DEFENSE LOGISTICS AGENCY

Established 1961

How to Enroll in AMPS

THE NATION'S LOGISTICS COMBAT SUPPORT AGENCY

PEOPLE ★ PRECISION ★ POSTURE ★ PARTNERSHIPS WARFIGHTER ALWAYS

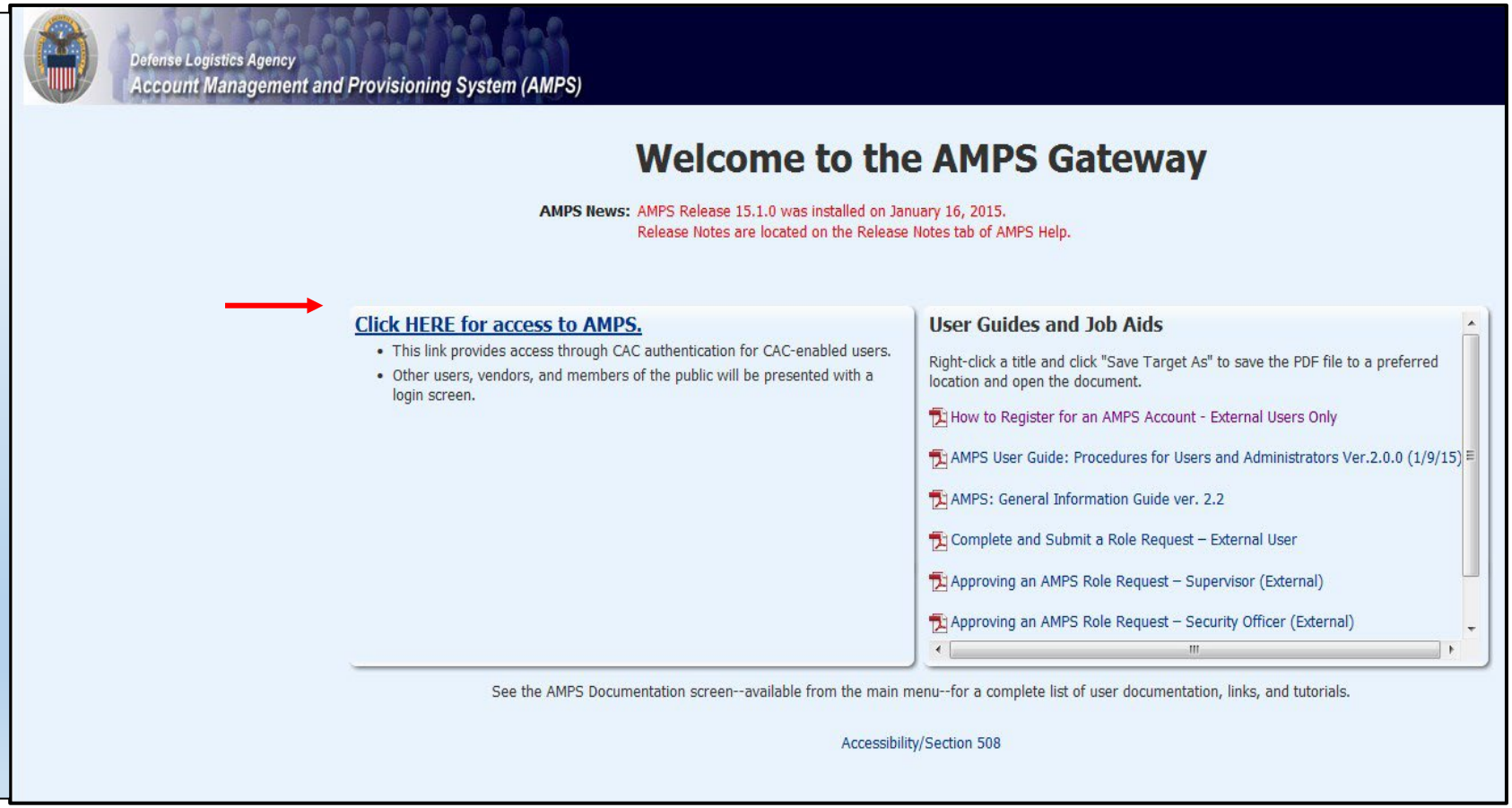
Account Management and Provisioning System (AMPS)

Access AMPS thru portal address below.

https://amps1.dla.mil

Select hyperlink:

"Click HERE for access to AMPS"



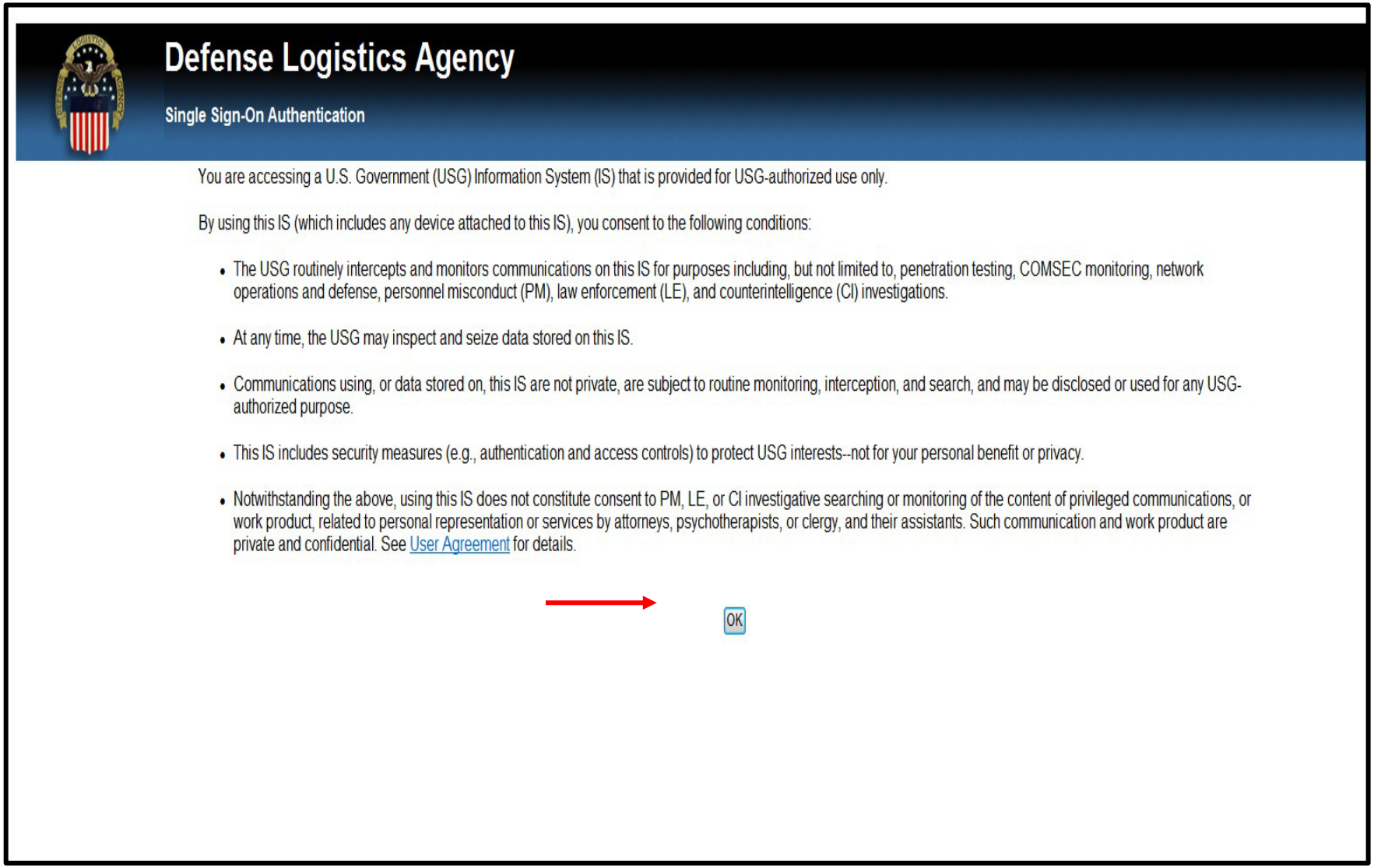
Note: Questions while completing this guide, please call LESO at 1-800-532-9946 or the AMPS helpdesk at (844) 347-2457, press 5, then speak or enter DLA.

Account Management and Provisioning System (AMPS)

DLA User Agreement.

Read to confirm conditions.

