Account Management and Provisioning System (AMPS)
Outline

• AMPS Overview
• Creating Account
• Account Confirmation
• Request Role
• Approval
• RTD Password Reset
AMPS Overview

- **Account Management and Provisioning System**
- AMPS is a “parent” system where a request for access to the Reutilization, Transfer, and Donation (RTD) system is submitted
- RTD is the “child” system where the actual requests for property happen
Creating Account

https://amps.dla.mil/oim

- If you have any questions while completing this guide please call LESO at 1-800-532-9946 or the AMPS helpdesk at 1-855-352-0001, select option number 2.

Click “Click HERE for access to AMPS”
Creating Account

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.

Click “OK”
Creating Account

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

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:

<table>
<thead>
<tr>
<th>User Type</th>
<th>Select CAC/PIV Card for 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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Agency User/Contractor</td>
<td></td>
</tr>
<tr>
<td>Supplier/Vendor</td>
<td></td>
</tr>
<tr>
<td>Public</td>
<td></td>
</tr>
</tbody>
</table>

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 if you have any questions concerning the use of this System.

Cancel
Go to https://amps.dla.mil/OIM 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. Click "Accept".
Creating Account

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
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".
Creating Account

Go to https://amps.dla.mil/OIM
Click "Public" user type. Even if you are a federal agency you will still click Public. If you click "Federal User" it will cause problems with your access.

Click "Create Account"

Click “Create Account”
Account Confirmation/Username

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 below.

The confirmation page provides the username. Make sure to save this as you will need it to log into RTD.

Then click “Login to AMPS” to request the required role for RTD access.
Click “Click HERE for access to AMPS”
Type in your User ID and Password and then click “Login”.

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

Login

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

Accessibility Help and Information

WARFIGHTER FIRST
Click “Request Role”
Requesting Role

Click “Accept”
WARFIGHTER FIRST

Requesting Role

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

This should say DLA External. Occasionally it populates as DLA and fixes itself within 24 hours.
Requesting Role

Click “DLA Enterprise Applications” and the roles will show down below.

Or type “DDS-413” into the Role Name field.
Select “DLA Disposition Prod – RTD Customer DDS-413” from the left and move it to the right by clicking the arrow. Then click "Next".
Type in your justification. Example: Need for LESO Program. Then click "Next" in the upper right-hand corner.
Requesting Role

- Go to https://amps.dla.mil/OI
- Click "Click HERE for access to AMPS"
- Type in your User ID and Password and then click "Login"
- Click "OK"
- Click "DLA Enterprise Applications" and the roles will show down below.
- Click "Request Role"
- Verify all your information, select "DLA Disposition Dev – BO information is correct NON_SASP Customer DDS-601" and click "Next".
- Click "Accept"
- Type in your justification, for example: Need for 1033 Program, and click Next.
- Click "Submit"

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

• 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
  – Follow the RTD guide to assist in getting started in RTD

• 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 for an AMPS password reset, if necessary
RTD Password Reset

https://amps.dla.mil/oim

Select “Click HERE for access to AMPS”
Type in your Username and Password and then click “Login”. If you’re unable to login, call the AMPS Helpdesk for a password reset at 855-352-0001, option number 2.
RTD Password Reset

Click on “My Information”
RTD Password Reset

Click on “Change Password”
RTD Password Reset

This box will appear.

1. Enter old password
2. Enter new password
3. Confirm new password
4. Click “OK”

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

- If the password reset in AMPS does not work, then call the AMPS Helpdesk for a password reset at 855-352-0001, option number 2.
Questions?

LESO HQ: 1-800-532-9946
LESO@DLA.MIL