

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

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

Contents:

Section 1: Requesting Your New Account (page 2)

Section 2: Requesting a Role (page 6)

Section 3: Logging in to the DLA Strategic Materials Sales (page 10)

Section 4: Manually Reset your Password (page 17)

Section 1: Requesting Your New Account

Note: if you already have an AMPS account, you may skip down to Section 2 – Role Request

- 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.**”



- 4) *Select Ok* on the Defense Logistics Agency Single Sign-On Authentication agreement.
- 5) *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"/>
<input type="button" value="Login"/>	

- 6) 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.

7) Click accept on the 'DLA Privacy Act Statement.'

8) 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

Cancel Back **Next**

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

9) Once you have entered the required information, *click* **NEXT**.

- 10) 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

- 11) Click **NEXT** once you have chosen your questions, entered answers and chosen your new password.
- 12) Review the information provided for accuracy. Once you are comfortable with the information, click **“Create Account”** to submit your request.
- 13) After creating the account, you will see a confirmation page displaying your new username. Please note 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 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 - 4 above but now you may use your new username and password to login (<https://amps.dla.mil>)

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

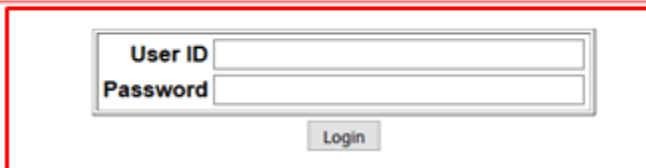
Use this option to register if you have never had a DLA account or if you have access to an existing DLA application but have not registered in AMPS.

[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.

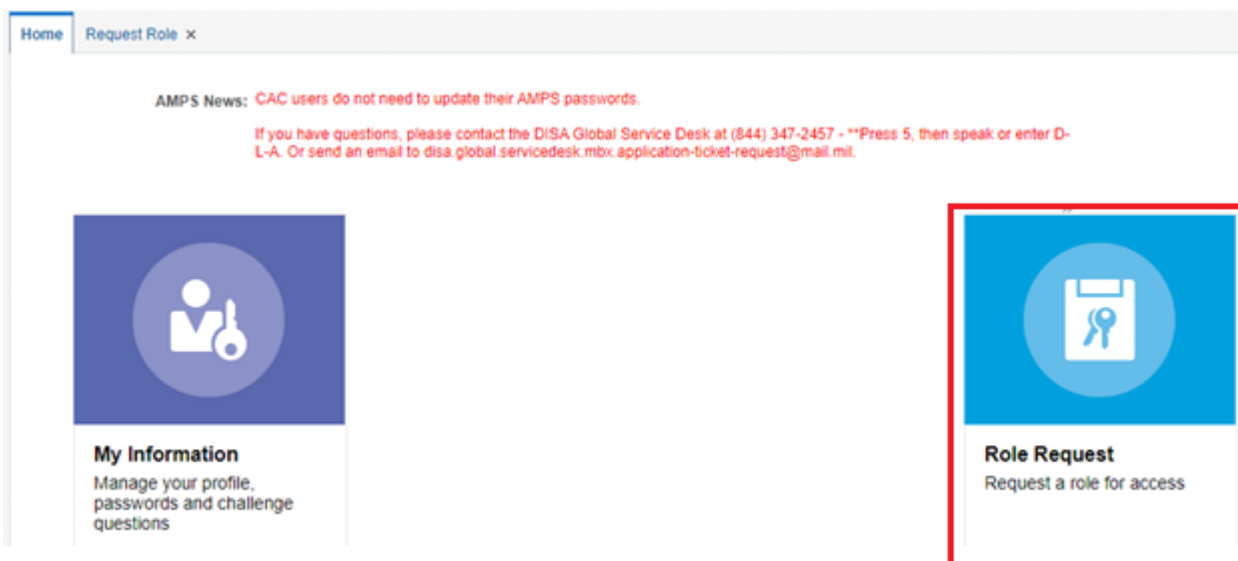
[Forgot your Password? Click Here](#)

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



A login form with two input fields: "User ID" and "Password". Below the fields is a "Login" button. The entire form is enclosed in a red rectangular border.

