

Requesting an Account, Role and Logging into AMPs for Strategic Materials Sales Portal

(Please follow all the outlined steps in each section. Skipping a step may lead to an incorrect request)

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Section 1: Requesting Your New Account

- 1) Point your browser to <https://amps.dla.mil>
- 2) If prompted to select a certificate, select cancel. You may be prompted to select a certificate multiple times. Please select cancel each time.

If you are using Chrome, you may receive a security prompt that the site is not trusted. You may advance through the notice. We promise, its safe! 😊

Welcome to the AMPS Gateway

AMPS News: 8/4/2017: Please call the EHD @ 855-352-0001/email DLAEnterpriseHelpDesk@dlam.mil for any help needed with AMPS or AMPS related questions. Thanks! -gb

Click [HERE](#) for access to AMPS

- This link provides access through CAC authentication for CAC-enabled users.
- Other users, vendors, and members of the public will be presented with a login screen.

User Guides and Job Aids

Right-click a title and click "Save Target As" to save the PDF file to a preferred location and open the document.

- [AMPS User Guide, Release 17.1.2, ver. 4.1.3](#)
- [How to Register for an AMPS Account - External Users Only \(11/19/2015\)](#)
- [Password Policies and Security Questions-External Users](#)
- [Complete and Submit a Role Request - External User](#)
- [External Approver Guide, Release 16.2.0, ver. 1.0](#)
- [Approving an AMPS Role Request - Supervisor \(External\)](#)
- [Approving an AMPS Role Request - External Authorizing Official](#)
- [Approving an AMPS Role Request - Security Officer \(External\)](#)
- [Inbox User Guide, Release 16.2.0, ver. 1.0](#)
- [AMPS Troubleshooting Guide, Ver. 3.0](#)

See the AMPS Documentation screen--available from the main menu--for a complete list of user documentation, links, and tutorials.

4) Click option as “First Time User? Click here to register” (below)

[First Time User? Click Here to Register](#)

Use this option to register if you have never had a DLA account or if you have access to an existing DLA application but have not registered in AMPS.

[Forgot your User ID? Click Here](#)

Use this option if you have registered with AMPS in the past but cannot remember your DLA assigned User ID.

[Forgot your Password? Click Here](#)

Use this option if you have registered with AMPS in the past but cannot remember your password.

User ID	<input type="text"/>
Password	<input type="password"/>

Login

Enter a valid email address. You will be sent an email link to proceed.

Note: You must enter an email address that has not been associated with an AMPS account currently or in the past.

AMPS - User Registration

https://prov.amps1.dla.mil/userregistration/faces/adf.task-flow?adf.tfId=extreg&adf.tfDoc=/WEB-INF/extreg.xml

Account Management and Provisioning System (AMPS)

You will need to enter your email address and click the Submit button to continue to register. You should receive an email link with a valid token soon. This link will remain valid for one hour.

Email Address:

Submit

- 5) For the user type selection, choose “I am a supplier or vendor to DLA.” Please note selecting any other option will not allow you to see the necessary roles within AMPs



Account Management and Provisioning System (AMPS)



AMPS User Registration

Attention Non-DLA Users: Non-DLA users—also called external users—should choose one of the following User Type buttons:

- I work for another Federal Agency
- I am a Supplier or Vendor to DLA
- I am a member of the Public

This action starts the external user AMPS registration process.

Attention current DLA Users: If you are a current DLA employee, **DO NOT CHOOSE** any options on this screen. Exit this screen immediately and contact the Enterprise Help Desk at the number listed below for assistance with logging in to AMPS.


If you have a CAC or PIV Card: AMPS supports certificate-based authentication using the Common Access Card (CAC) issued by the DoD, or the Personal Identity Verification card (PIV) issued by supported External Certificate Authority (ECA) and Federal Bridge Certificate Authority (FBCA) vendors. To set up your login to AMPS with either of these authentication methods, you must insert your CAC or PIV card in your computer's Smart Card reader **during registration**. This action ensures that AMPS can capture and store your authentication credentials from your card. You can then log in to AMPS without a User ID and Password.