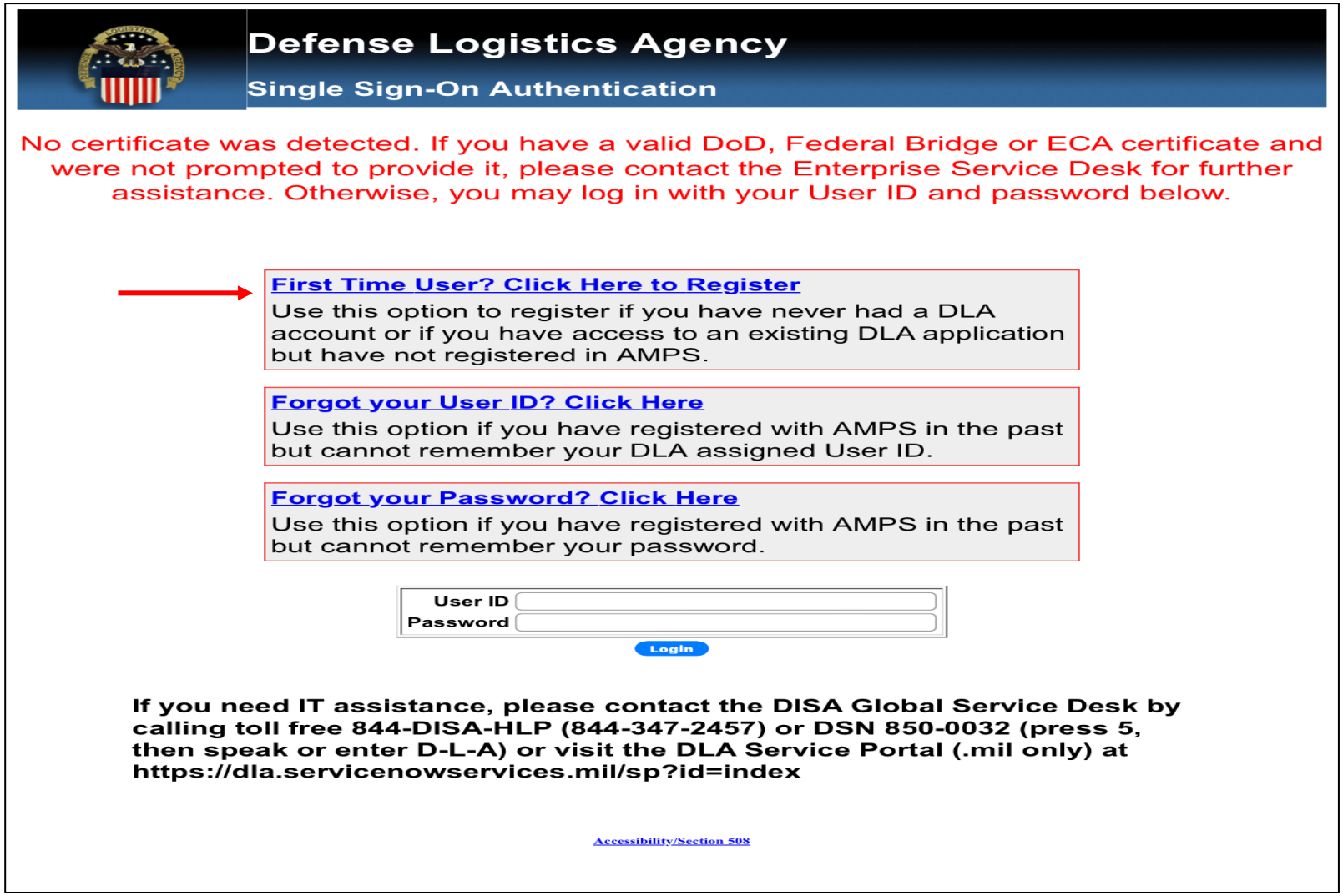
Click: "OK" to proceed.



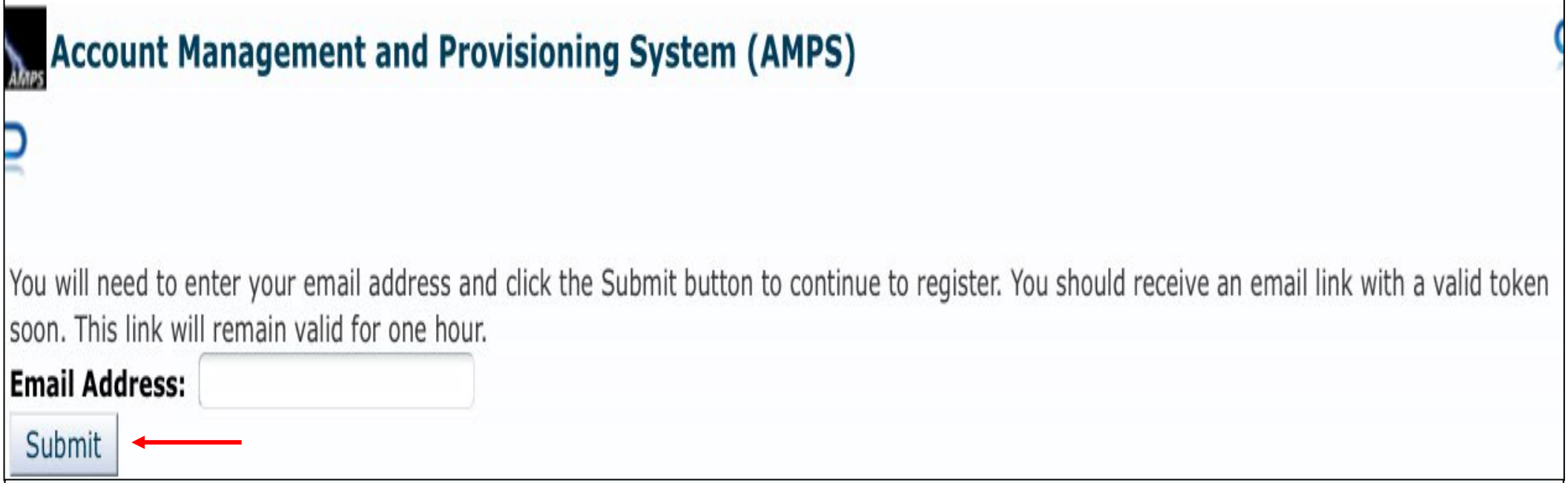
Account Management and Provisioning System (AMPS)

Select: hyperlink.

"First Time User? Click Here to Register".



Creating an Account



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.

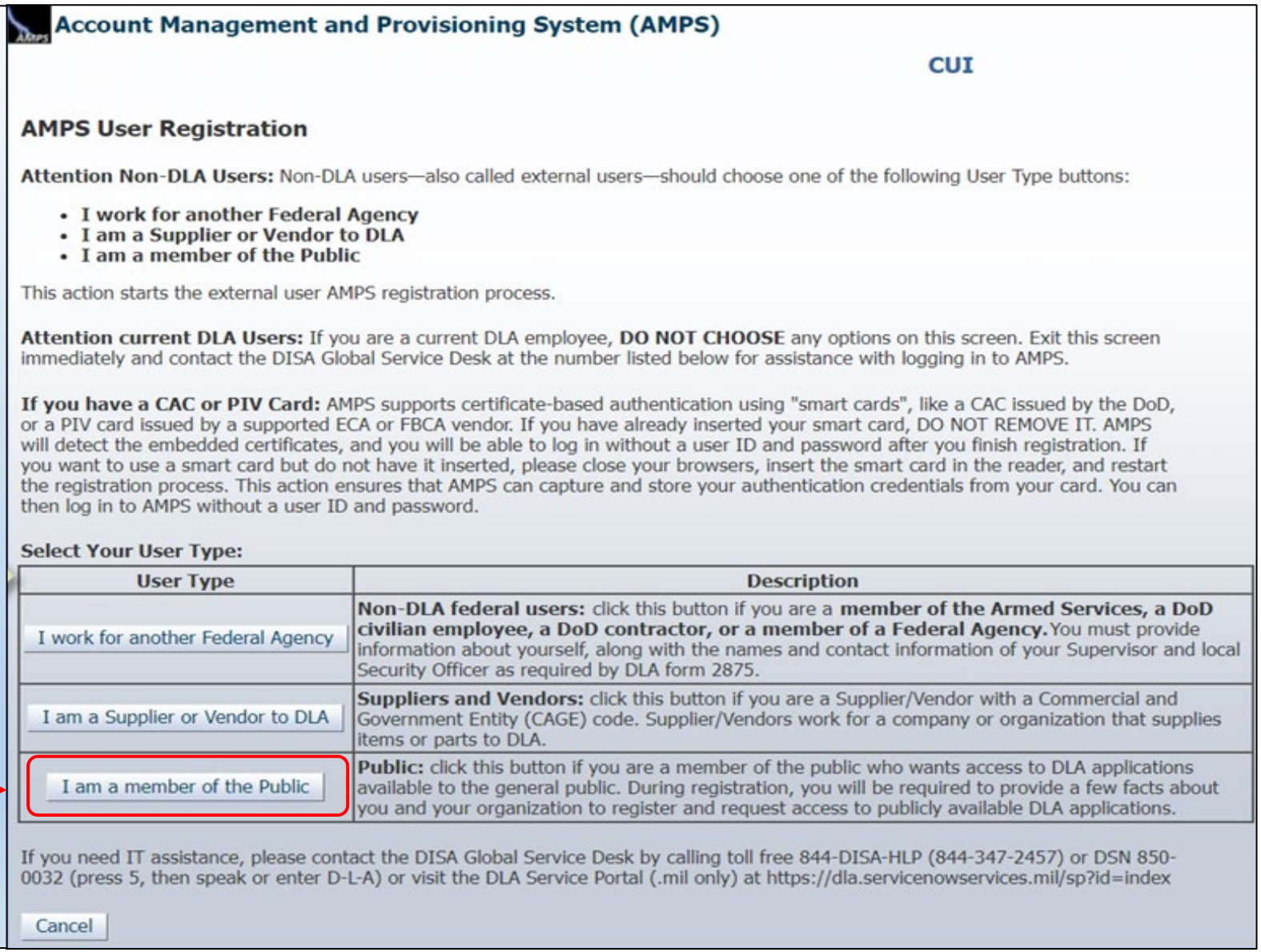
Click: on the hyperlink within the email.

