



AMPS Snapshot: User Registration— External Users

Do You Need an AMPS Account?

Not an employee of DLA or DFAS?

If you cannot authenticate your identity with a smart card, you can still obtain an AMPS account to request roles relevant to the business you want to conduct with either of these organizations.

AMPS accounts are available for various types of users: non-employees, vendors, and members of the public. Each of these user types addresses a specific set of needs.



If you are NOT using a smart card (CAC, PIV) to authenticate, the AMPS team advises you to prepare a password and answers to security questions before you register. Follow these steps:



1. **Prepare a valid password for your AMPS account.** The password accompanies your AMPS-generated ID when you log in to AMPS.
2. **Prepare answers for the security questions.** If you ever need to reset your password, AMPS requires you to enter these answers to authenticate yourself as the correct user.
3. If you are a member of the **Military**, a **Civilian employee of the government**, or a **government Contractor**, **identify the email address for each of the following: External Security Officer, External Supervisor, and if necessary, am External Authorizing Official.** These persons approve your role requests.
4. **Prepare to enter user and contact information.** This information identifies you as an AMPS user and provides channels for contacting you with pertinent messages about AMPS and your account.

Ready to Register?
Go to page 2 to get started...

How to Prepare for AMPS Account Registration

Password Rules

1 Set your password, using the following rules:

- Minimum length of **15** characters.
- Maximum length of **32** characters.
- Must **begin with** an alphabetic character. Cannot begin with a numeric or special character.
- Minimum of **4 alphabetic** characters.
 - Minimum of **2 lowercase** characters.
 - Minimum of **2 uppercase** characters.
- Minimum of **2 numeric** characters.
- Minimum of **2 special** characters, except the following: ` & @ [] () { } \$ " ' < > % ? / \ or non-US English keyboard special characters.
- Do not use any of your previous 10 passwords.
- Must not contain your login name, first name, last name, or email address.

Security Officer and Supervisor

3 Identify the email address for your Security Officer, Supervisor, and External Authorizing Official:

- AMPS sends notifications for approvals to the Security Officer, Supervisor, and External Authorizing Officer:
- **Email Address:** supplied by the registrant. Can be corrected by the approver.
 - **First Name:** Entered later by the approver.
 - **Last Name:** Entered later by the approver.
 - **Telephone Number:** Entered later by the approver.

Security Questions

2 Set answers to three of the following four security questions:

- Choose answers between 3 and 40 characters in length, including spaces and punctuation.
- Do not use a word that is contained in the question itself.

1. **What is the city of your birth?**
2. **What is the name of your pet?**
3. **What is your favorite color?**
4. **What is your mother's maiden name?**

User Account and Contact Information

Enter User and Contact Information:

- **First Name**
- **Last Name**
- **Email**
- **Title**
- **Cyber Awareness Training** (for Military, Civilian Contractor user types only)
- **User Type** (automatically entered for *Vendor* or *Public* user types)
- **Country of Citizenship**
- **Official Telephone**
- **Address: Street, City, State, Postal Code**

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Follow these steps . . .

These steps apply to following users:

- CAC users
- PIV users: If you plan to request roles for access to EEBP and your PIV was issued by one of the following agencies,
 - ◆ National Park Services
 - ◆ Veterans Administration
 - ◆ National Institute of Standards and Technology
- PIV users: If you DO NOT plan to access EEBP

1. In the URL address field of the browser, enter the following URL and press ENTER on your keyboard.

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

NOTE to all smart card users: When the system displays a Windows Security dialog, select the email certificate and click OK to proceed.

The system opens the AMPS Gateway screen. This screen has the following features:

- ➔ AMPS News section
- ➔ List of downloadable user guides and job aids.
- ➔ Access to AMPS' login screen for external users.

2. Click the link that reads . . .

[Click HERE for access to AMPS.](#)

NOTE to all smart card users: When the system displays a Windows Security dialog, select the Signature certificate and click OK to proceed.

AMPS opens a DLA Single Sign-on Authentication screen containing descriptions of USG conditions that govern the use of the system.

3. After reading the conditions of use, click OK to close the screen and proceed.

AMPS opens a login screen for external users: go to Step 4.

. . . to register for an AMPS account.

1

ATTENTION, PIV USERS!
If you plan to access the *Enterprise External Business Portal* (EEBP) and **DO NOT** have a PIV issued by the National Park Services, Veterans Administration, or National Institute of Standards and Technology (NIST), go to page 3.