Select Your User Type:

User Type	Description
I work for another Federal Agency	Non-DLA federal users: click this button if you are a member of the Armed Services, a DoD civilian employee, a DoD contractor, or a member of a Federal Agency. You must provide information about yourself, along with the names and contact information of your Supervisor and local Security Officer as required by DLA form 2875.
I am a Supplier or Vendor to DLA	Suppliers and Vendors: click this button if you are a Supplier/Vendor with a Commercial and Government Entity (CAGE) code. Supplier/Vendors work for a company or organization that supplies items or parts to DLA.
I am a member of the Public	Public: click this button if you are a member of the public who wants access to DLA applications available to the general public. During registration, you will be required to provide a few facts about you and your organization to register and request access to publicly available DLA applications.

- 6) Click accept on the ‘DLA Privacy Act Statement.’

- 7) Fill in the required user information. You must enter an email that has NOT previously been associated with an AMPs account. Your CAGE code may be left blank.

 **Account Management and Provisioning System (AMPS)**

AMPS User Registration - User Information

CancelBackNext

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, you may contact the DLA Enterprise Help Desk for further assistance. All users will have the ability to log in using a username and password once the registration process is complete, regardless of whether you have a certificate or not.

User Information

* First Name

Middle Name

* Last Name

* Email

* Title

User Type

Vendor

* Country of Citizenship

US

CAGE Code

Contact Information

* Official Telephone

Official Fax

DSN Phone

DSN Fax

Mobile

Site

Office/Cube

* Street

PO Box

* City

* State

* Postal Code

* Country

- 8) Once you have entered the required information, click NEXT.

- 9) Choose 3 (three) security questions that will be used to recover your password if lost and enter your new password. Please note minimum password requirements listed to the right.



Account Management and Provisioning System (AMPS)

AMPS User Registration - Security Information

Cancel Back **Next**

Please enter your security questions and a password which will be used to access AMPS, following the guidelines listed below for each.

Set Security Questions

* Question 1

* Answer 1

* Question 2

* Answer 2

* Question 3

* Answer 3

Please set your security questions, using the following rules:

- 1) You must choose 3 different questions
- 2) The answers to each question are not case sensitive
- 3) Spaces and other punctuation are allowed
- 4) Each answer must be between at least 3 and 40 characters long
- 5) Each answer cannot be a word contained in the question

Set Password

Enter New Password

Confirm Password

Please set your password, using the following rules:

- 1) Minimum length of 15 Characters
- 2) Maximum length of 32 Characters
- 3) Minimum of 4 Alphabetic Characters
- 4) Minimum of 2 Numeric Characters
- 5) Minimum of 2 Lowercase Characters
- 6) Minimum of 2 Uppercase Characters
- 7) Minimum of 2 Special Characters
- 8) Must begin with an Alphabetic Character
- 9) Must not use any of your previous 10 passwords
- 10) Valid Characters: a-z A-Z 0-9 + ! # ^ : . ~ - _
- 11) Must not contain your login name, first name, last name or email address

- 10) Click NEXT once you have chosen your questions, entered answers and chosen your new password.
- 11) Review the information provided for accuracy. Once you are comfortable with the information, click "Create Account" to submit your request.
- 12) After creating the account, you will see a confirmation page displaying your new username. **Please write down your new username and password.** You will also receive a confirmation email saying your account request has been created.

Password resets are no longer handled by DLA Strategic Materials Staff. An agency help-desk will provide assistance should you need to have your password reset. We cannot guarantee a timeframe for a new password so please keep your password written in a safe place and update your password when prompted to avoid missing out on an offering because your password was not updated in a timely manner.

