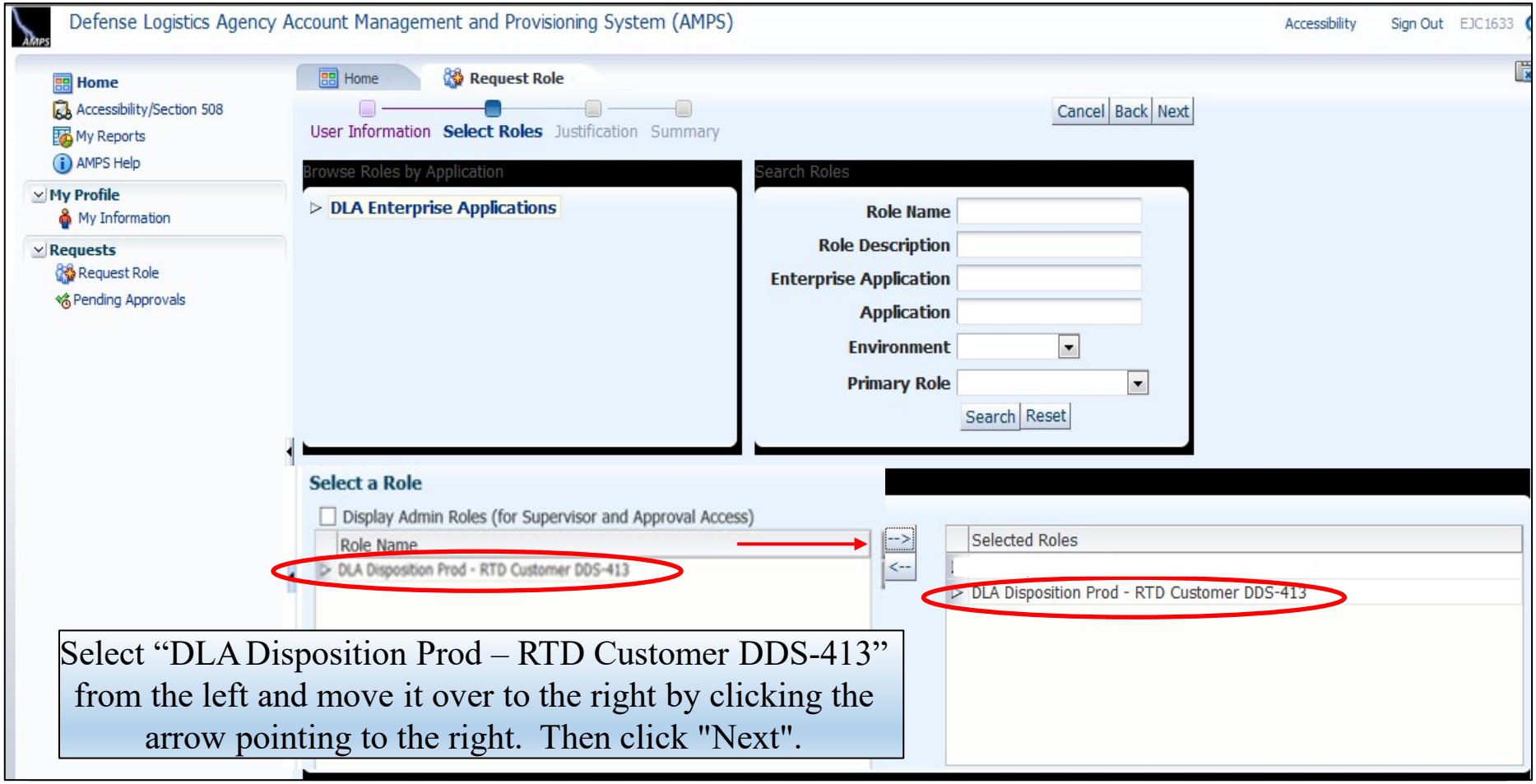
