

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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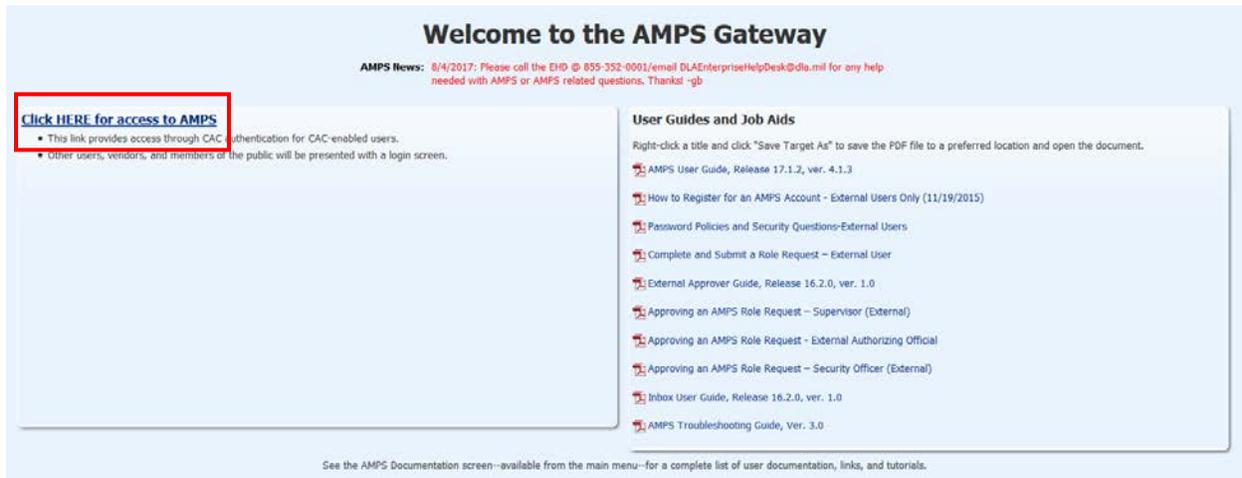
Section 4: Manually Reset your Password (page 13)

Section 1: Requesting Your New Account

- 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 EHD ☎ 855-352-0001/email DLAEnterpriseHelpDesk@dla.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"/>

Need Help? Contact the DLA Enterprise Help Desk at DLAEnterpriseHelpDesk@dla.mil, or toll free 855-DLA-0001 (855-352-0001)

- 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.

Please contact the Enterprise Help Desk at 855.352.0001 or DLAEnterpriseHelpDesk@dla.mil if you have any questions concerning the use of this System.

Cancel

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

- 7) Fill in the required user information. If you are a user that currently has an active account with DLA Strategic Materials, please use the email associated with your account so that your new account will link to the old one. Using a new email will not allow you to see your company information as it is currently within the Sales Portal. 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 <input type="text"/>	User Type Vendor
Middle Name <input type="text"/>	* Country of Citizenship US <input type="text"/>
* Last Name <input type="text"/>	CAGE Code <input type="text"/>
* Email <input type="text"/>	
* Title <input type="text"/>	

Contact Information	
* Official Telephone <input type="text"/>	Office/Cube <input type="text"/>
Official Fax <input type="text"/>	* Street <input type="text"/>
DSN Phone <input type="text"/>	PO Box <input type="text"/>
DSN Fax <input type="text"/>	* City <input type="text"/>
Mobile <input type="text"/>	* State <input type="text"/>
Site <input type="text"/>	* Postal Code <input type="text"/>
	* Country <input type="text"/>

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

- 9) Choose 3 (three) security questions that will be used to recover a password and enter your new password. Please note requirements in the password section. These are similar to the previous requirements but with a few special characters that no longer allowed.



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 atleast 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 question, 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 helpdesk 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 DLA Enterprise Help Desk at 855-352-0001. Please have you username ready to provide to the helpdesk attendant.