Password resets can be directed to the DISA Global Service Desk by calling toll free 844-DISA-HLP (844-347-2457), press 5, then speak or enter D-L-A. Please have your username ready to provide to the help-desk attendant. You may also manually reset your password within AMPs. Please see Section 4 of this guide for instructions.

Section 2: Requesting a Role

- 1) After you receive the confirmation email, you may return to AMPs to login and request your role. Repeat steps 1 - 3 above but now you may use your new username and password to login (<https://amps.dla.mil>)

[First Time User? Click Here to Register](#)

Use this option to register if you have never had a DLA account or if you have access to an existing DLA application but have not registered in AMPS.

[Forgot your User ID? Click Here](#)

Use this option if you have registered with AMPS in the past but cannot remember your DLA assigned User ID.

[Forgot your Password? Click Here](#)

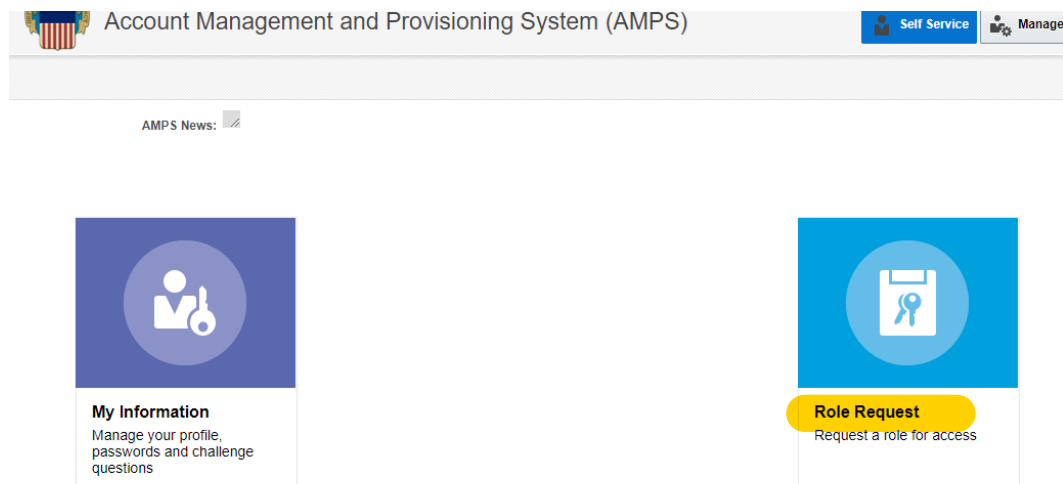
Use this option if you have registered with AMPS in the past but cannot remember your password.

User ID

Password

Login

- 2) When logging in, copy and pasting your password is the suggested method to avoid typos. Too many failed attempts will lock your account and require a password reset which is NOT an immediate fix anymore.
- 3) After logging in to AMPs, click the "Role Request" button on the homepage.



- 4) Click “Accept” on the DLA Privacy Act Statement to continue.
- 5) Verify the information being displayed is correct. Note: your CAGE code may remain blank. Click NEXT once you have verified your information.
- 6) Once on the “Select Roles” screen, in the Search Roles box, by Role Name, enter the following as the search criteria: “EBS Prod External - SMS”. This must be entered exactly or you will not return the roles associated with the Sales Portal. You will return two results, Email Notification User and Sales User. Please choose the role that best suits your needs.
 - Email Notification User: select this role if you are associated with the press or would just like email updates from DLA Strategic Materials. NO SALES FUNCTIONS may be performed through this role.
 - Sales User: select this role if you and your company intend to participate in the sales program. Assigning roles to contacts (administrator, quoter, shipping requestor, etc.) within the sales portal will not change. You may sign up for email notifications through this role as well.