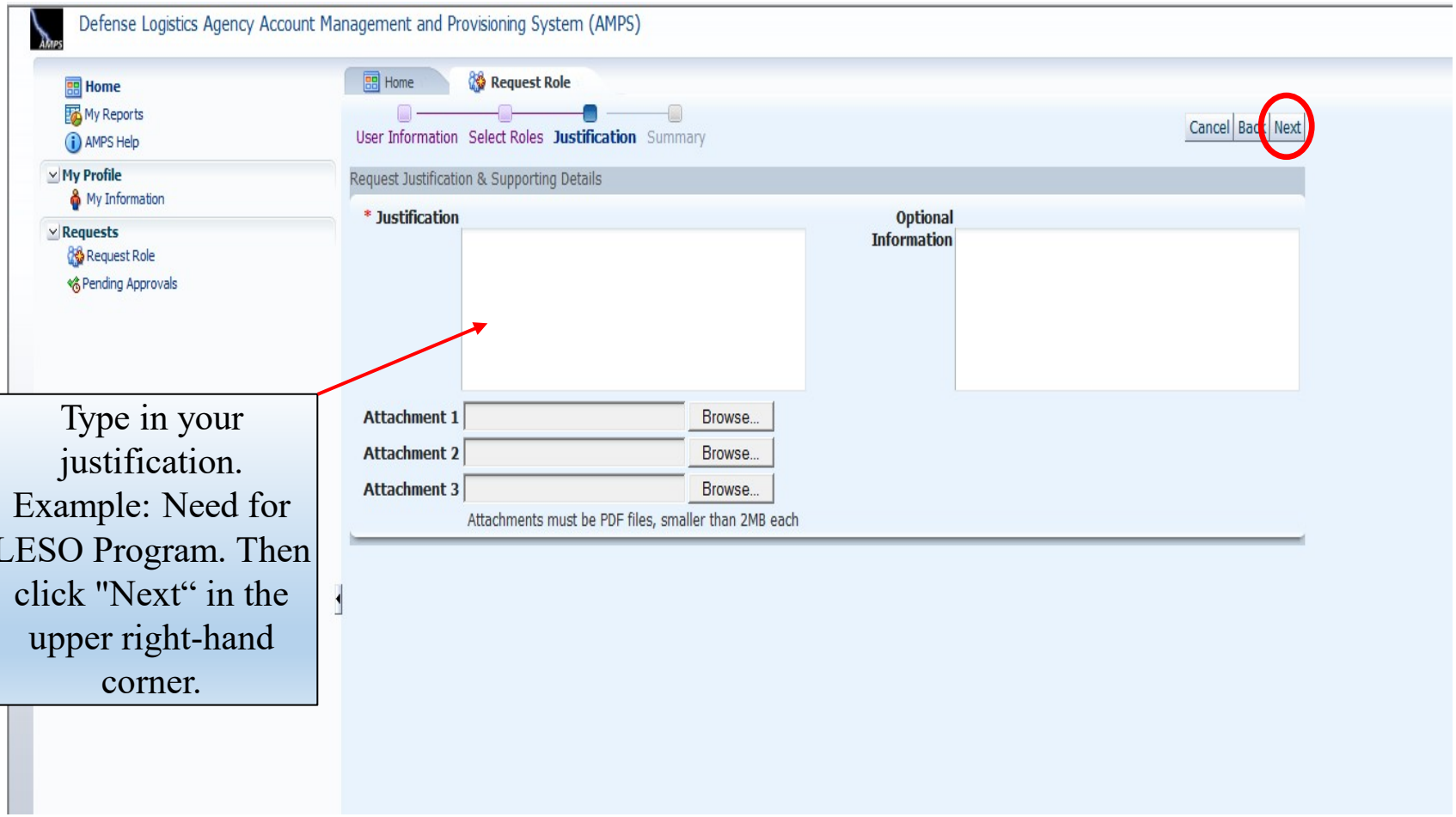