- 2) When logging in, copying 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 “**Request Role**” link on the right side of the page.



The screenshot shows the AMPs user interface. At the top, there is a navigation bar with "Home" and "Request Role x". Below the navigation bar, there is a section for "AMPS News" with a red header and text: "CAC users do not need to update their AMPS passwords. If you have questions, please contact the DISA Global Service Desk at (844) 347-2457 - **Press 5, then speak or enter D-L-A. Or send an email to disa.global.servicedesk.mbx.application-ticket-request@mail.mil." Below the news section, there are two main cards. The left card is titled "My Information" and has a blue background with a white icon of a person and a key. The right card is titled "Role Request" and has a blue background with a white icon of a document and a key. The "Role Request" card is highlighted with a red rectangular border.

- 4) Click **“Accept”** on the DLA Privacy Act Statement to continue.
- 5) Verify the **user information** is correct, then click **NEXT**.
- 6) On the **“Select Roles”** in the Role Name field, *enter* the following: **“SMS-200”** if you are requesting the Sales User role (defined below). This must be entered exactly, or you will not return the correct role associated with the newest version of Sales. The result returned will be, **“SMS Prod – External Sales User SMS-200.”**

If you are requesting the email notification role, please search for **“SMS-201”**. You will return the result, **“SMS Prod – External Email Notification User SMS-201”**. 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 sales 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](#))

The screenshot shows the 'Request Role' process in a web application. The 'Select Roles' step is highlighted in the progress bar. The 'Search Roles' section has 'SMS-200' entered in the 'Role Name' field. The 'Next' button is highlighted with a red box. Below, the 'Select a Role' section shows a table with one result: 'SMS Prod - External Sales User SMS-200'.

Role Name	Selected Roles
<ul style="list-style-type: none"> ▷ DLA Aviation Applications ▷ DLA Enterprise Applications ▷ DLA Enterprise Business System (EBS) ▷ DLA Logistics Information Services Applications ▷ DLA Warehouse Management System (WMS) ▷ Energy Applications 	No data to display

- 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, and *click* **NEXT** at the top of the screen to proceed.

Home 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)
- DLA Logistics Information Services Applications
- DLA Warehouse Management System (WMS)
- Energy Applications

Search Roles

Role Name SMS-200

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
SMS Prod - External Sales User SMS-200	→	SMS Prod - External Sales User SMS-200

- 8) 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 Request Role x

User Information Select Roles Justification Summary

Cancel Back Next

Request Justification & Supporting Details

Justification Participate in sales offering on behalf of company

Optional Information

Attachment 1 Choose File No file chosen

Attachment 2 Choose File No file chosen

Attachment 3 Choose File No file chosen

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

- 9) The Summary 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.

User Information Select Roles Justification **Summary**

Cancel Back **Submit**

Role Request Summary

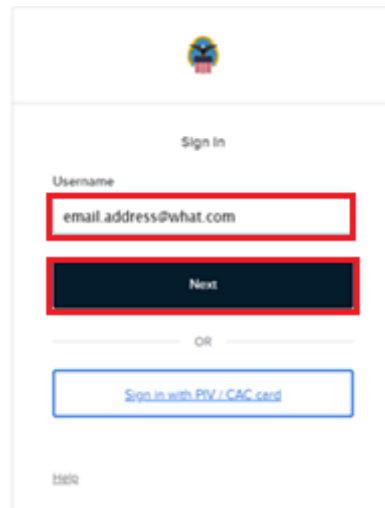
Please review the information below before submitting this request.
Use the Back button to change any information, and use the Submit button to complete this request.

User	User Name	User Type	Vendor
User ID	User ID		
Organization	DLA External		
Requested Role(s)	SMS-200		
Justification	access		
Attachments		Comments	

- 10) 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.
- 11) 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. Instructions for logging in can be found in [Section 3](#) of this document.

Section 3: Logging in to the DLA Strategic Materials Sales

- 1) Now that your account and role are provisioned for the updated DLA Strategic Materials Sales, 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) Prior to attempting to login to the Sales Portal, please download the OKTA Verify App from the App Store (iPhone or iPad) or Google Play (Android devices). This app will be utilized for two-factor authentication.
- 3) Point your browser to the Okta Dashboard (<https://dla-lg.okta.mil/>).
- 4) You will be directed to the Okta logon page. Username is the email address associated with your AMPS account. Enter your **email address** in the Username field and **select Next**.