Note: if you have a current sales account and have used your current email to register within AMPs, your new account will be linked to the previous one and your company account. If you are a new customer, you will be required to build your company profile and register for solicitations (more information on registering your company can be found [here](#))

Home x Request Role x

User Information **Select Roles** Justification Summary

Cancel Back **Next**

Browse Roles by Application

- DLA Aviation Applications
- DLA Enterprise Applications
- DLA Enterprise Business System (EBS)
 - EBS Production**
- DLA Logistics Information Services Applications
 - IGIRDER
- Energy Applications

Search Roles

Role Name **EBS Prod External - SMS**

Role Description

Enterprise Application

Application

Environment

Primary Role

Search Reset

Select a Role

☐ Display Admin Roles (for Supervisor and Approval Access)

Role Name	Selected Roles
EBS Prod External - SMS - Email Notification User JD-00975	
EBS Prod External - SMS - Sales User JD-00972	

- 7) Once you have determined the role you need select the role and click the right arrow (→) to move the role into the “Selected Roles” pane.

Home x Request Role x

User Information **Select Roles** Justification Summary

Cancel Back **Next**

Browse Roles by Application

- DLA Aviation Applications
- DLA Enterprise Applications
- DLA Enterprise Business System (EBS)
 - EBS Production**
- DLA Logistics Information Services Applications
 - IGIRDER
- Energy Applications

Search Roles

Role Name: EBS Prod External - SMS

Role Description:

Enterprise Application:

Application:

Environment:

Primary Role:

Search Reset

Select a Role

☐ Display Admin Roles (for Supervisor and Approval Access)

Role Name		Selected Roles
EBS Prod External - SMS - Email Notification User JD-00975	→	EBS Prod External - SMS - Sales User JD-00972
EBS Prod External - SMS - Sales User JD-00972	←	

- 8) Once you have selected your role, click NEXT at the top of the screen to proceed.
- 9) Enter a justification for why you will need this role on the next screen. It can be as simple as stating you "need access to participate in sales offerings on behalf of (name your company)". Attachments are not required. Click NEXT once completed.

Home x Request Role x

User Information Select Roles **Justification** Summary

Cancel Back **Next**

Request Justification & Supporting Details

*** Justification** participate in sales offerings on behalf of company _____

Optional Information

Attachment 1 Browse... No file selected.

Attachment 2 Browse... No file selected.

Attachment 3 Browse... No file selected.

Attachments must be PDF files, smaller than 2MB each.
Files containing Personally Identifiable Information (PII) shall not be uploaded (i.e. SSN, DOB, etc).

- 10) The next screen will allow you to review your request prior to submitting. Ensure all the information and the role you have selected is correct. Once you are comfortable with the information displayed, click SUBMIT. Selecting BACK will allow you to change any incorrect information. CANCEL will return you to the HOME screen and will delete your drafted request.

Home x Request Role x

User Information Select Roles Justification **Summary**

Cancel Back **Submit**

Role Request Summary

Please review the information below before submitting this request.
Use the Back button to change any information, and use the Submit button to complete this request.

User	[REDACTED]	User Type	Vendor
User ID	[REDACTED]		
Organization	DLA External		
Requested Role(s)	EBS Prod External - SMS - Email Notification User JD-00975		
Justification	access		
Attachments		Comments	

- 11) Once you have submitted your role request, you will see a confirmation screen and receive an email stating that your request is being reviewed by the Data Owner. Strategic Materials employees are reviewing your request and will approve your request or contact you if something is incorrect.
- 12) You will receive email notifications as your role request moves through the approval process. Once it has been completed, you will receive an email stating that it has been “fully approved and provisioned.” At this point you may log in to the Strategic Materials Sales Portal. Instructions for logging in can be found in [Section 3](#) of this document.

Section 3: Logging in to the DLA Strategic Materials Sales Portal

- 1) Now that you have had your account and role provisioned for the DLA Strategic Materials Sales Portal, you may log in to either view your previously created company account/registrations or setup a new company (user guides can be found [here](#)).
- 2) Point your browser to the DLA Enterprise External Business Portal (<https://business.dla.mil/landing/index.html>). If you are asked to provide a certificate, please choose cancel to proceed.