Requesting Roles



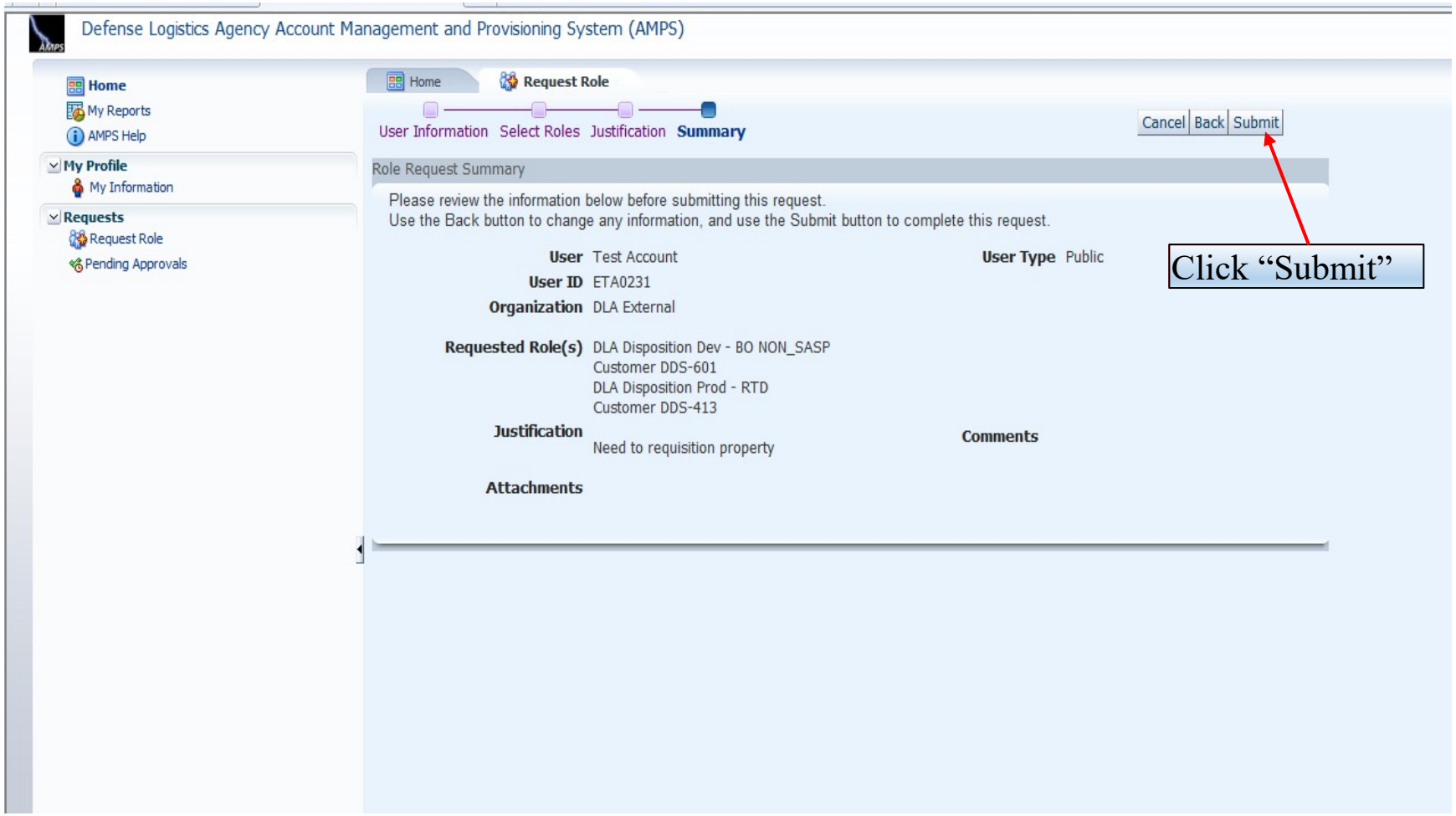
Select "DLA Disposition Prod – RTD Customer DDS-413" from the left and move it over to the right by clicking the arrow pointing to the right. Then click "Next".