Sign In

Username

email.address@what.com

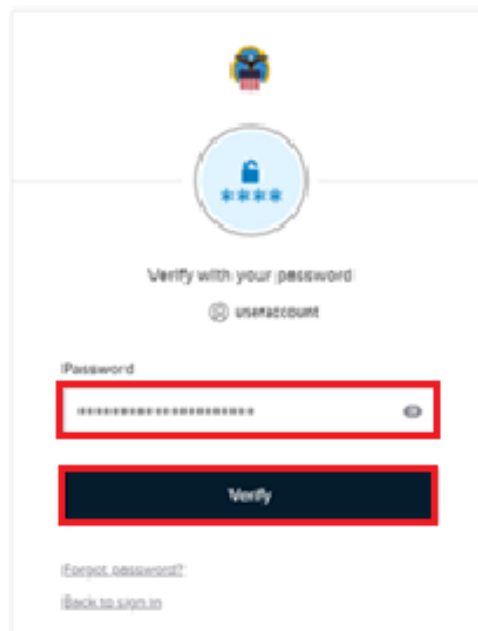
Next

OR

Sign in with PIV / CAC card

Help

- 5) On the Okta password screen. Your AMPS password will serve as your Okta password. Enter your **AMPS password** and **select Verify**.



Verify with your password

useraccount

Password

Verify

Forgot password?

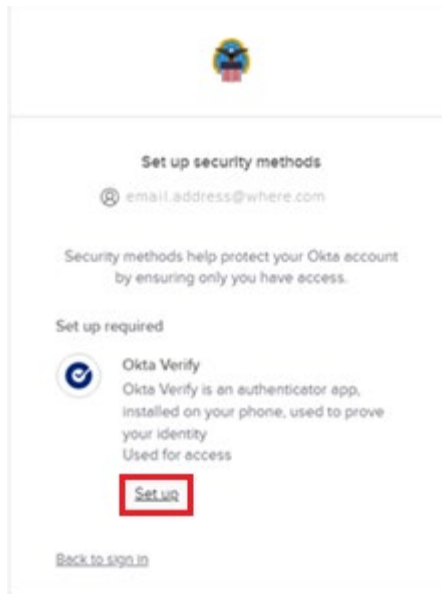
Back to sign in

NOTE: If at this point, you receive an error that states “Unable to sign in”, please utilize the troubleshooting steps below to resolve prior to contacting Strategic Materials Staff for assistance.

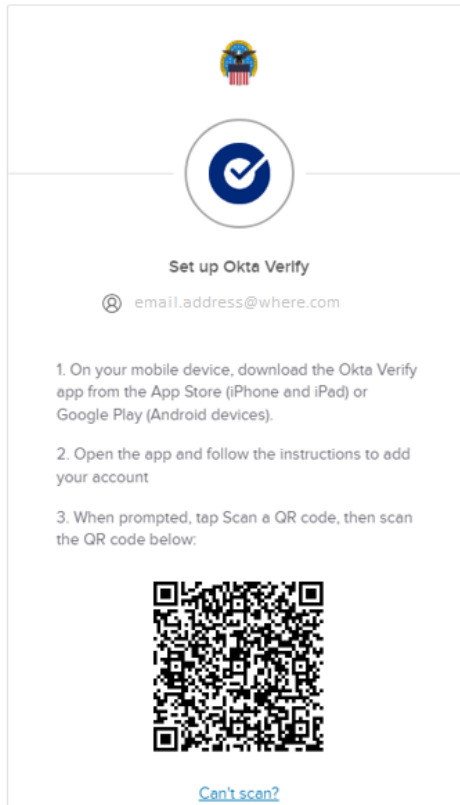
1. Completely shut-down your browser.
2. Access AMPS (<https://amps.dla.mil>) and reset your password on the My Information tab. Please wait 5-10 minutes before attempting to login to the Sales Portal.
3. Please use the Chrome Browser to access the Sales Portal: <https://dla-lg.okta.mil/>

6) This step is only done once to setup Okta Verify. After the one-time setup when you verify your password in step 4 you will be redirected to step 6.

