

## **AMPS Quick Reference Guide: External Users - Vendor Registration**

### **Preparation**

Before starting the registration process, you should prepare the following:

1. Password: Create a password that meets these criteria:
  - 15 to 30 characters long.
  - Must begin with a letter.
  - Contains at least two uppercase letters, two lowercase letters, two numbers, and two special characters.
  - The following special characters are not allowed: & @ [ ] ( ) { } \$ " ' < > % ? / \.
  - Cannot be one of your previous 10 passwords.
  - Must not contain your name, login name, or email address.
2. Security Questions: Prepare answers for three of the following four questions. The answers must be between 3 and 40 characters and cannot contain words from the question itself.
  - What is the city of your birth?
  - What is the name of your pet?
  - What is your favorite color?
  - What is your mother's maiden name?
3. Contact Information: Have your official contact details ready, including your name, title, email, phone number, and company address. You may also add an optional Commercial and Government Entity (CAGE) code.

### **Registration Steps**

1. Navigate to the AMPS website: <https://amps.dla.mil/>
2. If a "Windows Security" dialog box appears asking you to select a certificate, click Cancel.
3. On the "Welcome to the AMPS Gateway" page, click the link that reads "Click HERE for access to AMPS".
4. Read the "Single Sign-On Authentication" terms and click OK.

5. On the login screen, click the link "First Time User? Click Here to Register".
6. Enter your email address and click Submit. You will receive an email with a verification link.
7. Open the email from AMPS and click the link to continue.
8. On the "Select Your User Type" screen, click the button for "I am a Supplier or Vendor to DLA".
9. Read the "DLA Privacy Act Statement" and click Accept.
10. Fill out the User Information and Contact Information forms with your details.  
Click Next.
11. Set up your Security Questions and Password using the information you prepared.  
Click Next.
12. Review all your information on the Summary screen. If everything is correct, click Create Account.
13. A confirmation screen will display your new AMPS User ID. Record this ID, as you will need it to log in.
14. Click "Login to AMPS" and use your new User ID and password to access your account.