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.

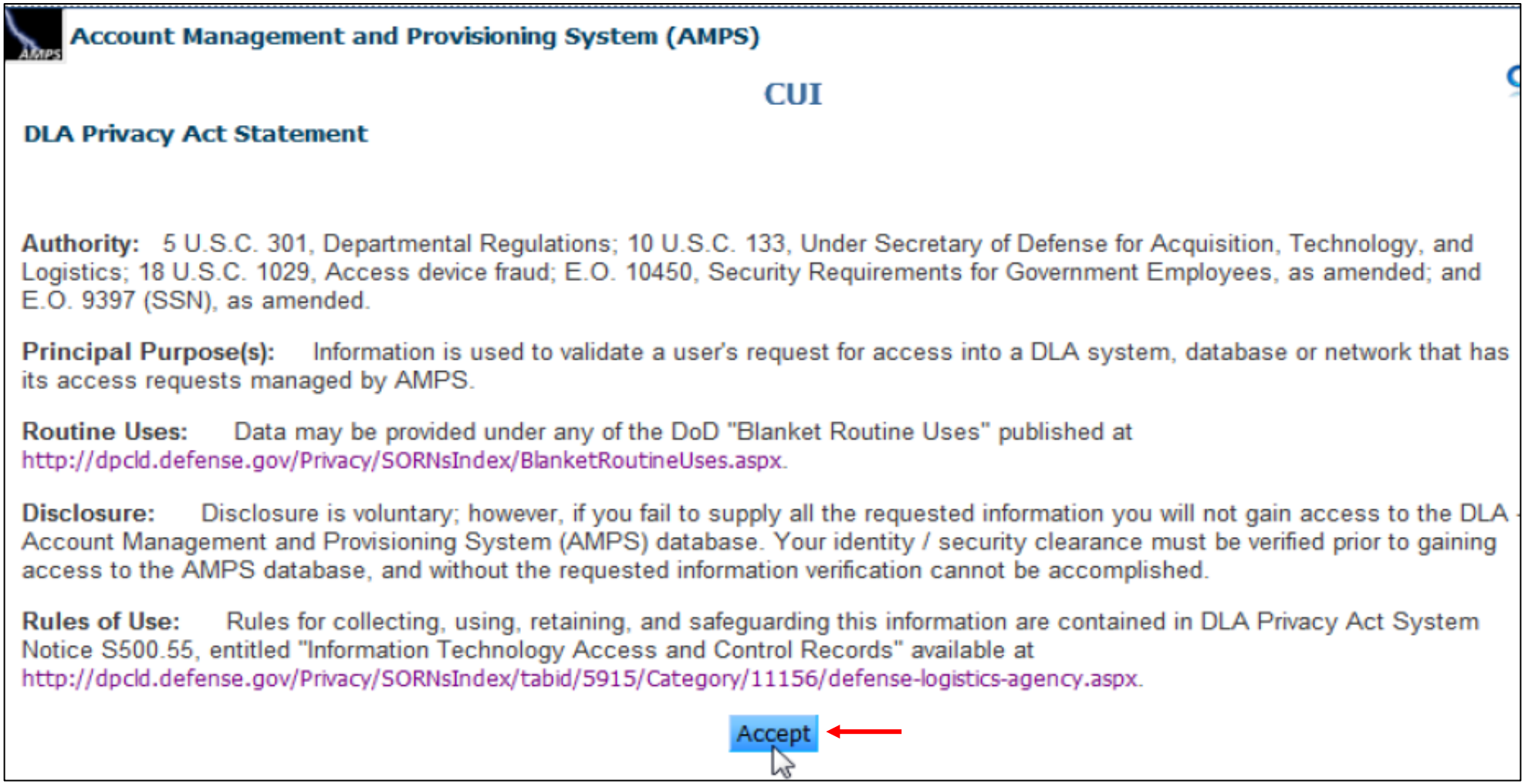
Select Your User Type:

User Type	Description
I work for another Federal Agency	**Non-DLA federal users:** click this button if you are a **member of the Armed Services, a DoD civilian employee, a DoD contractor, or a member of a Federal Agency.** 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	**Suppliers and Vendors:** 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	**Public:** 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

Cancel

Creating an Account



Click: “Accept” Terms and Conditions.

Creating an Account

DFAS Privacy Act Statement

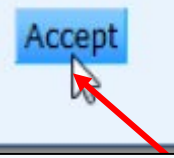
Authority: 5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 133, Under Secretary of Defense for Acquisition, Technology, and Logistics; 18 U.S.C. 1029, Access device fraud; E.O. 10450, Security Requirements for Government Employees, as amended; and E.O. 9397 (SSN), as amended.

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://dpcld.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx.

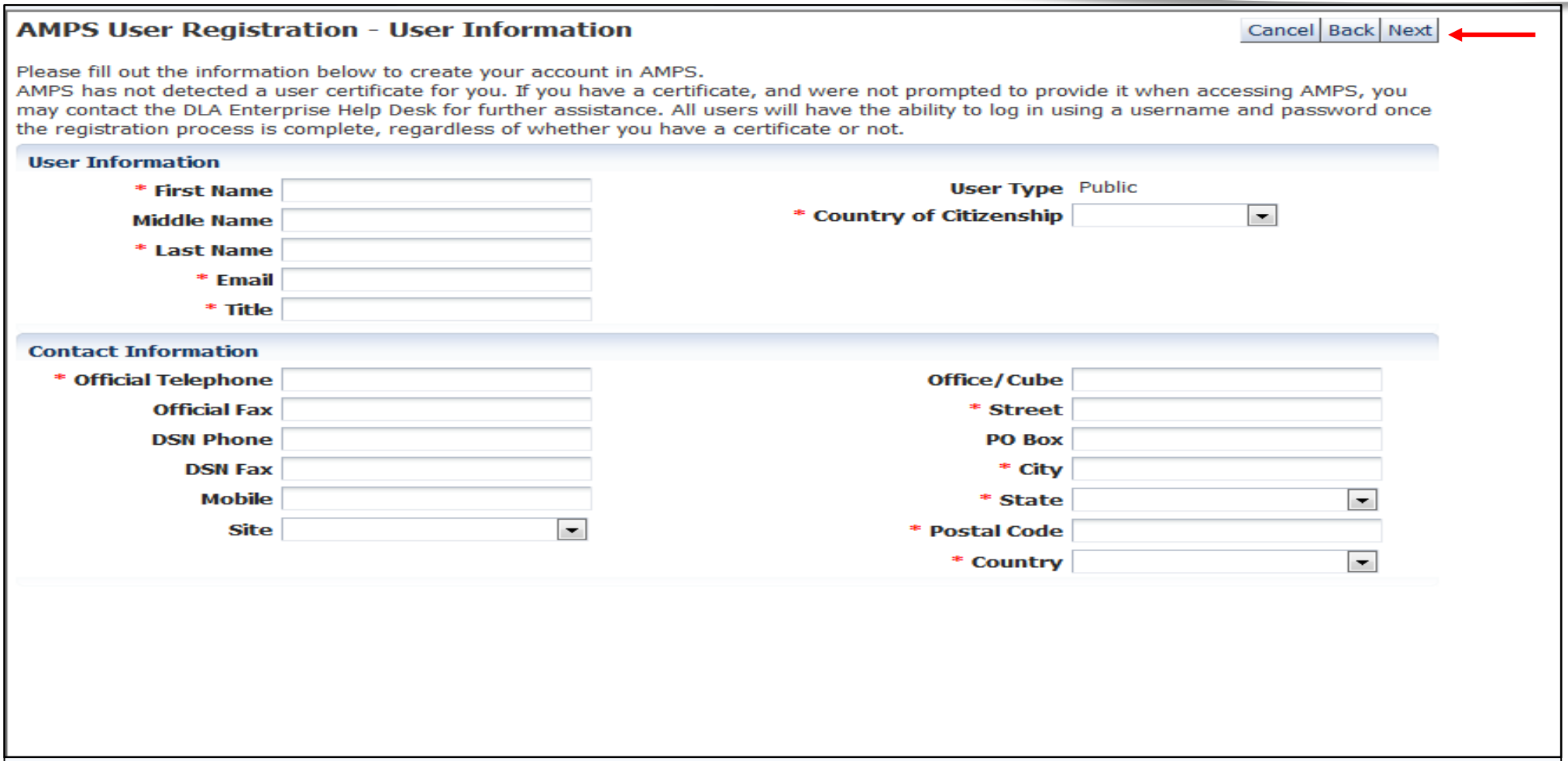
Disclosure: Disclosure is voluntary; however, if you fail to supply all the requested information you will not gain access to the DLA - Account Management and Provisioning System (AMPS) database. Your identity / security clearance must be verified prior to gaining access to the DFAS AMPS database, and 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://dpcld.defense.gov/Privacy/SORNsIndex/tabid/5915/Category/11152/defense-finance-and-accounting-service.aspx.