Requesting Roles



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

Requesting Roles

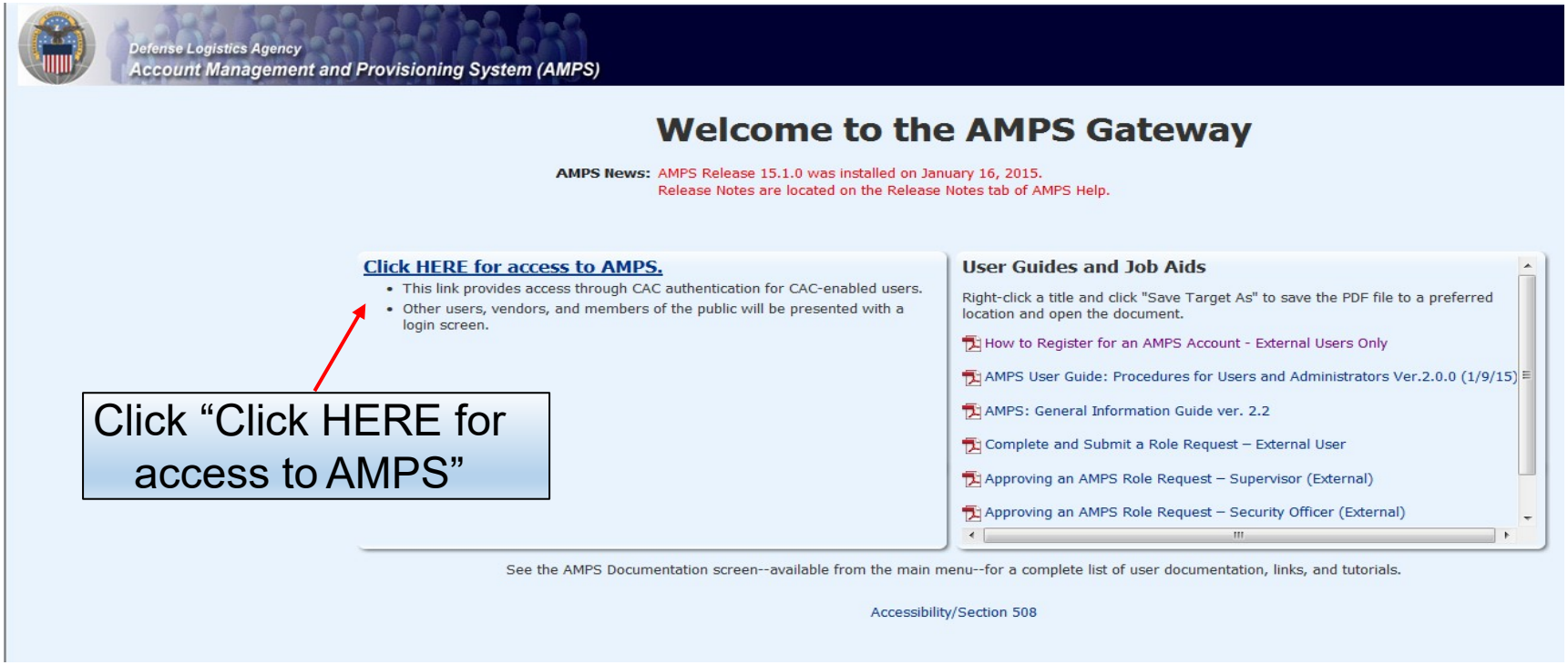


Approval

- 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.