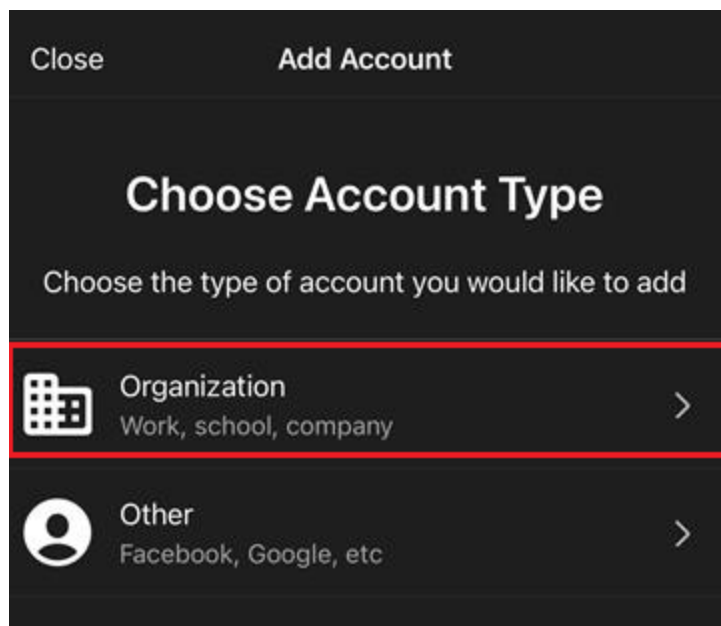
- Setting up Okta Verify. *Select the Set Up*



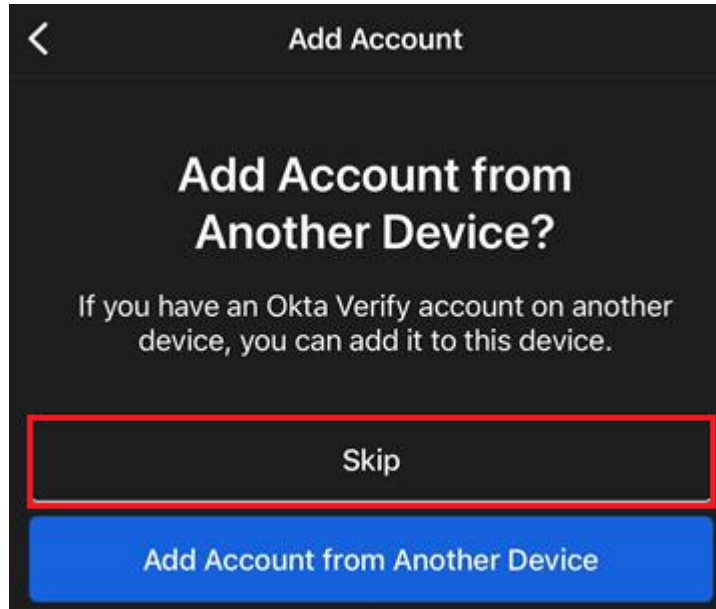
- Follow the directions on the Set up Okta Verify screen.



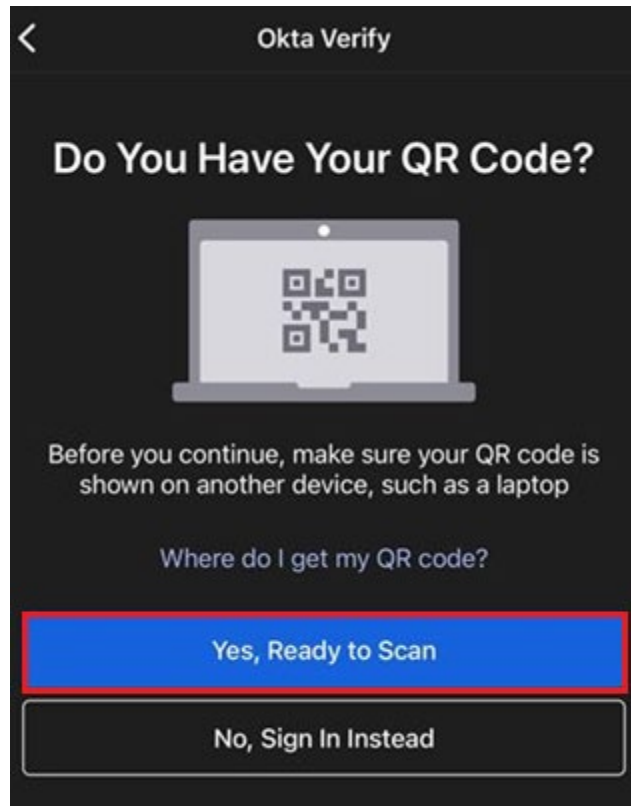
- From a mobile device, download the Okta Verify app from the App Store (iPhone or iPad) or Google Play (Android devices)
- Open the app and follow the instructions to add your account
- When you first log in, select Add account
- On the Choose account type screen, select Organization