Click: “Accept” Terms and Conditions.

Creating an Account



Enter all information notated with asterisks.

Click: “Next”.

Creating an Account

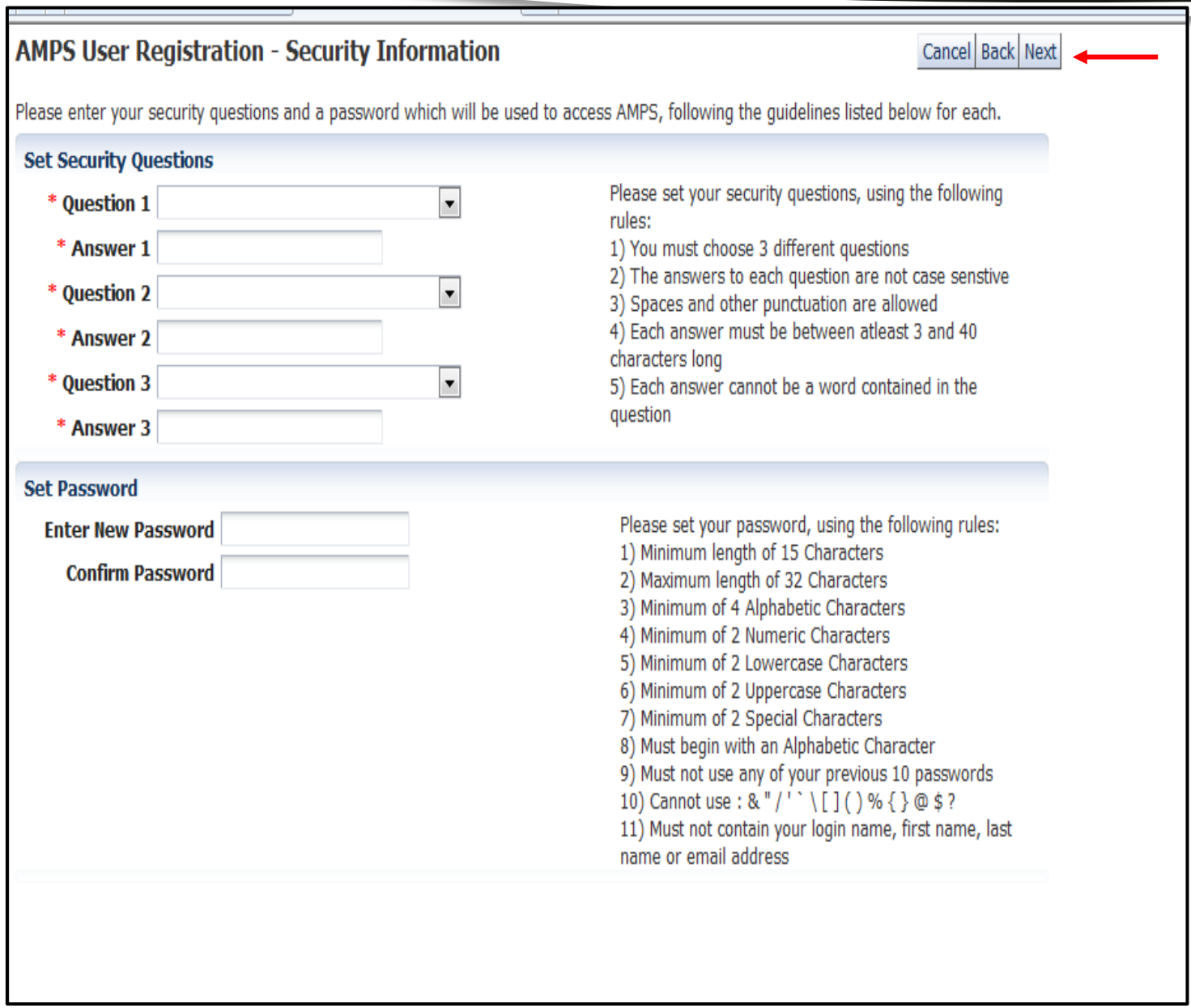
Enter all information notated with asterisks.

Select three security questions and answer appropriately.

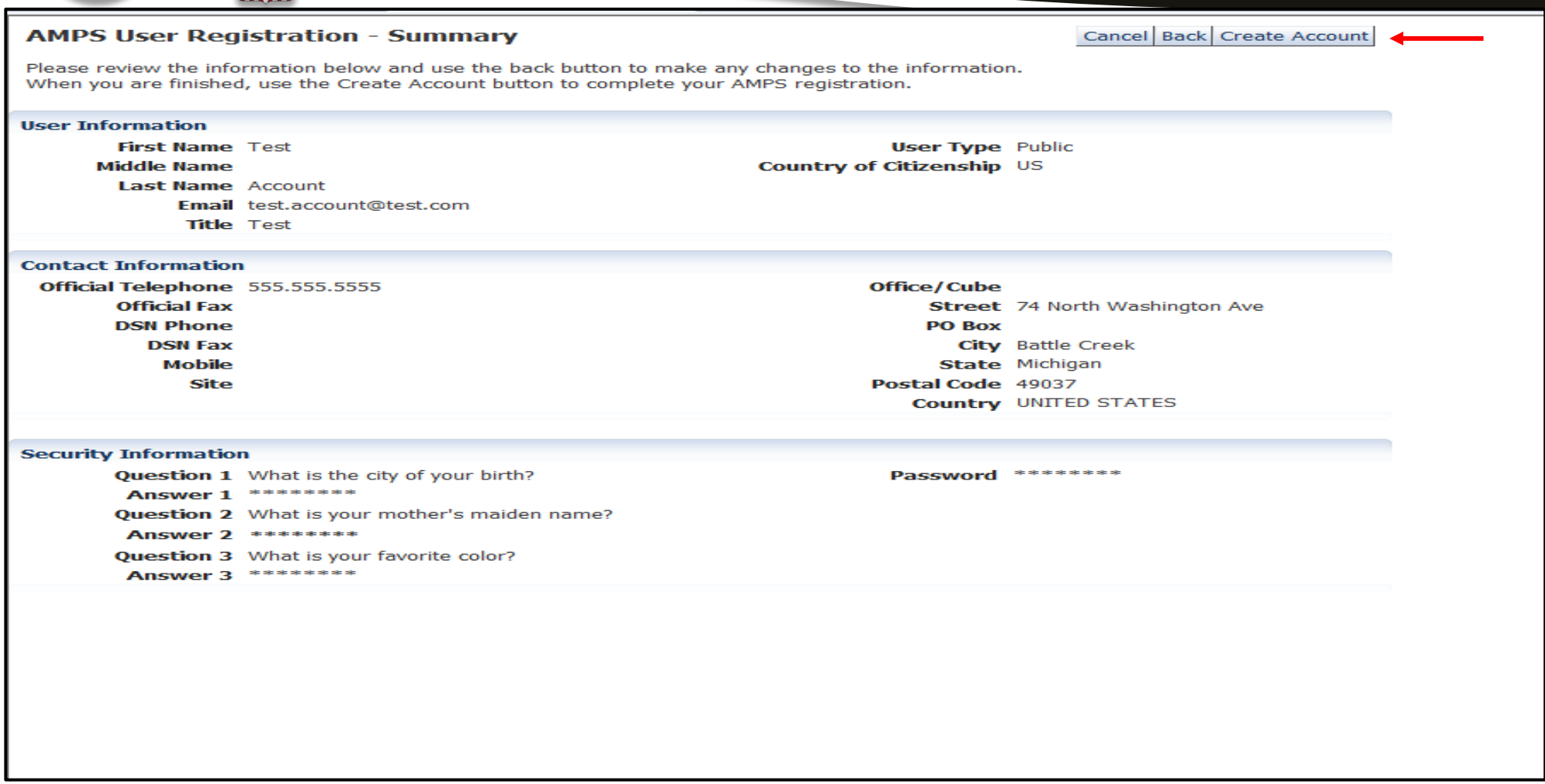
Be sure to follow the rules listed to the right.

