

Do You Need an AMPS Account?

How to Prepare for AMPS Account Registration

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.

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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:



- Prepare a valid password for your AMPS account. The password accompanies your AMPS-generated ID when you log in to AMPS.
- 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.
- 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.
- 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...

Password Rules

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

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

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



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
- 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.

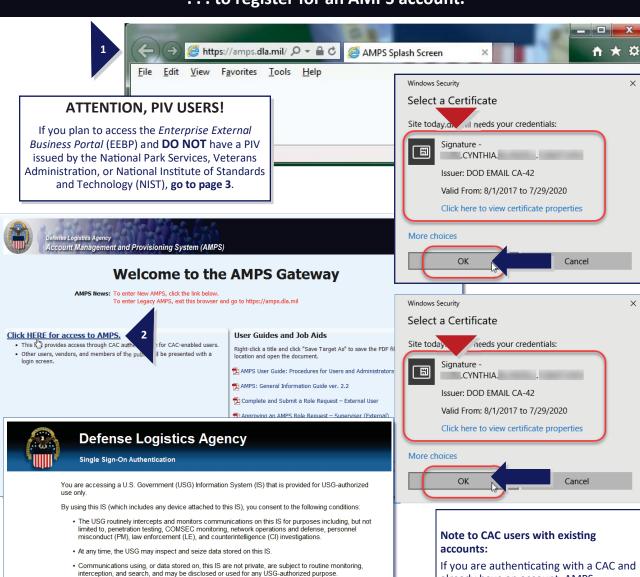


After reading the conditions of use, click OK to close the screen and proceed.



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

... to register for an AMPS account.



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.

--not for your personal benefit or privacy

personal representation or service

Such communication and work p

· This IS includes security measures (e.g., authentication and access controls) to protect USG interests

by attorneys, psychotherapists, or clergy, and their assistants.

t are private and confidential. See User Agreement for details.

· 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



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

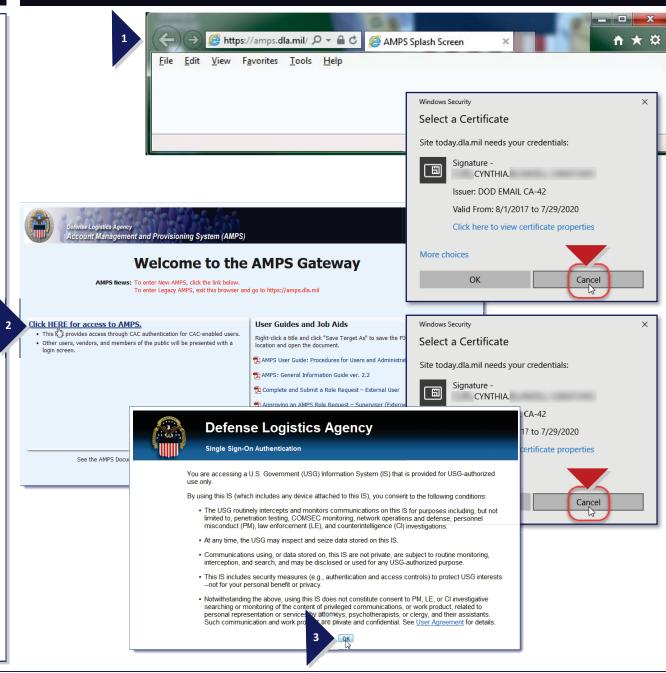
https://amps.dla.mil/

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

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

... to register for an AMPS account.





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:

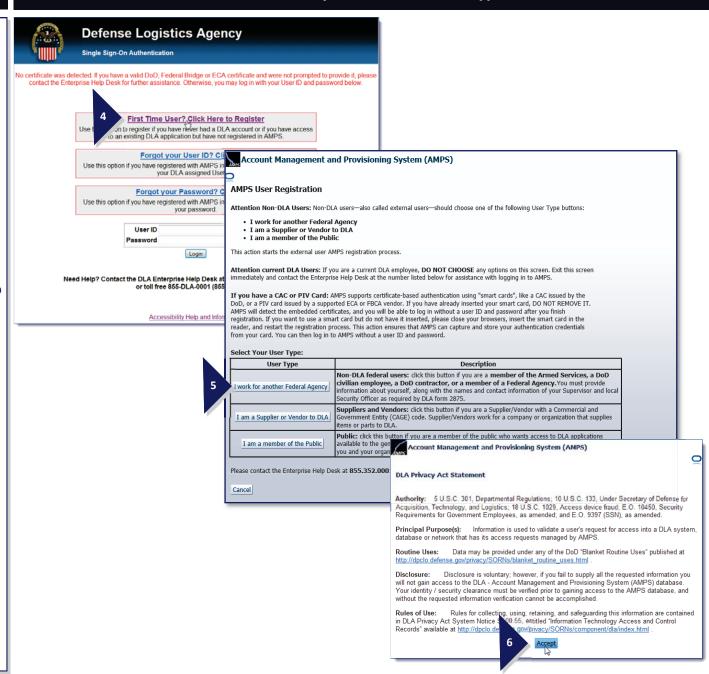
- ➡ I work for another Federal Agency: Select this option if you are NOT employed by DLA AND are a Military employee, a DoD civilian employee, a DoD contractor, or a member of a Federal Agency. Provide information about yourself as well as your Supervisor and local Security Officer as required by DoD 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.
- 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.