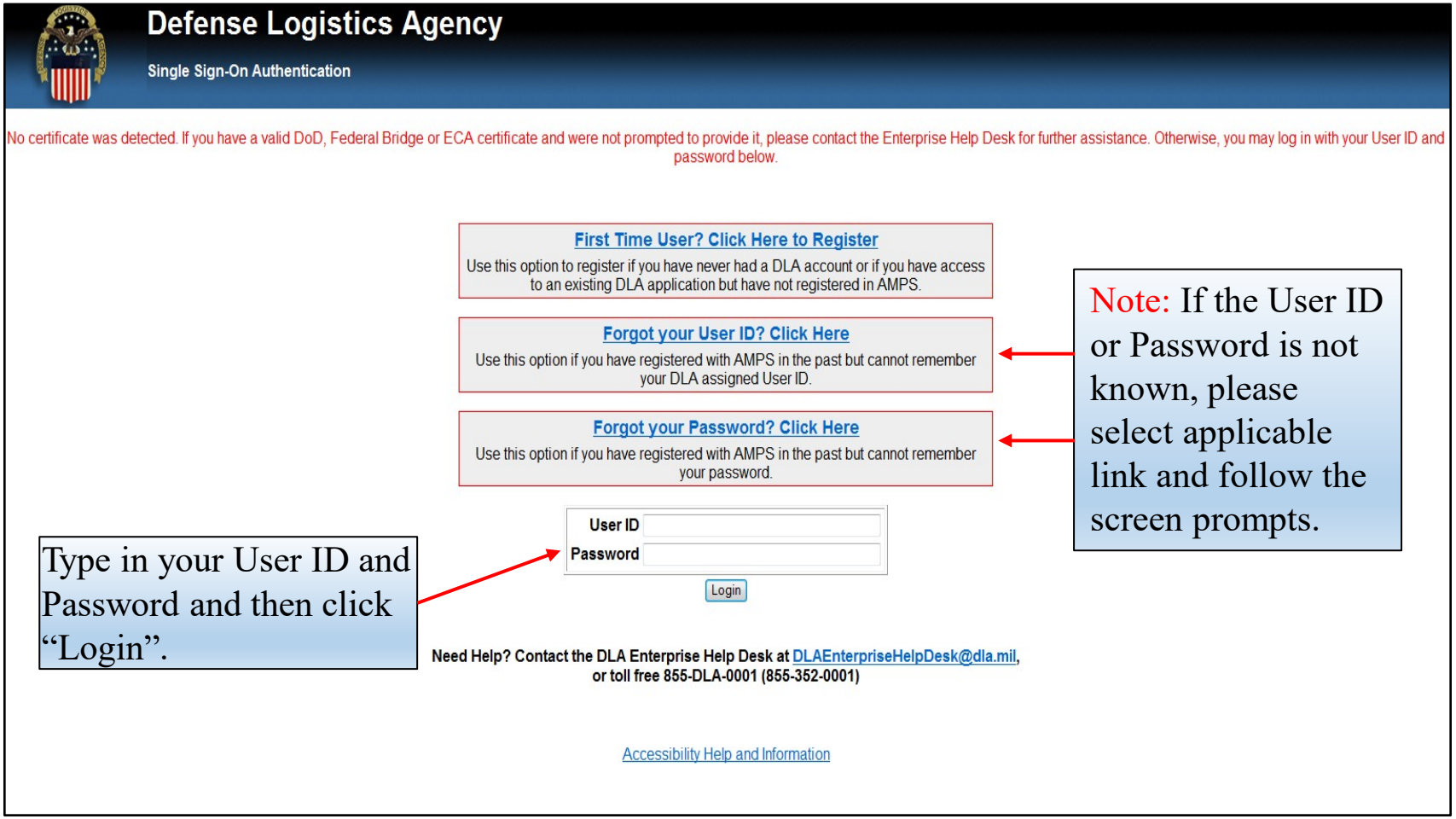
RTD Password Reset

https://amps.dla.mil/oim



Click “Click HERE for access to AMPS”