Example for a password is LESO#123leso#123

Click: “Next”.



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

First Name	Test	**User Type**	Public
Middle Name		**Country of Citizenship**	US
Last Name	Account		
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**	
DSN Fax		**City**	Battle Creek
Mobile		**State**	Michigan
Site		**Postal Code**	49037
		Country	UNITED STATES

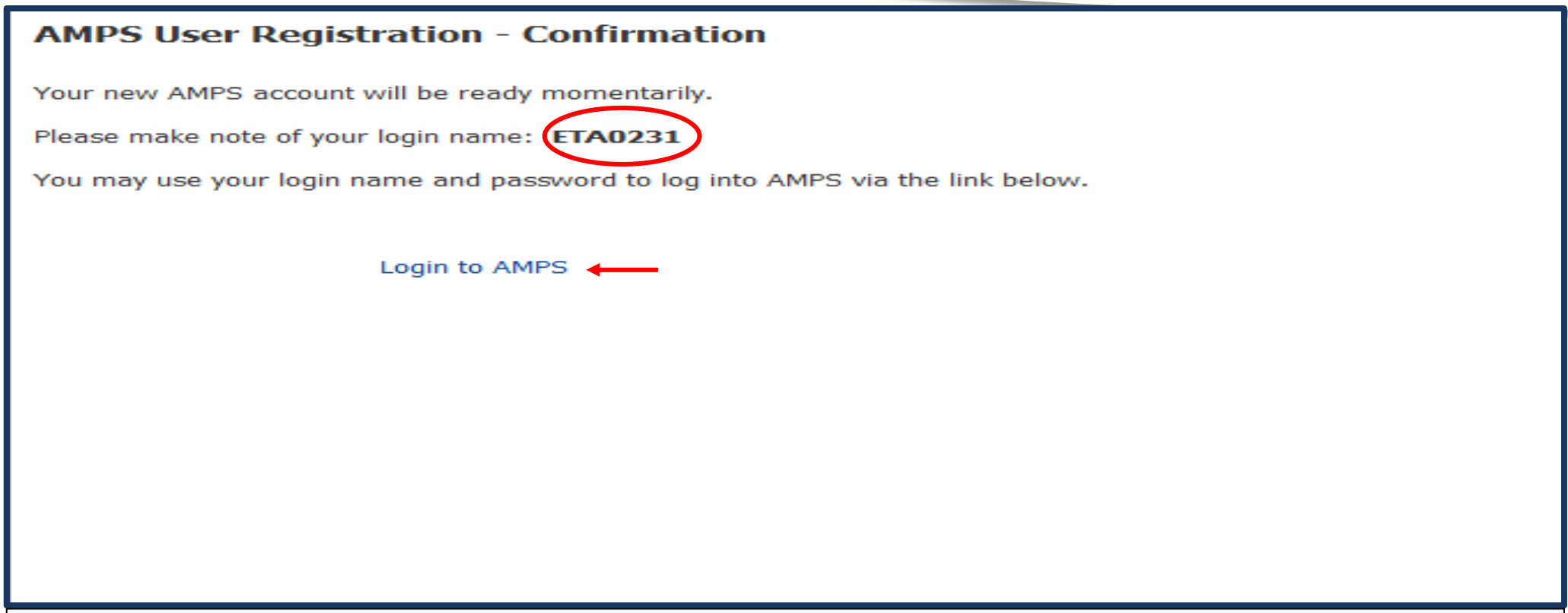
Security Information

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

Check information for accuracy.

Click: “Create Account”.

Account Confirmation / Username

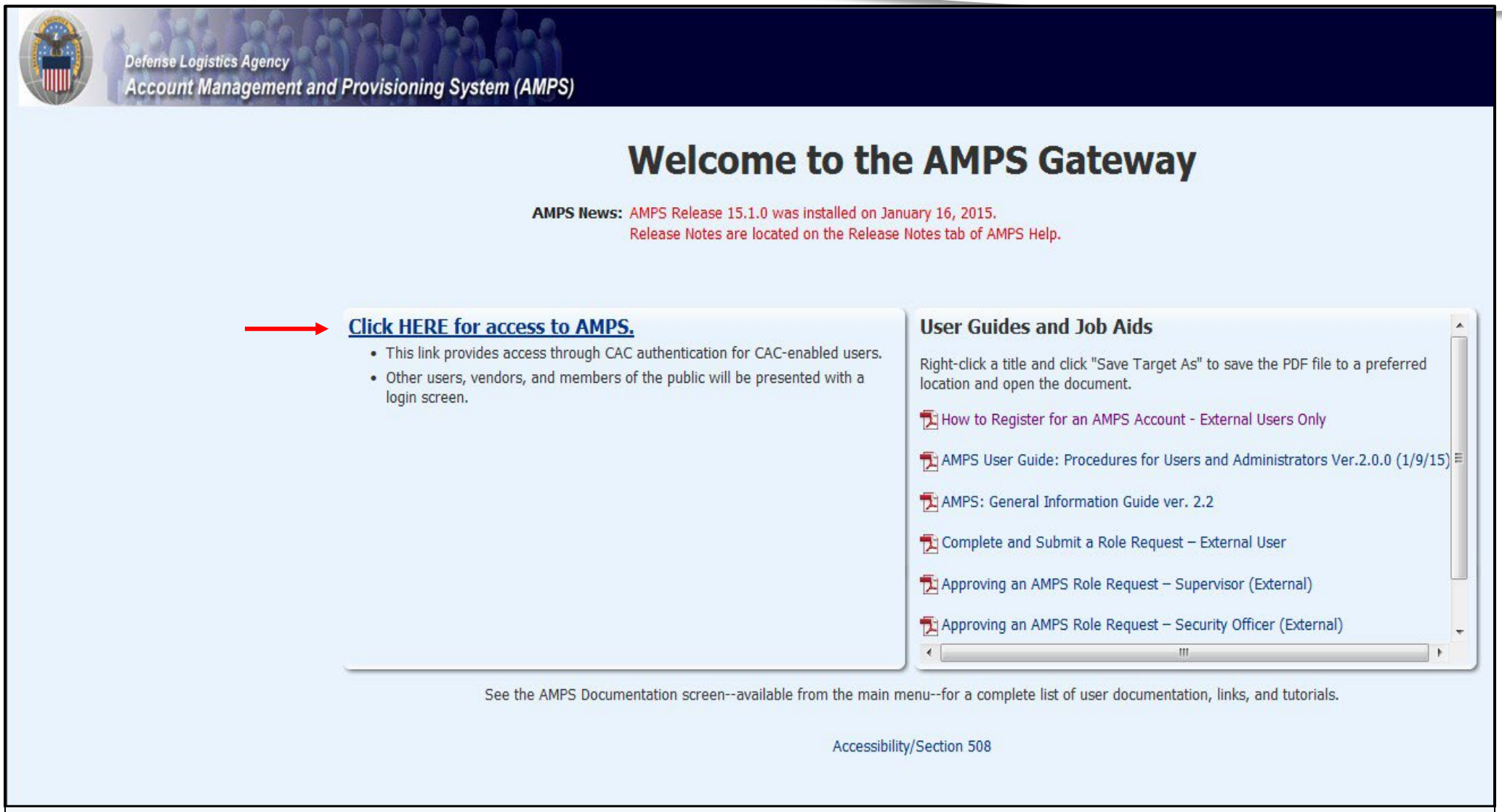


Confirmation page provides a username, which will be your personal login ID.

Click: “Login to AMPS”.

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

Requesting AMPS Role



Select hyperlink: “Click HERE for access to AMPS”.

Requesting AMPS Role

Type in User ID and Password.