Section 2: Requesting a Role

- 1) After you receive the confirmation email, you may return to AMPs to login and request your role. Repeat step 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](#)

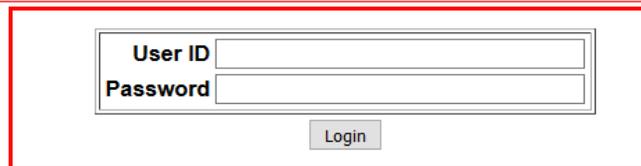
Use this option to register if you have never had a DLA account or if you have access to an existing DLA application but have not registered in AMPS.

[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](#)

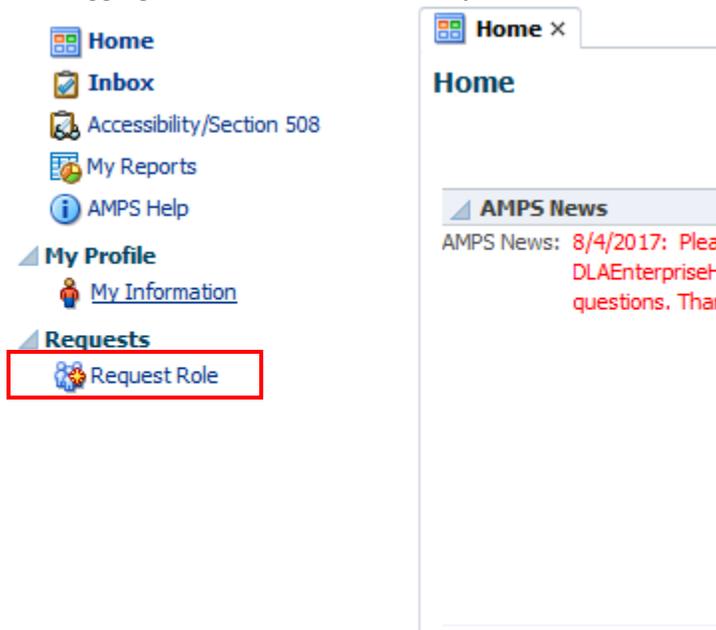
Use this option if you have registered with AMPS in the past but cannot remember your password.



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.

Need Help? Contact the DLA Enterprise Help Desk at DLAEnterpriseHelpDesk@dlamail.mil, or toll free 855-DLA-0001 (855-352-0001)

- 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 "Request Role" link on the left hand pane of the portal.



A screenshot of the AMPs portal interface. The left navigation pane contains several links: Home, Inbox, Accessibility/Section 508, My Reports, AMPS Help, My Profile, My Information, and Requests. The 'Requests' link is expanded, and the 'Request Role' link is highlighted with a red rectangular border. The main content area shows the 'Home' page with a 'Home' tab and an 'AMPS News' section. The news section contains a headline: 'AMPS News: 8/4/2017: Plea DLAEnterprise questions. Tha'.

- 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: [v]

Primary Role: [v]

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. 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	Comments	
Attachments			

- 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. **(Note: the portal will not be available until after September 10th, 2017. Any login attempts prior will result in a failed login.)**

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

(Note: the portal will not be available until after September 10th, 2017. Any login attempts prior will result in a failed login.)

- 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.jsp>). 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.

The screenshot shows the DLA Enterprise External Business Portal. At the top, there is a header with the DLA logo, the text "DEFENSE LOGISTICS AGENCY AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY", and a "STRATEGIC PLAN 2015 - 2022" badge. Below the header, there is a date "8/16/2017" and a link "For display issues with Internet Explorer 11 Click Here". A dropdown menu shows "DLA Systems". The main content area is divided into two columns: "AVAILABLE SERVICES" and "MULTIMEDIA". The "AVAILABLE SERVICES" column features a video player with the title "DLA Strategic Materials Sales" and a description: "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." The "MULTIMEDIA" column contains two video thumbnails: "HOW TO DO COMBAT LOGISTICS" and "Why Buy Green?". The left sidebar contains the text "DLA Enterprise External Business Portal" and "For Browser Support Click Here". A yellow box highlights the "Registered Users Login Here" button.