Defense Logistics Agency
Account Management and Provisioning System (AMPS)

Welcome to the AMPS Gateway

AMPS News: To enter New AMPS, click the link below.
To enter Legacy AMPS, exit this browser and go to <https://amps.dla.mil>

[Click HERE for access to AMPS.](#)

2

3

Windows Security
Select a Certificate
Site today.dla.mil needs your credentials:
Signature - .CYNTHIA.
Issuer: DOD EMAIL CA-42
Valid From: 8/1/2017 to 7/29/2020
[Click here to view certificate properties](#)
More choices
OK Cancel

Windows Security
Select a Certificate
Site today.dla.mil needs your credentials:
Signature - .CYNTHIA.
Issuer: DOD EMAIL CA-42
Valid From: 8/1/2017 to 7/29/2020
[Click here to view certificate properties](#)
More choices
OK Cancel

Note to CAC users with existing accounts:
If you are authenticating with a CAC and already have an account, AMPS immediately opens your existing account on the Home page after Step 3.
Holders of existing accounts do not need to register again.

AMPS Snapshot: User Registration— External Users

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Follow these steps . . .

These steps apply to the following users:

- PIV users: Follow the instructions on this page, if you plan to access the Enterprise External Business Portal (EEBP) and your PIV was **NOT** issued by one of the following agencies:

- ◆ National Park Services
- ◆ Veterans Administration
- ◆ National Institute of Standards and Technology

1. In the URL address field of the browser, enter the following URL and press ENTER on your keyboard.

https://amps.dla.mil/

NOTE: If you are using a PIV card in your card reader, click CANCEL to close the Windows Security dialog and proceed. CAC users select the email certificate and click OK.

- The system opens the **AMPS Gateway** screen. This screen has the following features:

- ➡ AMPS News section
- ➡ List of downloadable **User Guides and Job Aids**.
- ➡ Access to AMPS' login screen for external users.

2. Click the link that reads . . .

[Click HERE for access to AMPS.](#)

3. After reading the conditions of use, click OK to close the screen and proceed.

AMPS opens a login screen for external users: go to **Step 4**.

. . . to register for an AMPS account.

1

2

3

AMPS Snapshot: User Registration— External Users

Follow these steps . . .

. . . to choose your external User Type.

4. In the login screen, click the topmost link:

[First Time User? Click Here to Register](#)

The system opens the **AMPS User Registration** screen.

This screen has four registration options:

- **I work for another Federal Agency:** Select this option if you are **NOT employed by DLA AND** are a Military employee, a DoD civilian employee, a DoD contractor, or a member of a Federal Agency. Provide information about yourself as well as your Supervisor and local Security Officer as required by DoD Form 2875.
- **I am a Supplier or Vendor to DLA:** Select this option if you are a Supplier or Vendor with an optional Commercial and Government Entity (CAGE) code. A Supplier/Vendor is a person who works for a company that supplies items or parts to DLA.
- **I am a member of the Public:** Select this option if you are a user who wants to gain access to DLA applications available to the general public.

5. Click the button that corresponds to your User Type.

AMPS opens the **DLA or DFAS Privacy Act Statement**. Read the statement and consult the external documents, as needed.

6. Click Accept.



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 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. 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.

Please contact the Enterprise Help Desk at 855.352.0000

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.

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 2010-055, #entitled "Information Technology Access and Control Records" available at <http://dpclo.defense.gov/privacy/SORNs/component/dla/index.html>.

Cancel Accept

AMPS Snapshot: User Registration— External Users

AMPS User Registration — Fill in the User Information for Your User Type

7. Enter **User Information** and **Contact Information** appropriate to your User Type.
8. Click **Next**.

Supplier/Vendor Registration

AMPS User Registration - User Information

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** Rob
 * **Middle Name** Eteck
 * **Last Name** Vendor
 * **Email** rob.eteck.vendor@email.com
 * **Title** Vendor I

User Type Vendor
 * **Country of Citizenship** US
CAGE Code A2345

Contact Information

* **Official Telephone** 888-555-9876
Official Fax 888-555-9875
DSN Phone
DSN Fax
Mobile
Site

Office/Cube
 * **Street** 321 Some Street
PO Box 42
 * **City** Richmond
 * **State** Virginia
 * **Postal Code** 23000
 * **Country** UNITED STATES

User Information and Contact Information

7. Enter information in all required fields.
Required fields are marked with an asterisk (*).
As an option, you can also enter your company's **CAGE Code**.
8. Click **Next**.

Non-DLA Federal Agency User/Non-DLA Contractor Registration

User Account Information

- ◆ Enter information in all fields marked with an asterisk.
- ◆ Enter your latest **Cyber Awareness Training Date**.
- ◆ User Types are: **Military, Civilian, Contractor**. AMPS displays different fields for each user type.

User Contact Information

- ◆ Enter information in all fields marked with an asterisk.
- ◆ Enter information that enables your DLA contacts to reach you.