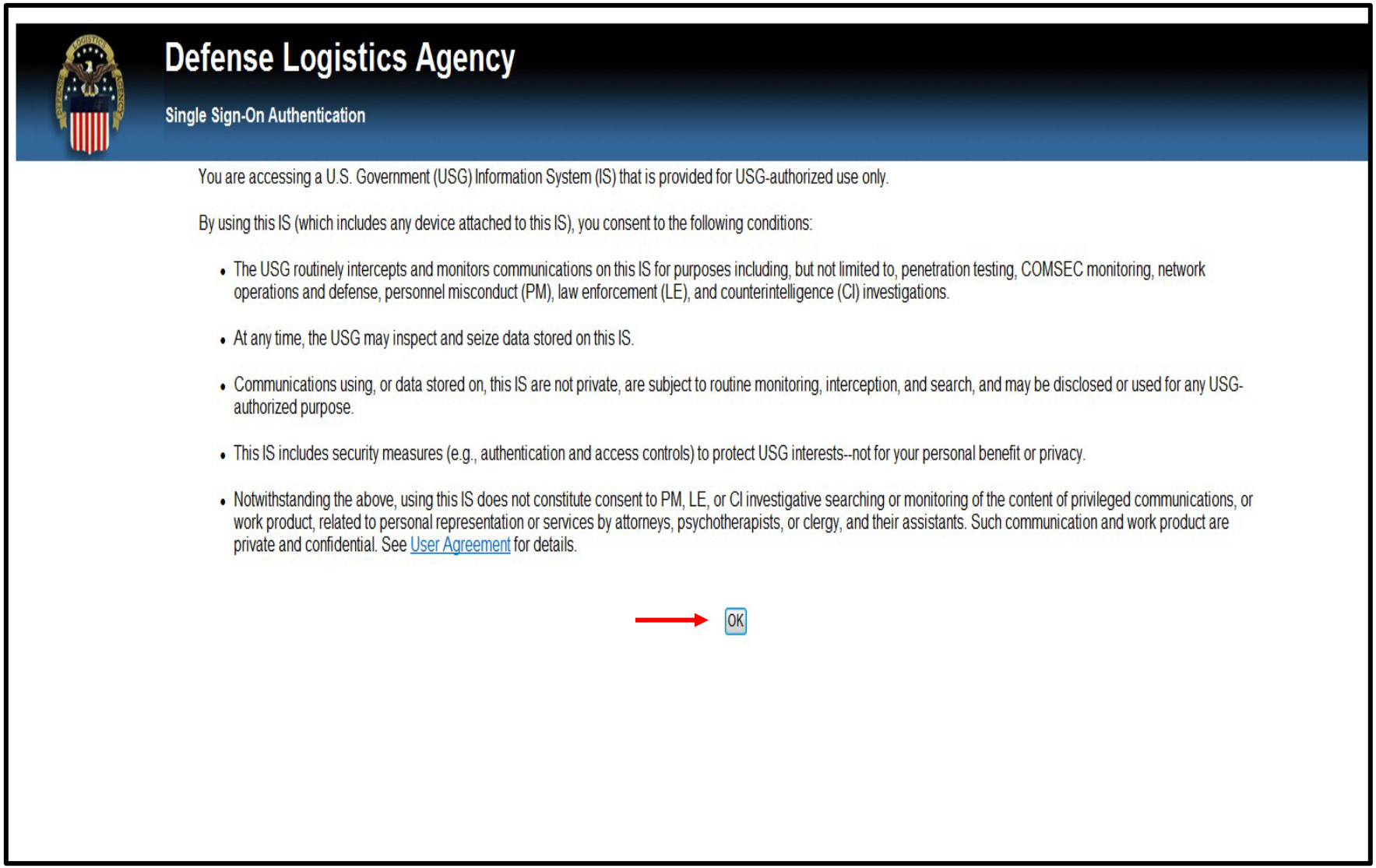
Click: “Login”.

Account Management and Provisioning System (AMPS)

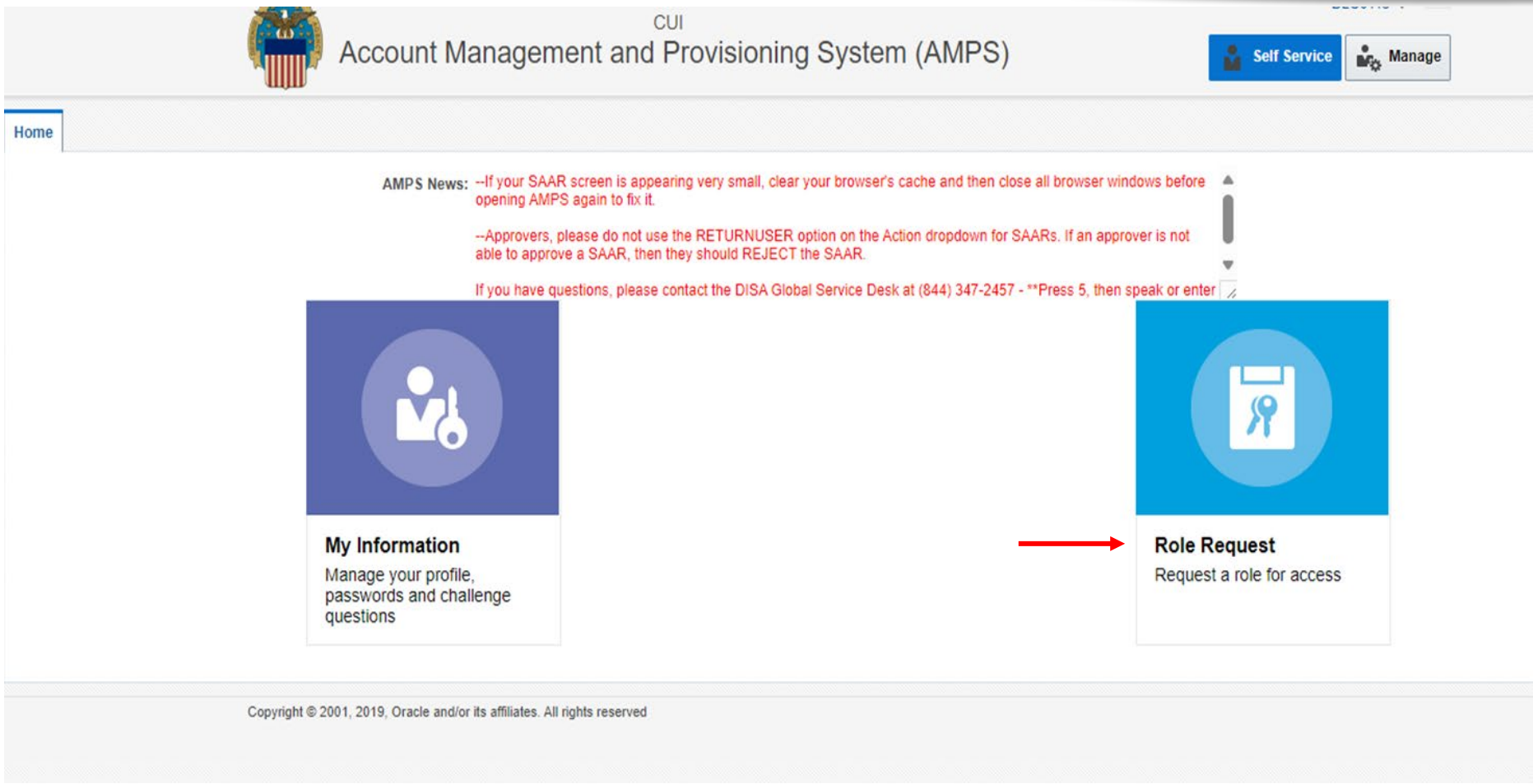
DLA User Agreement.

Read to confirm conditions.

Click: "OK" to proceed.