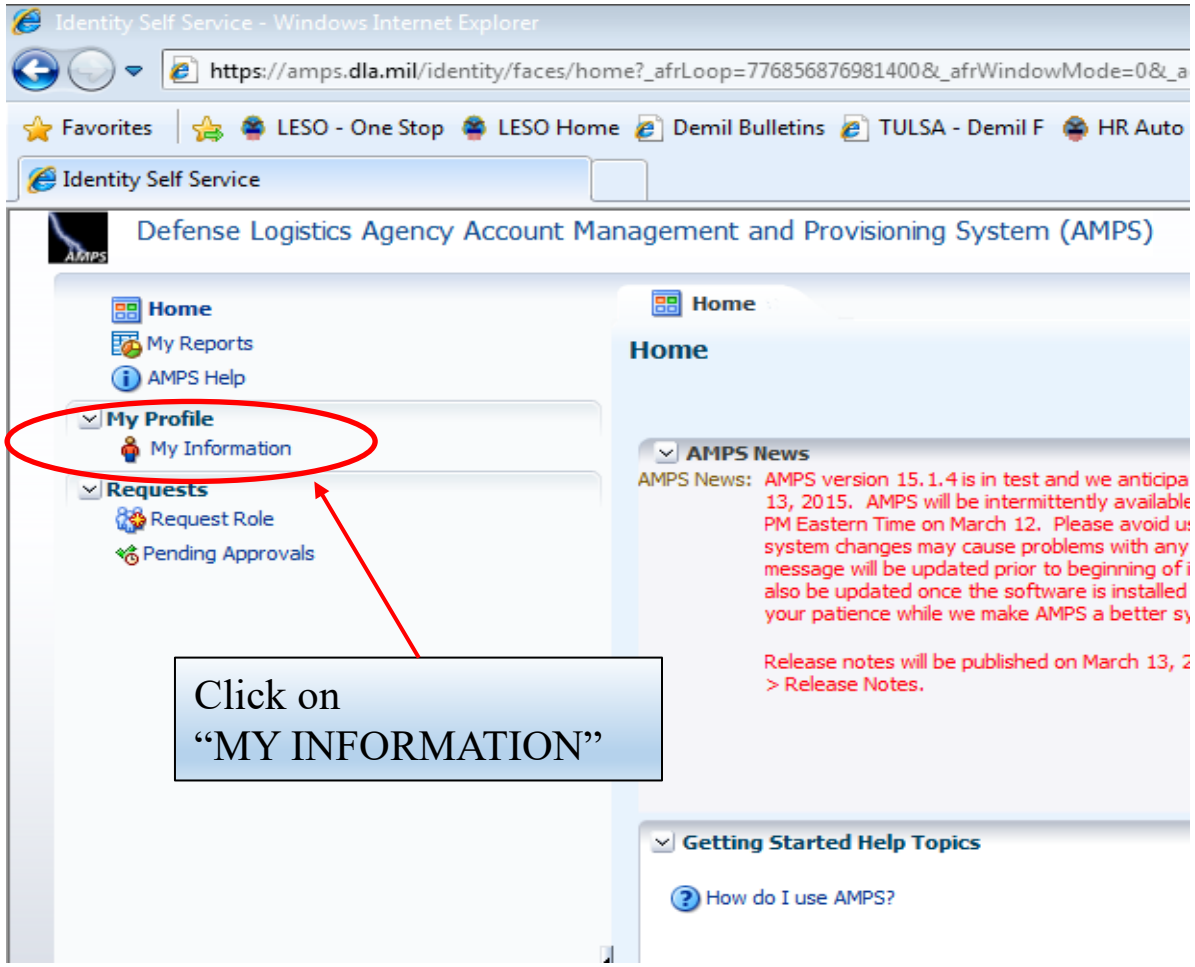
RTD Password Reset



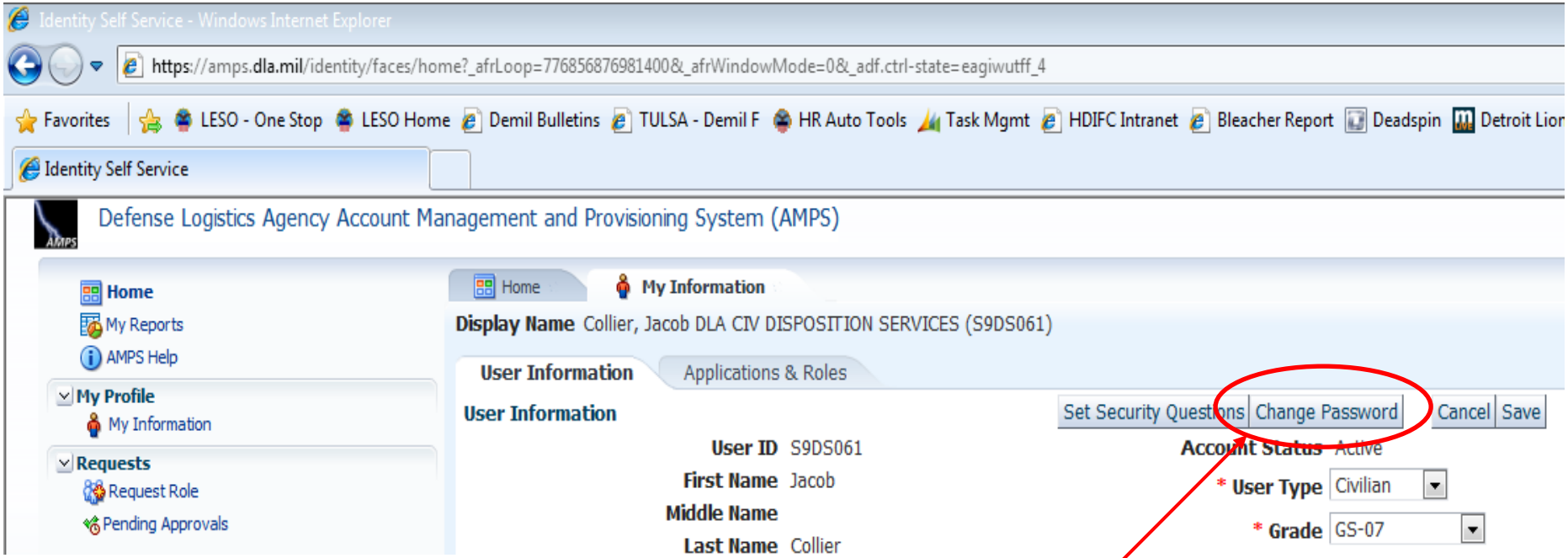
Note: If the User ID or Password is not known, please select applicable link and follow the screen prompts.

