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, an 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

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 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
**AMPS Snapshot: User Registration—External Users**

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.

   **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.

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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.

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Follow these steps . . .

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.
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.

**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.

8. Click Next.

**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.

**Supplier/Vendor Registration**

- **User Information and Contact Information**
  - 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.

**Public Registration**

- **User Information and Contact Information**
  - Enter information in all required fields.
  - Required fields are marked with an asterisk (*).
8. Click Next.
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.
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.

. . . to review and complete registration.

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.

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.

User Account Information

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

User Contact Information

Official Telephone: 888-555-1212
Office 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

Security Information

Question 1: What is the city of your birth?
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: EME00000
You may use your login name and password to log into AMPS via the link below.

Login to AMPS