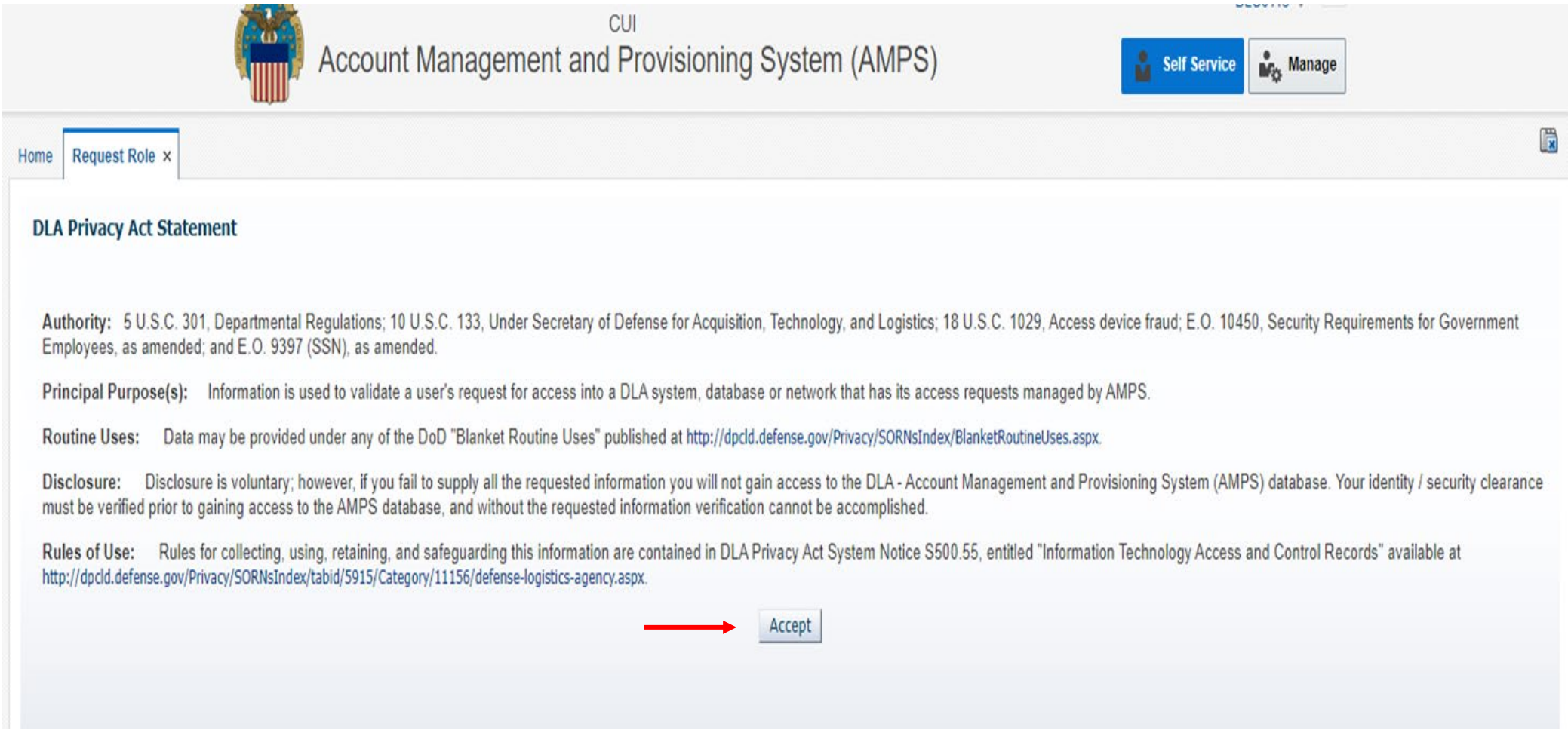
Requesting AMPS Role



User Home Screen (Update Information / Role Request).

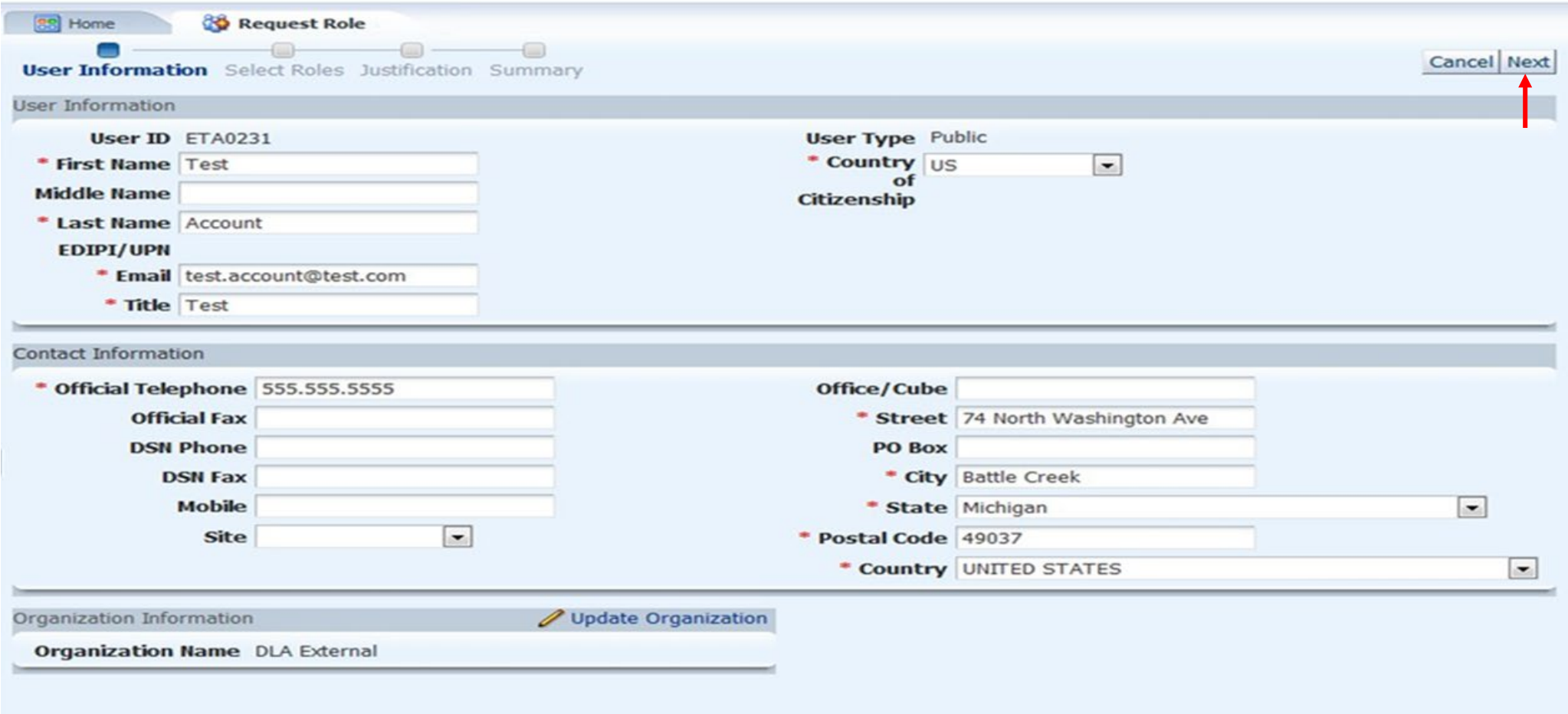
Click: “Role Request”.

Requesting AMPS Role



Click: “Accept” Terms and Conditions.

Requesting AMPS Role



Ensure User Information is correct.

Click: “Next”.

Requesting AMPS Role

Role Name Block:

1. Role Name: Type DDS-413.

2. Click: “Search”.

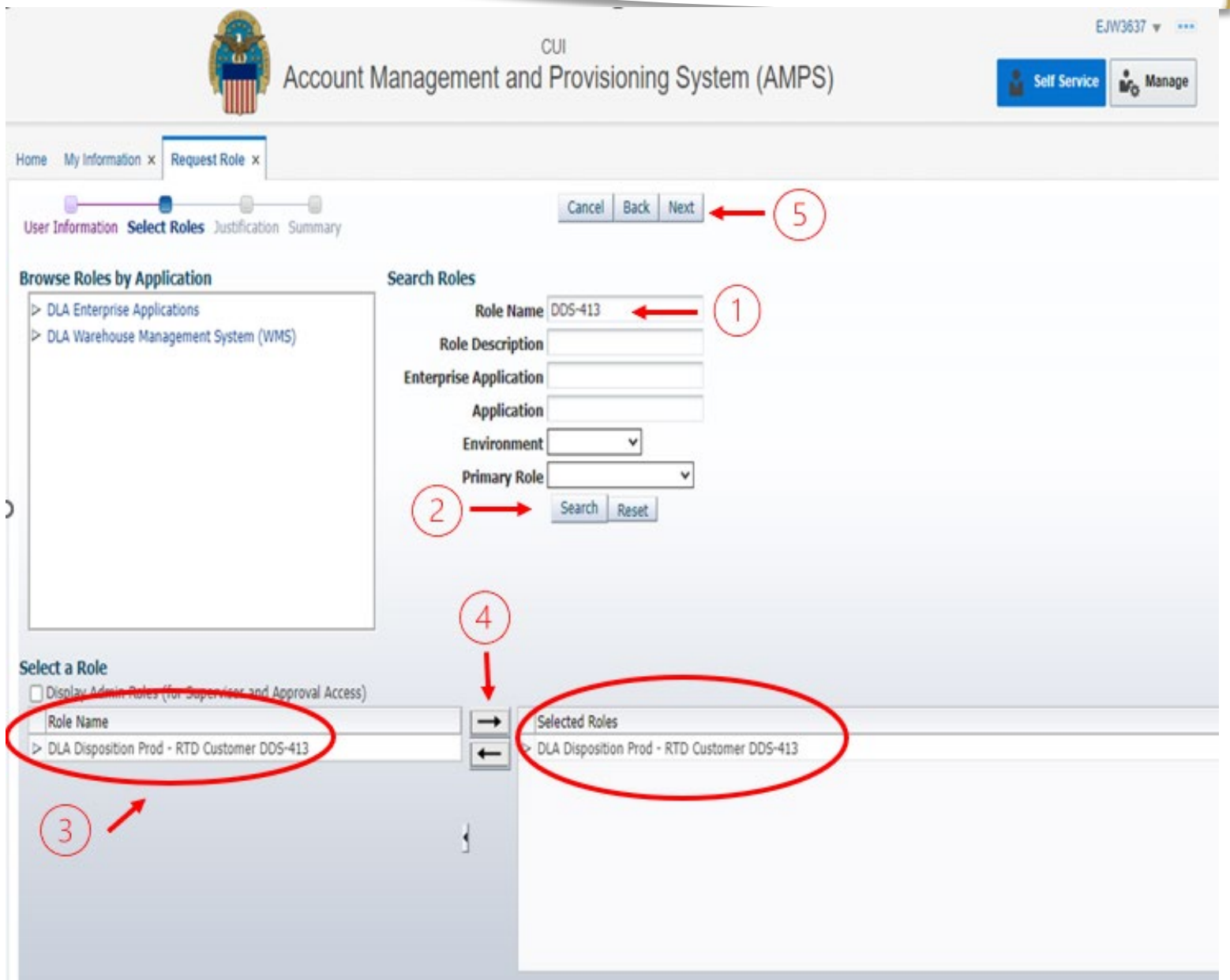
Role Name appears below in Select a Role Section.