If you are using Chrome, you may receive a security prompt that the site is not trusted. You may advance through the notice. We promise, its safe! 😊
- 3) Once on the external portal landing page, click the yellow box on the left hand pane to access the log in page.

DEFENSE LOGISTICS AGENCY
AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

8/16/2017 [For display issues with Internet Explorer 11 Click Here](#)

DLA Systems

DLA Enterprise External Business Portal

[For Browser Support Click Here](#)

Registered Users Login Here

DLA's 3 Areas of Focus
WARFIGHTER SUPPORT
STEWARDSHIP EXCELLENCE
WORKFORCE DEVELOPMENT

AVAILABLE SERVICES

DLA Strategic Materials Sales

DLA Strategic Materials Sales Portal
DLA Strategic Materials manages the National Defense Stockpile (NDS) of raw materials and through its online sales platform, disposes of excess stocks from the NDS through open competition.

MULTIMEDIA

HOW TO DO COMBAT LOGISTICS
This video looks at what goes into successful combat logistics support.

Why Buy Green?
The success of the Defense Department's "Buying Green" strategy relies on all employees to make the right decisions when it comes to everyday purchases.

- 4) Enter your AMPs username and password (generated in [Section 1](#) above) on the following screen.



Welcome to the Enterprise External Business Portal

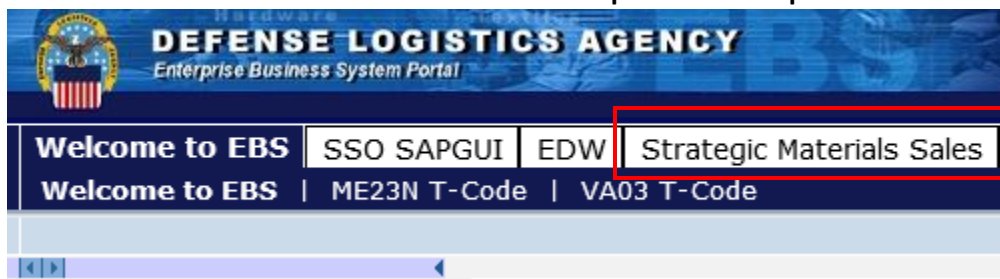
Enter your Enterprise External Portal user name and password.

User *

Password *

Note: If you receive an error stating "User Authentication failed" after clicking "Log On," your first course should be to log in to <https://amps.dla.mil>, click on "My Information" tab on the left and reset your password using the button on the top right. Allow two minutes before attempting to log in once again to the Enterprise External Business Portal. This should resolve the issue. If the issue persists, please call the DISA Global Service Desk by calling toll free 844-DISA-HLP (844-347-2457), press 5, then speak or enter D-L-A. The DISA Help-desk will need to reset your password.

- 5) Once logged in, across the top pane of the External Portal, you will see a tab for "Strategic Materials Sales." Click this tab to access the sales portal. It will open in a new browser tab.



- 6) Once the tab loads, you will be in the Strategic Materials Sales Portal. All other functions within the portal have not changed.

(Continued on next page)

Note: once you have logged into the external portal, if you are receiving an error after clicking on the "Strategic Materials Sales" tab stating that "the browser could not open new browser window, please contact the system administrator", you need to change your browser settings to allow pop-ups on the site.

Firefox: Tools > Options > Content > Click "Exceptions" next to Block pop-up windows > enter the website URL "https://businessportal.dla.mil" > click Allow, then Save Changes.

