



# DEFENSE LOGISTICS AGENCY

## Account Management and Provisioning System (AMPS)

### “How to” Guide for WebFLIS® 4.0 Access Registration



WebFLIS® 4.0 provides essential information about the Item of Supply including the National/NATO Stock Number (NSN), the Item Name, manufacturers and suppliers (Reference Numbers), through a web interface connected to Federal Logistics Information Systems (FLIS) data. This information is primarily used by DLA, DOD Components, Federal agencies, and United States government (USG) sponsored contractors who do business with the USG.

DLA internal employees will access AMPS and request roles based on current guidance and verify their current supervisor’s information is correct.

**External (non-DLA/DFAS) customers** requesting a WebFLIS® 4.0 AMPS role will need to first request an AMPS account along with providing your supervisor and security officer contact information. Your supervisor and security officer do not require an AMPS account. An email will be sent containing a link to an external approval site.

#### STEP 1: Log into AMPS

- Access AMP here: [DLA AMPS](#)
- Select Appropriate Certificate
- Click OK
- Select the link “Click HERE for access to AMPS”
- Select Appropriate Certificate
- Click OK (Single Sign-On Authentication window)

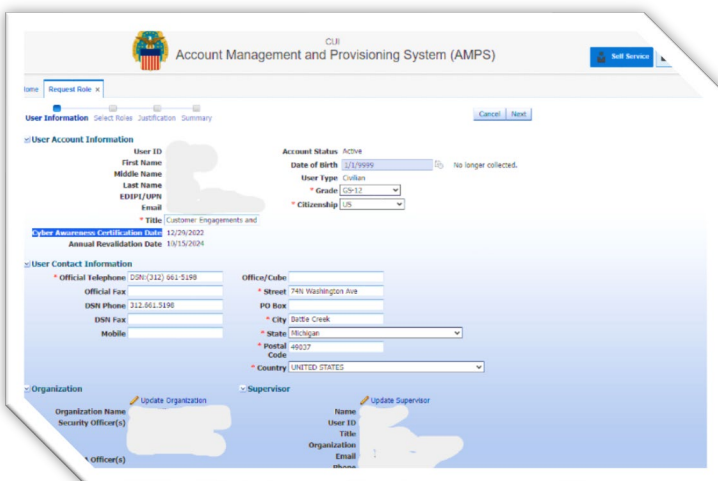


**Important:** Always update your profile data (My Information) first and then click “Save” button before requesting roles in AMPS



#### STEP 2: Update User Information

- Click Request Role
- Click Accept (DLA Privacy Act Statement)
- Update User Information
- Complete Mandatory Fields, red asterisk (\*)
- Enter current Cyber Awareness Certification Date
- Click Next (upper right corner) when finished



**STEP 3: Selecting a WebFLIS® 4.0 Role**

- Click arrow next to **DLA Logistics Information Services Applications (to expand field)**
- Scroll down and click on **WebFLIS**
- **WebFLIS Prod – Standard User WebFLIS-001** is the only role available, the Basic role is deleted
- Click on the **MOVE** arrow (ensure role is placed in the Selected Role box)
- Click **Next** (upper right corner)
- Complete **Justification Box** (briefly describe)
- Click **Next**

**Justification Statement:** Please describe why you require access to WebFLIS®. You can indicate what your job title is, how you plan to use the data in the system, and / or the impact of not receiving access.

Role	Role Name in AMPS	Who Can Apply	Role Description & Available Tabs
Standard - All Users	WebFLIS Prod – Standard User WebFLIS-001	Users with a Common Access Card (CAC) or Personal Identity Verification (PIV). For government contractors to apply, at least one government approving official (.mil or .gov) is required.	Unrestricted end-user access to all WebFLIS® queries and data.

Congratulations! You have now submitted your AMPS role request for WebFLIS® Production Role access. Please note the following steps in the approval process that must be obtained for your role to be authorized.

- Supervisor
- Security Office (SO)
- Data Owner Information Assurance Office (IAO)

External customers to DLA will receive an email confirmation at each step in the approval process. DLA users will not receive emails at the SO / IAO steps as these are automated.

Your access request is complete when you receive an email from AMPS stating that your account has been fully approved and provisioned. At this point, you should now be able to access WebFLIS® 4.0 at: <https://www.dla.mil/Working-With-DLA/Applications/Details/Article/2876998/webflis-web-federal-logistics-information-system/>