

# DEFENSE LOGISTICS AGENCY

*Established 1961*



## How to Enroll in AMPS



THE NATION'S LOGISTICS COMBAT SUPPORT AGENCY



## Account Management and Provisioning System (AMPS)

Access AMPS  
thru portal  
address below.

[https://amps1.d  
la.mil](https://amps1.dla.mil)

Select  
hyperlink:

“Click HERE  
for access to  
AMPS”

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

**Note:** Questions while completing this guide, please call LESO at 1-800-532-9946 or the AMPS helpdesk at (844) 347-2457, press 5, then speak or enter DLA.



## Account Management and Provisioning System (AMPS)

DLA  
User  
Agreement.

Read to  
confirm  
conditions.

Click:  
“OK” to  
proceed.



### 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



## Account Management and Provisioning System (AMPS)

Select:  
hyperlink.

“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 Service 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	<input type="text"/>
Password	<input type="password"/>

[Login](#)

If you need IT assistance, please contact the DISA Global Service Desk by calling toll free 844-DISA-HLP (844-347-2457) or DSN 850-0032 (press 5, then speak or enter D-L-A) or visit the DLA Service Portal (.mil only) at <https://dla.servicenowservices.mil/sp?id=index>

[Accessibility/Section 508](#)



## 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:**

Submit



Enter your email address listed on the current and approved application.

Click: "Submit".

Retrieve the system generated email from the email address that was entered.

Click: on the hyperlink within the email.

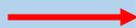


# Creating an Account

Even if you are a Federal Agency

Click: "I am a member of the Public".

**Note:** If you select "I work for another Federal Agency", errors will appear within the account.



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

### 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 DISA Global Service 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	<b>Non-DLA federal users:</b> click this button if you are a <b>member of the Armed Services, a DoD civilian employee, a DoD contractor, or a member of a Federal Agency</b> . You must provide information about yourself, along with the names and contact information of your Supervisor and local Security Officer as required by DLA form 2875.
I am a Supplier or Vendor to DLA	<b>Suppliers and Vendors:</b> click this button if you are a Supplier/Vendor with a Commercial and Government Entity (CAGE) code. Supplier/Vendors work for a company or organization that supplies items or parts to DLA.
I am a member of the Public	<b>Public:</b> click this button if you are a member of the public who wants access to DLA applications 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.

If you need IT assistance, please contact the DISA Global Service Desk by calling toll free 844-DISA-HLP (844-347-2457) or DSN 850-0032 (press 5, then speak or enter D-L-A) or visit the DLA Service Portal (.mil only) at <https://dla.servicenowservices.mil/sp?id=index>



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

CUI

**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://dpcl.d.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx>.

**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://dpcl.d.defense.gov/Privacy/SORNsIndex/tabid/5915/Category/11156/defense-logistics-agency.aspx>.

←

Click: "Accept" Terms and Conditions.



## DFAS 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 DFAS 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://dpclid.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx>.

**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 DFAS 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 DFAS Privacy Act System Notice T5210, entitled "Account Management Provisioning System (AMPS)" available at <http://dpclid.defense.gov/Privacy/SORNsIndex/tabid/5915/Category/11152/defense-finance-and-accounting-service.aspx>.

Accept



Click: "Accept" Terms and Conditions.



# Creating an Account

## 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 Public

\* Country of Citizenship

### Contact Information

\* Official Telephone   
Official Fax   
DSN Phone   
DSN Fax   
Mobile   
Site

Office/Cube   
\* Street   
PO Box   
\* City   
\* State   
\* Postal Code   
\* Country

Enter all information notated with asterisks.

Click: "Next".



# Creating an Account

Enter all information notated with asterisks.

Select three security questions and answer appropriately.

Be sure to follow the rules listed to the right.

Example for a password is  
LESO#123leso#123

Click: "Next".

**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**

<p>* Question 1 <input type="text"/></p> <p>* Answer 1 <input type="text"/></p> <p>* Question 2 <input type="text"/></p> <p>* Answer 2 <input type="text"/></p> <p>* Question 3 <input type="text"/></p> <p>* Answer 3 <input type="text"/></p>	<p>Please set your security questions, using the following rules:</p> <ol style="list-style-type: none"> <li>1) You must choose 3 different questions</li> <li>2) The answers to each question are not case sensitive</li> <li>3) Spaces and other punctuation are allowed</li> <li>4) Each answer must be between at least 3 and 40 characters long</li> <li>5) Each answer cannot be a word contained in the question</li> </ol>
---	--

**Set Password**

<p>Enter New Password <input type="text"/></p> <p>Confirm Password <input type="text"/></p>	<p>Please set your password, using the following rules:</p> <ol style="list-style-type: none"> <li>1) Minimum length of 15 Characters</li> <li>2) Maximum length of 32 Characters</li> <li>3) Minimum of 4 Alphabetic Characters</li> <li>4) Minimum of 2 Numeric Characters</li> <li>5) Minimum of 2 Lowercase Characters</li> <li>6) Minimum of 2 Uppercase Characters</li> <li>7) Minimum of 2 Special Characters</li> <li>8) Must begin with an Alphabetic Character</li> <li>9) Must not use any of your previous 10 passwords</li> <li>10) Cannot use : &amp; " / ' ` \ [ ] ( ) % { } @ \$ ?</li> <li>11) Must not contain your login name, first name, last name or email address</li> </ol>
---	---

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

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

Security Information	
<b>Question 1</b>	What is the city of your birth?
<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>	*****
<b>Password</b>	*****

Check information for accuracy.

