DEFENSE LOGISTICS AGENCY
Account Management and Provisioning System (AMPS)
## "How to" Guide for WebFLIS® Access Registration

WebFLIS® provides essential information about supply items 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 information is correct.

External (non-DLA) customers requesting a WebFLIS® 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: https://amps.dla.mil/**
- **Select Appropriate Certificate**
- **Click OK**
- **Select the link Click HERE for access to AMPS**
- **Select Appropriate Certificate**
- **Click OK (Single Sign-On Authentication window)**
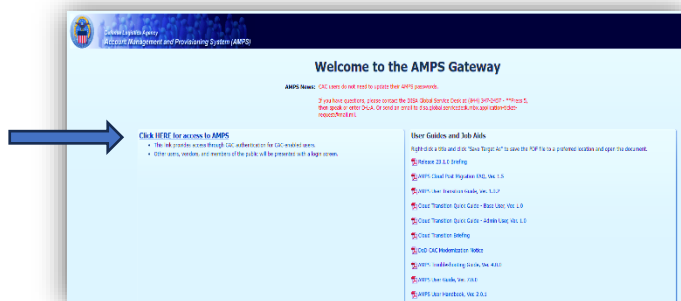
Important: Always update your profile data (My Information) first and then click "Save" button before requesting roles in AMPS

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® Role

- **Click arrow next to DLA Logistics Information Services Applications (to expand field)**
- **Click on WebFLIS® PROD**
- **Select your required role (see table below)**
- **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**
- **Click Submit**
- **Click OK (Role Request Confirmation)**

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 Descrition & Available Tabs
Basic (Example: Foreign and Local Nationals with tokens similar to a CAC).	WebFLIS® Prod-Basic User FPDW-WF002.	Users with Personal Identity Verification (PIV), Federal Bridge Certification Authority (FBCA), External Certificate Authority (ECA), or Common Access Card (CAC).	Restricted end-user access to WebFLIS® queries. No Proprietary, Weapon Systems, or Bill of Materials data. Four Query tabs displayed: Standard, Basic and Advanced Characteristics, and Medical.
Standard (Preferred Role for U.S. Logisticians).	WebFLIS® Prod-Standard User FPDW-WF001.	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. Six Query tabs displayed: Standard, Basic and Advanced Characteristics, Medical, Weapon Systems, and Bill of Materials and Sets/ Kits/Outfits.

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® at:
https://www.dla.mil/Information-Operations/Services/Applications/WebFLIS/