Internet Explorer: Click on the Cog Wheel in the upper right hand corner of the browser > Internet Options> Privacy tab > In section for pop-up blocker, click Settings > add "https://businessportal.dla.mil" > Close

ANY QUESTIONS CAN BE DIRECTED TO DLA STRATEGIC MATERIALS STAFF

Brian Beruete - brian.beruete@dlamilitary.com 571-767-6735

Bryan Athey - bryan.athey@dlamilitary.com 571-767-3986

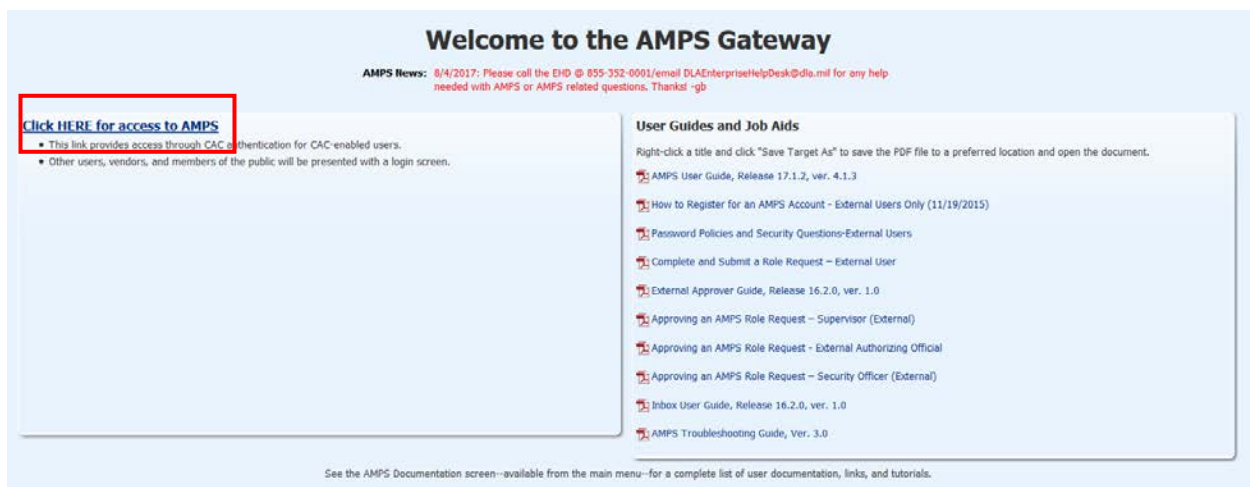
Section 4: Manually Reset your Password

NOTE: you may ONLY manually reset your password if you KNOW your current password. If you forgot your password, the best option will be to click the "Forgot Your Password" link at the login page for AMPs and follow the prompts. If your account has been locked, you must call the DISA Global Service Desk by calling toll free 844-DISA-HLP (844-347-2457), press 5, then speak or enter D-L-A and have the attendant reset your password for you. You will be asked to provide your username

- 1) Point your browser to <https://amps.dla.mil>
- 2) If prompted to select a certificate, select cancel.

If you are using Chrome, you may receive a security prompt that the site is not trusted. You may advance through the notice. We promise, its safe! 😊

- 3) On the AMPs Splash Screen (below), click the link “Click HERE for access to AMPs.”



Welcome to the AMPs Gateway

AMPs News: 8/4/2017: Please call the DHD @ 855-352-0001/email DLAEnterpriseHelpDesk@dlm.mil for any help needed with AMPs or AMPs related questions. Thanks! -gb

Click HERE for access to AMPs

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- Inbox User Guide, Release 16.2.0, ver. 1.0
- AMPs Troubleshooting Guide, Ver. 3.0

See the AMPs Documentation screen--available from the main menu--for a complete list of user documentation, links, and tutorials.

4) Enter your user name and password.

[First Time User? Click Here to Register](#)

Use this option to register if you have never had a DLA account or if you have access to an existing DLA application but have not registered in AMPS.

[Forgot your User ID? Click Here](#)

Use this option if you have registered with AMPS in the past but cannot remember your DLA assigned User ID.