Click: "Create Account".



## 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.

[Login to AMPS](#) ←

Confirmation page provides a username, which will be your personal login ID.

Click: "Login to AMPS".

**Note:** Ensure username and password are kept safe as this is same log in for RTD.



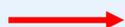
# Requesting AMPS Role



Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

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- [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

Select hyperlink: "Click HERE for access to AMPS".



# Requesting AMPS Role



## Defense Logistics Agency

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



User ID	<input type="text"/>
Password	<input type="password"/>
<a href="#">Login</a>	

If you need IT assistance, please contact the DISA Global Service Desk by calling toll free 844-DISA-HLP (844-347-2457) or DSN 850-0032 (press 5, then speak or enter D-L-A) or visit the DLA Service Portal (.mil only) at <https://dla.servicenowservices.mil/sp?id=index>

[Accessibility/Section 508](#)

Type in User ID and Password.

Click: "Login".



## Account Management and Provisioning System (AMPS)

DLA  
User  
Agreement.

Read to  
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Click:  
“OK” to  
proceed.



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- 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



# Requesting AMPS Role

CUI

Account Management and Provisioning System (AMPS)

Self Service Manage

Home

AMPS News: --If your SAAR screen is appearing very small, clear your browser's cache and then close all browser windows before opening AMPS again to fix it.

--Approvers, please do not use the RETURNUSER option on the Action dropdown for SAARs. If an approver is not able to approve a SAAR, then they should REJECT the SAAR.

If you have questions, please contact the DISA Global Service Desk at (844) 347-2457 - \*\*Press 5, then speak or enter

**My Information**  
Manage your profile, passwords and challenge questions

**Role Request**  
Request a role for access

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User Home Screen (Update Information / Role Request).

Click: "Role Request".

# Requesting AMPS Role



CUI

## Account Management and Provisioning System (AMPS)

Self Service

Manage

Home Request Role x

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→ Accept

Click: "Accept" Terms and Conditions.



# Requesting AMPS Role

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

EDIPI/UPN

\* Email test.account@test.com

\* Title Test

Contact Information

\* Official Telephone 555.555.5555 Office/Cube

Official Fax

\* Street 74 North Washington Ave

DSN Phone

PO Box

\* City Battle Creek

DSN Fax

\* State Michigan

Mobile

\* Postal Code 49037

Site Country UNITED STATES

Organization Information Update Organization

Organization Name DLA External

Ensure User Information is correct.

Click: "Next".



# Requesting AMPS Role

## Role Name Block:

1. Role Name:  
Type DDS-413.

2. Click: "Search".

Role Name appears  
below in Select a  
Role Section.

3. Highlight role.

4. Click: forward  
arrow.

Role will move from  
Role Name to  
Selected Roles.

5. Click: "Next".

The screenshot displays the AMPS web interface. At the top, the user is logged in as 'EJW3637'. The page title is 'Account Management and Provisioning System (AMPS)'. The navigation bar includes 'Home', 'My Information x', and 'Request Role x'. The 'Request Role' section is active, showing a progress bar with steps: 'User Information', 'Select Roles', 'Justification', and 'Summary'. The 'Select Roles' step is highlighted. On the right, there are 'Cancel', 'Back', and 'Next' buttons. The 'Search Roles' section contains a 'Role Name' field with 'DDS-413' entered, and a 'Search' button. The 'Browse Roles by Application' section lists 'DLA Enterprise Applications' and 'DLA Warehouse Management System (WMS)'. The 'Select a Role' section has a checkbox for 'Display Admin Roles (for Supervisor and Approval Access)'. Below this, a table shows the role selection process:

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

Red arrows and circles (1-5) indicate the sequence of actions: 1. Enter 'DDS-413' in the Role Name field. 2. Click the Search button. 3. Highlight the role 'DLA Disposition Prod - RTD Customer DDS-413' in the Role Name column. 4. Click the forward arrow button to move the role to the Selected Roles column. 5. Click the Next button.



# Requesting AMPS Role

Type in the role justification.

Example:  
Need for requisitioning property in RTD LESO Program.

Click: "Next".

**Note:**  
Attachments are not required from LEAs.

The screenshot shows a web application interface for 'Request Role'. At the top, there are navigation tabs: 'Home', 'Request Role', and a progress indicator with four steps: 'User Information', 'Select Roles', 'Justification' (which is the active step), and 'Summary'. On the right side of the navigation bar, there are three buttons: 'Cancel', 'Back', and 'Next'. A red arrow points to the 'Next' button. Below the navigation bar, the main content area is titled 'Request Justification & Supporting Details'. It contains two large text input fields: '\* Justification' and 'Optional Information'. A red arrow points to the '\* Justification' field. Below these fields, there are three rows for attachments, each with a text input field and a 'Browse...' button. The text below the attachment fields reads: 'Attachments must be PDF files, smaller than 2MB each'.



# Requesting AMPS Role

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 Prod - RTD Customer DDS-413		
<b>Justification</b>	Need to requisition property	<b>Comments</b>	
<b>Attachments</b>			

Verify information is correct.

Click: "Submit".



- Two emails will be generated.
  - First a notification of the role submittal.
  - Second a notification that the role request has been approved.
- When role has been approved, wait at least one hour but no more than eight hours or password reset may be required.
- If an error message “User Authentication Failed” is received when trying to log into the RTD Web, clear cache, try a different browser, and perform a computer restart. If error message persists, a password reset in AMPS will be required.