. Click Accept.





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

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

Supplier/Vendor Registration AMPS User Registration - User Information User Information and **Contact 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 may contact the DLA Enterprise Help Desk for further assistance. All users will have the ability to log in using a username and prothe registration process is complete, regardless of whether you have a certificate or not. 7. Enter information in all User Information required fields. User Type Vendor * First Name Rob * Country of Citizenship US Required fields are Middle Name Eteck CAGE Code A2345 marked with an asterisk Last Name Vendor Email rob.eteck.vendor@email.com * Title Vendor As an option, you can also enter your * Official Telephone 888-555-9876 Office/Cube company's CAGE Code. Official Fax 888-555-9875 * Street 321 Some Street PO Box 42 DSN Phone **DSN Fax** * City Richmond Click Next. Mobile * State Virginia Site * Postal Code 23000 * Country UNITED STATES

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.

Public Registration



User Information and Contact Information

7. Enter information in all required fields.

Required fields are marked with an asterisk (*)

8. Click Next.

AMPS User Registra	ation - U	ser Inform	ation			<u>c</u> 8
Please fill out the information b	elow to creat	e your account in	AMPS.			
AMPS has not detected a user of contact the DLA Enterprise Help registration process is complete	Desk for fur , regardless	ther assistance. A	All users will have th	e ability to log in using a		
User Account Informati						
* First Name				* User Type		
Middle Name				* Grade	GS-12	
* Last Name		Eteck		* Citizenship	US 🗸	
	EDIPI/UPN	malia.fedemp.et	ala@annail ann			
		Analyst	ckweman.com			
* Cyber Awareness Certification Date						
•						
User Contact Informati						
* Official Telephone	888-555-121	12	Office/Cube			
Official Fax			* Street	123 Any Street		
DSN Phone			PO Box			
DSN Fax			* City	Richmond		
Mobile			* State			~
			* Postal Code	23000		
			* Country	UNITED STATES		~
External Supervisor		≥ External Security Officer		≥ External Au	ıthorizing Official	
* F!! balan soff@amail.sa		# Fee-II mare	o cupor@omail.com	EII blake e	an@email.com	



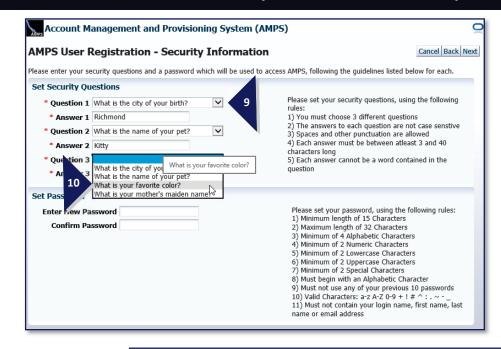
Follow these steps . . .

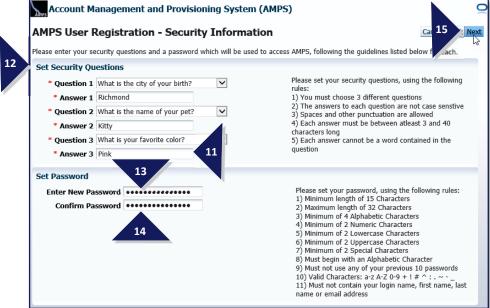
- 9. Click each dropdown list arrow to display a range of questions.
- 10. Click a question to select it.
- Enter the corresponding answer in the Answer field.
- 12. Repeat Steps 9-11 for the other question-andanswer fields.
- Enter a password in the Enter New Password field.
- Enter the same password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







Follow these steps . . .

- 16. Review the information on the Summary screen.
- 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.