3. Highlight role.

4. Click: forward arrow.

Role will move from Role Name to Selected Roles.

5. Click: “Next”.



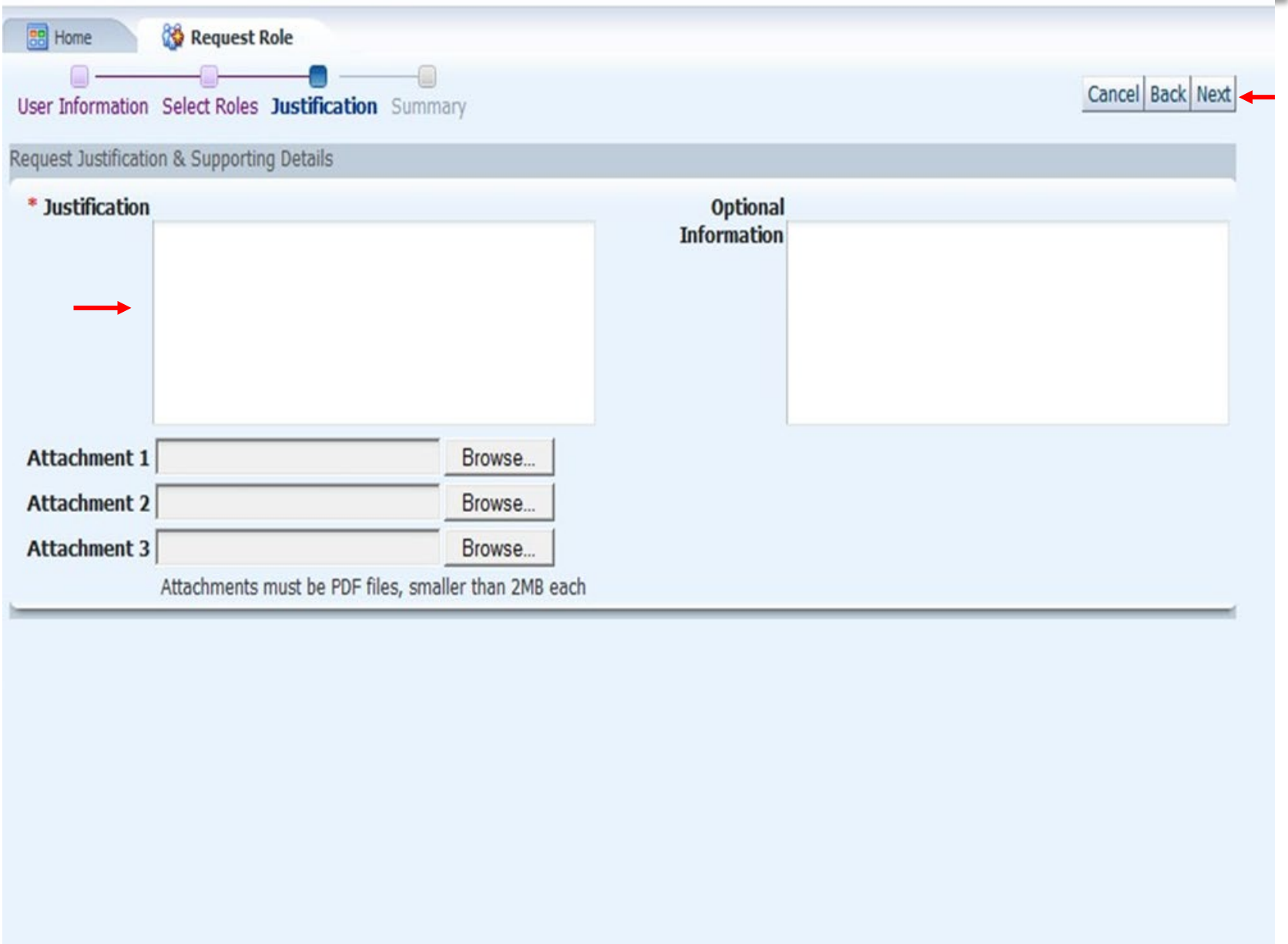
Requesting AMPS Role

Type in the role justification.

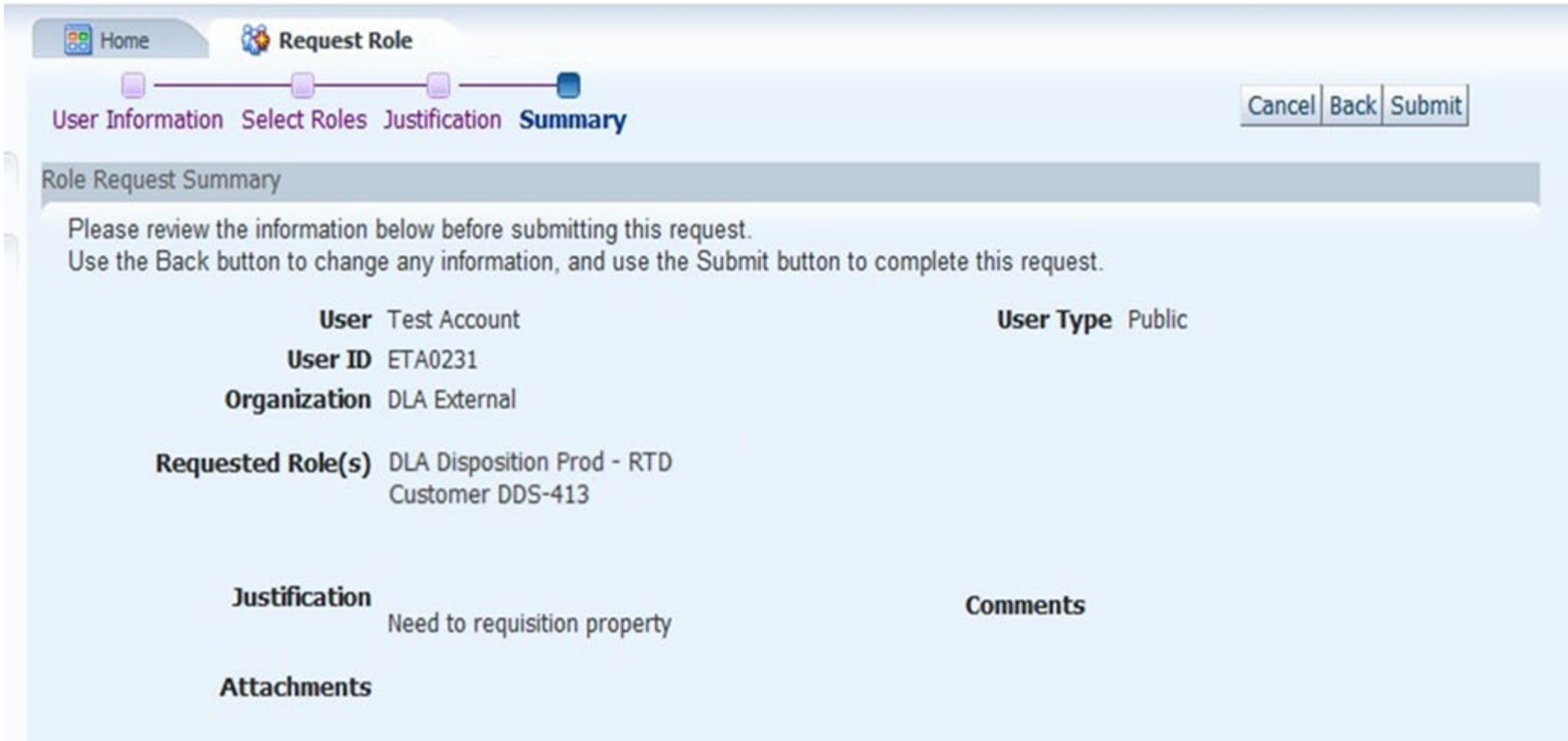
Example: Need for requisitioning property in RTD LESO Program.

Click: “Next”.

Note: Attachments are not required from LEAs.



Requesting AMPS Role



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.

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