External Supervisor

- ◆ Enter the Security Officer's email address.

External Security Officer

- ◆ Enter the Supervisor's email address, full name, and telephone number.

External Authorizing Official

- ◆ If you have an External Authorizing Official (EAO), enter this approver's email address. This field is optional, until you request a role that requires an EAO approval.
8. Click **Next**.

AMPS User Registration - User Information

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 Account Information

* **First Name** Malia
Middle Name FedEmp
 * **Last Name** Eteck
EDIPI/UPN
 * **Email** malia.fedemp.etcck@email.com
 * **Title** Analyst
 * **Cyber Awareness Certification Date** 04/01/2017

* **User Type** Civilian
 * **Grade** GS-12
 * **Citizenship** US

User Contact Information

* **Official Telephone** 888-555-1212
Official Fax
DSN Phone
DSN Fax
Mobile

Office/Cube
 * **Street** 123 Any Street
PO Box
 * **City** Richmond
 * **State** Virginia
 * **Postal Code** 23000
 * **Country** UNITED STATES

External Supervisor * **Email** helen.soff@email.com
 External Security Officer * **Email** marge.super@email.com
 External Authorizing Official * **Email** blake.eao@email.com

Public Registration

AMPS User Registration - User Information

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** Raquel
Middle Name Eteck
 * **Last Name** Public
 * **Email** raquel.eteck.public@email.com
 * **Title** Public user

User Type Public
 * **Country of Citizenship** Foreign National

Contact Information

* **Official Telephone** 888-555-4561
Official Fax 888-555-4562
DSN Phone
DSN Fax
Mobile
Site

Office/Cube
 * **Street** 456 Boulevard
PO Box
 * **City** Richmond
 * **State** Virginia
 * **Postal Code** 23000
 * **Country** UNITED STATES

User Information and Contact Information

7. Enter information in all required fields.
Required fields are marked with an asterisk (*).
8. Click **Next**.

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Follow these steps . . .

9. Click each dropdown list arrow to display a range of questions.
10. Click a question to select it.
11. Enter the corresponding answer in the **Answer** field.
12. Repeat Steps 9-11 for the other question-and-answer fields.
13. Enter a password in the **Enter New Password** field.
14. Enter the same password in the **Confirm Password** field.
15. Click **Next**.

AMPS displays the **Summary** screen.
Go to **Step 16**.

. . . to set Security Questions and create a password.

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Follow these steps . . .

16. Review the information on the **Summary** screen.
17. Optional: click the **Back** button to return to a previous screen and make changes or corrections.
18. Click **Create Account**.

AMPS displays a **Confirmation** screen containing your new AMPS user ID.

Record your ID safely.

Use this ID, along with the password you specified during registration, to log in to AMPS.

After your account is set up and you click *Login to AMPS* . . .

When you click the **Login to AMPS** link, AMPS displays the **AMPS Gateway** again (refer to page 2 or 3 in this snapshot).

➡ Click the link to return to the **Login** screen.

➡ Click the link that reads . . .

Click HERE for access to AMPS.

➡ After reading the conditions of use, click **OK** to close the screen and proceed.

➡ Click the link to return to the **Login** screen.

➡ Enter your user ID and password

➡ Click the **Login** button.

AMPS is launched, and the Home page is displayed.

Refer to the **AMPS User Guide** for more information about working with AMPS.

. . . to review and complete registration.

Account Management and Provisioning System (AMPS)

AMPS User Registration - Summary

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.

[Cancel](#) [Back](#) [Create Account](#)

User Account Information

First Name	Malia	User Type	Civilian
Middle Name	FedEmp	Grade	GS-12
Last Name	Etack	Citizenship	US
EDIPI/UPN			
Email	malia.fedemp.etack@email.com		
Title	Analyst		
Cyber Awareness Certification Date	04/01/2017		

User Contact Information

Official Telephone	888-555-1212	Office/Cube	
Official Fax		Street	123 Any Street
DSN Phone		PO Box	
DSN Fax		City	Richmond
Mobile		State	Virginia
		Postal Code	23000
		Country	UNITED STATES

External Supervisor **External Security Officer** **External Authorizing Official**

Email	helen.soff@email.com	Email	marge.super@email.com	Email	blake.eao@email.com
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Security Information

Question 1	What is the city of your birth?	Password	*****
Answer 1	*****		
Question 2	What is the name of your pet?		
Answer 2	*****		
Question 3	What is your favorite color?		
Answer 3	*****		

AMPS User Registration - Confirmation

Your new AMPS account will be ready momentarily.

Please make note of your login name: **EME0000**

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

[Login to AMPS](#)