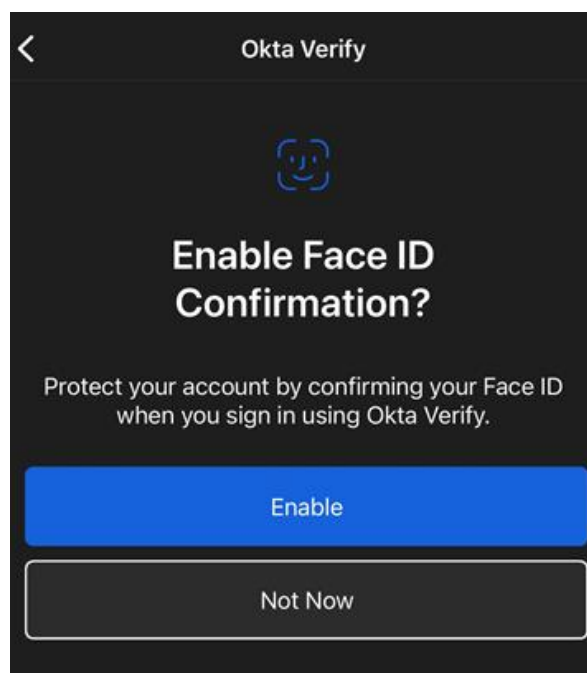
- On the Add account from another device, *Select Skip*



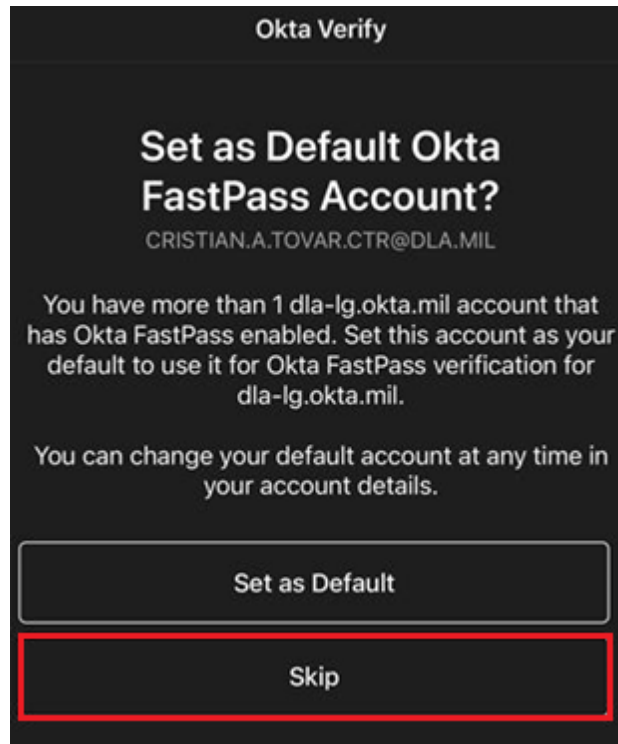
- Do you have your QR code screen, *select Yes, ready to scan*