Type in your User ID and Password and then click "Login".

RTD Password Reset



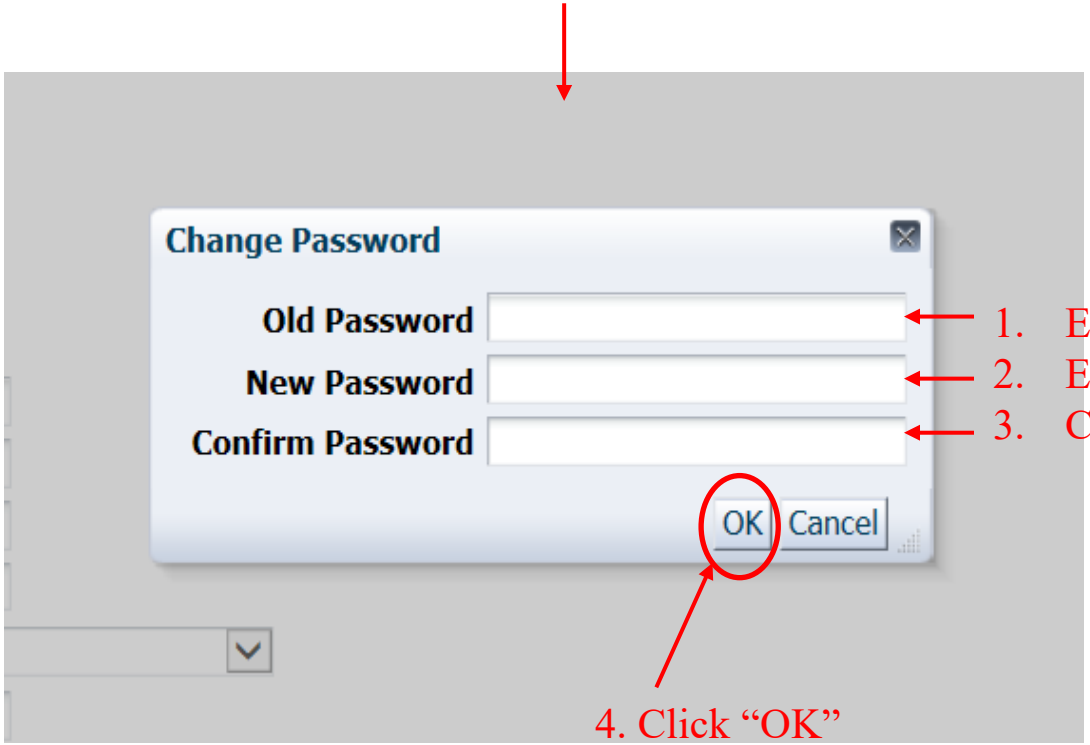
RTD Password Reset



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

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