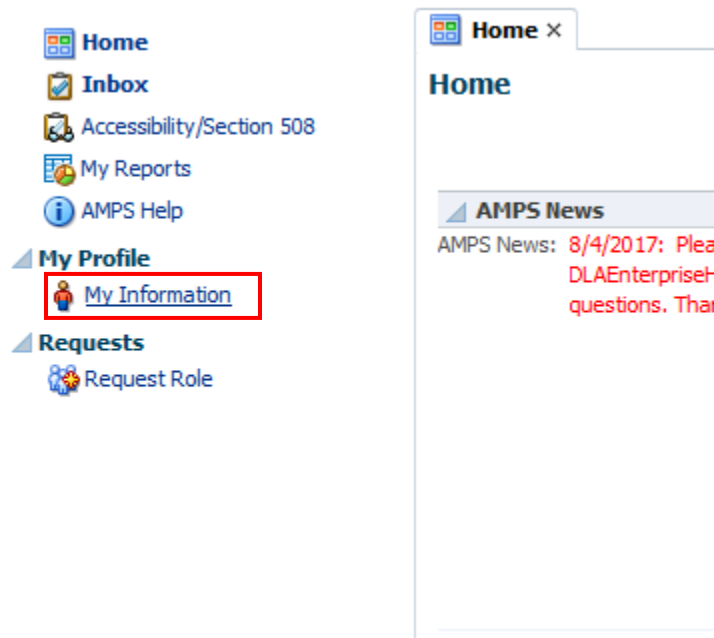
[Forgot your Password? Click Here](#)

Use this option if you have registered with AMPS in the past but cannot remember your password.

User ID	<input type="text"/>
Password	<input type="password"/>

Login

5) Once logged in, click the “My Information” link on the left hand pane.



6) Click accept on the DLA Privacy Statement to proceed.

7) Select "Change Password" on the next screen:

The screenshot shows the 'User Information' form with two tabs: 'User Information' and 'Applications & Roles'. The 'Change Password' button is highlighted with a red box. The form contains the following fields:

- User ID
- * First Name
- Middle Name
- * Last Name
- EDIPI/UPN
- * Email
- * Title
- Account Status: Active
- User Type: Vendor
- CAGE Code
- * Citizenship: US
- Office/Cube
- * Street: 8725 John j Kingman rd
- PO Box
- * City: ft. belvoir
- * State: Virginia
- * Zip: 22060
- * Country: UNITED STATES

8) Enter your old password and a new password and a second time to confirm the entry. Then click "OK" and you will receive a message stating your password has been changed.

The screenshot shows the 'Change Password' dialog box with the following fields:

- Old Password
- New Password
- Confirm Password

On the right, the following password requirements are listed:

- Your new password must contain the following:
- 1) Minimum length of 15 Characters
- 2) Maximum length of 30 Characters
- 3) Minimum of 4 Alphabetic Characters
- 4) Minimum of 2 Numeric Characters
- 5) Minimum of 2 Lowercase Characters
- 6) Minimum of 2 Uppercase Characters
- 7) Minimum of 2 Special Characters
- 8) Must begin with an Alphabetic Character
- 9) Must not use any of your previous 10 passwords
- 10) Valid Characters: a-z A-Z 0-9 + ! # ^ : . ~ - _
- 11) Must not contain your login name, first name, last name or email address

The 'OK' button is highlighted with a red box.

9) Please wait about 5-10 minutes to allow for the systems to sync your new password. After the waiting period, you may login at the EBS External Portal:

<https://business.dla.mil/landing/index.html>

Note: once you have logged into the external portal, if you are receiving an error after clicking on the "Strategic Materials Sales" tab stating that "the browser could not open new browser window, please contract the system administrator", you need to change your browser settings to allow pop-ups on the site.

Firefox: Tools > Options > Content > Click "Exceptions" next to Block pop-up windows > enter the website URL "https://businessportal.dla.mil" > click Allow, then Save Changes.

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