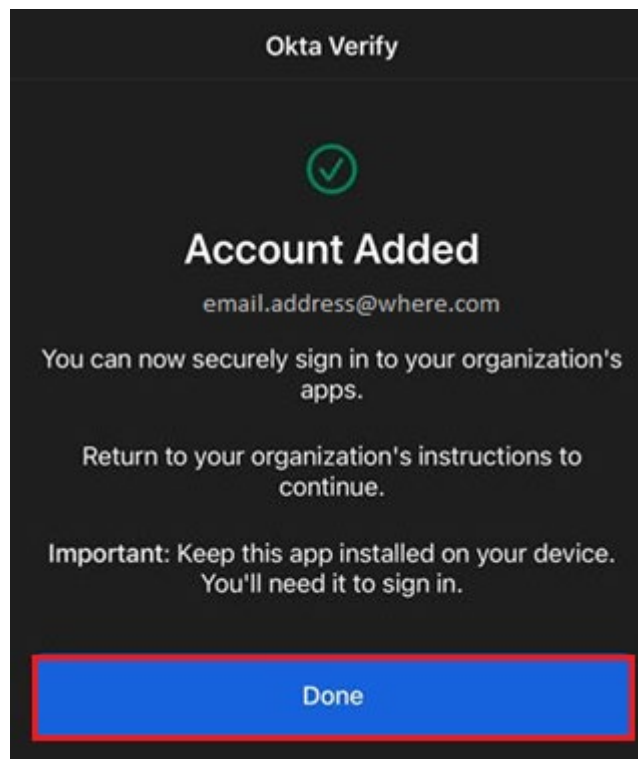
- Follow the prompts on your mobile device and scan the QR code Set up Okta Verify screen. (your choice)



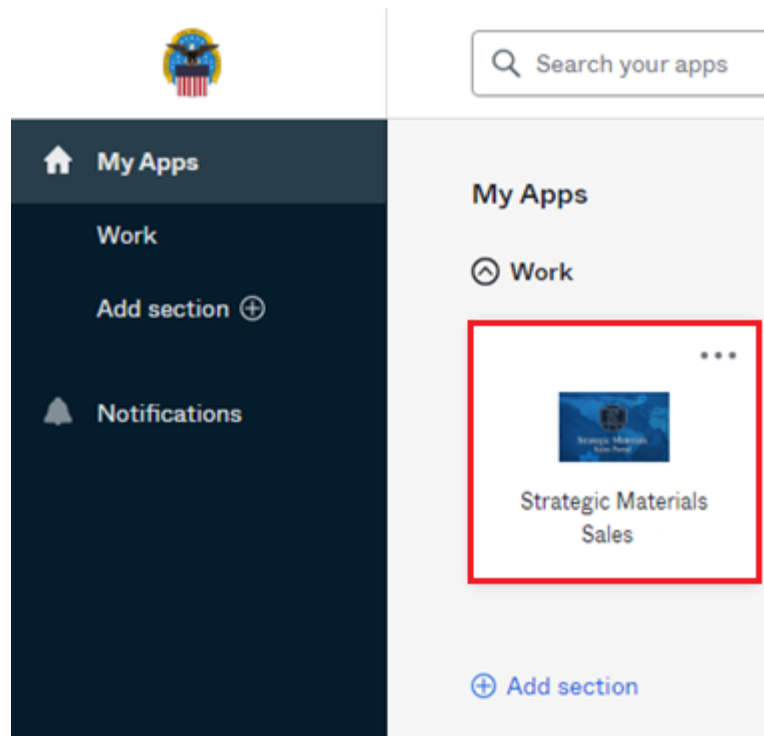
- **Select Skip**, on the FastPass account option. This is not currently offered at DLA.



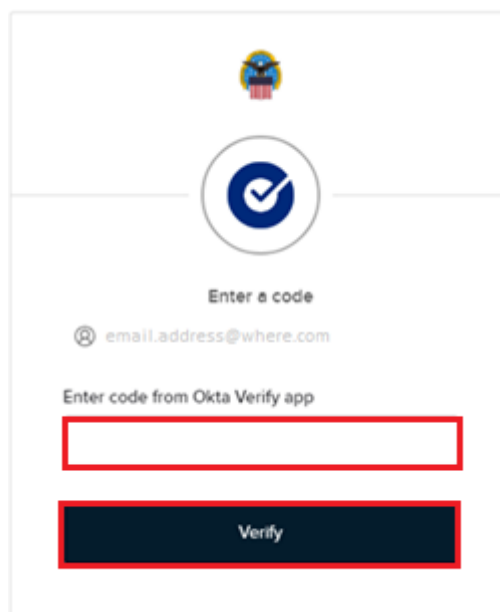
- Setup is complete, *read* and **select Done**



- 7) After the first time setup in step 5) and thereafter this is the dashboard page where <https://dla-lg.okta.mil/> will direct you. Select the **Strategic Materials Sales** tile.



- 8) When you select the Strategic Materials Sales tile, a code will be delivered to the Okta Verify on your mobile device, enter **code** here and select **Verify**

A screenshot of the Okta Verify code entry screen. At the top is the same eagle logo. Below it is a circular icon containing a blue checkmark. The text "Enter a code" is centered below the icon. Underneath is a placeholder email address "email.address@where.com" with a small icon to its left. Below the email address is the instruction "Enter code from Okta Verify app". A red rectangular box highlights the empty input field for the code. At the bottom, another red rectangular box highlights a dark blue button with the text "Verify" in white.

- 9) Once logged in, you will land on the DLA Strategic Materials Sales site. Functionality within Strategic Materials Sales has not been changed. You may notice some slight differences in appearance and presentation. These are documented in the corresponding user documentation.

ANY QUESTIONS CAN BE DIRECTED TO DLA STRATEGIC MATERIALS STAFF

Brian Beruete - brian.beruete@dla.mil 571-767-6735

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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.**”



- 4) Enter your username 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.

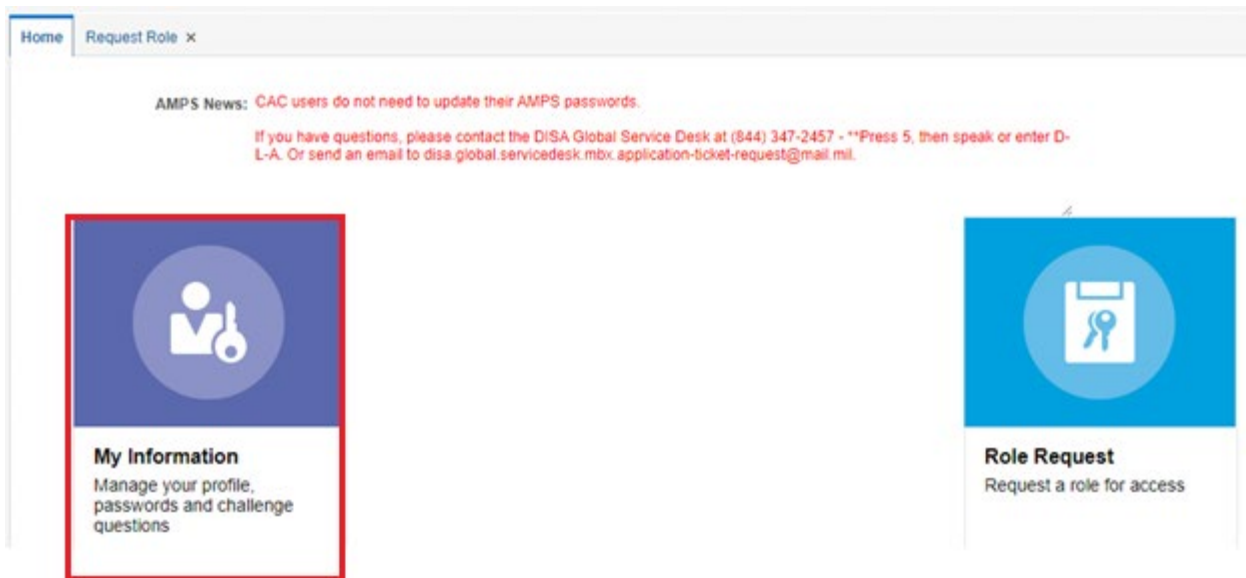
Forgot your Password? Click Here

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 side of the screen.



6) *Click* **Accept** on the DLA Privacy Statement to proceed.

7) *Select* “**Change Password**” on the next screen:



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. Wait 5-10 minutes to allow for the systems to sync your new password before logging back into <https://dla-lg.okta.mil/>