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



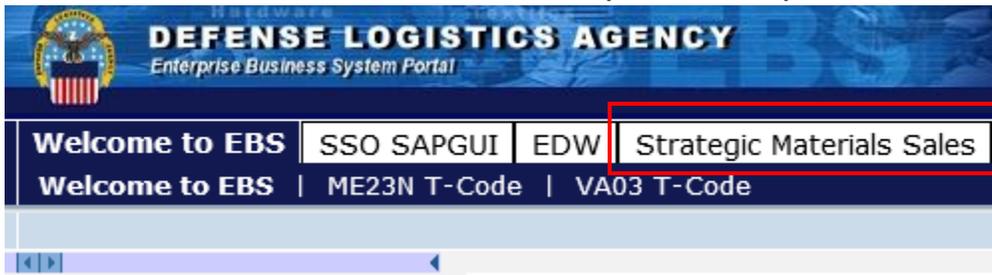
Welcome to the Enterprise External Business Portal

Enter your Enterprise External Portal user name and password.

User *

Password *

- 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@dla.mil 571-767-6735

Bryan Athey - bryan.athey@dla.mil 571-767-3986

Section 4: Manually Reset your Password

NOTE: you may ONLY manually reset your password if you KNOW your current password. If your account has been locked or you forgot your password, you must call the Enterprise Helpdesk (855-352-0001, option 2) 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 EHD @ 855-352-0001/email DLAEnterpriseHelpDesk@dla.mil for any help needed with AMPS or AMPS related questions. Thanks! -glb

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- 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.

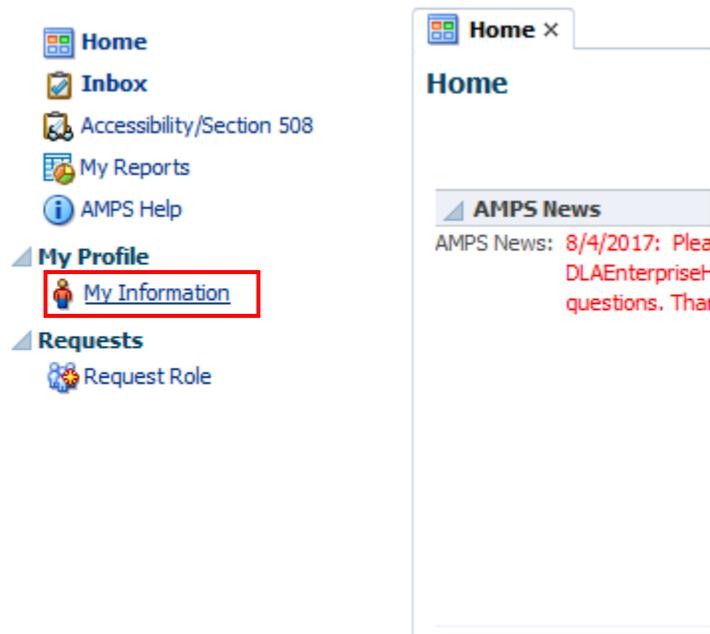
[Forgot your Password? Click Here](#)

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"/>

Need Help? Contact the DLA Enterprise Help Desk at DLAEnterpriseHelpDesk@dla.mil, or toll free 855-DLA-0001 (855-352-0001)

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 a web form titled "User Information" with two tabs: "User Information" and "Applications & Roles". The "User Information" tab is active. At the top right, there are three buttons: "Set Security Questions", "Change Password" (highlighted with a red box), and "Cancel". Below the buttons are two columns of form fields. The left column includes: "User ID" (blacked out), "* First Name" (blacked out), "Middle Name", "* Last Name" (blacked out), "EDIPI/UPN", "* Email" (blacked out), and "* Title" (blacked out). The right column includes: "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), and "* Country" (UNITED STATES). Below the "User Information" section is a collapsed section for "Contact Information" with fields for "Official Telephone", "Official Fax", "DSN Phone", "DSN Fax", and "Mobile".

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 a "Change Password" dialog box. On the left, there are three input fields: "Old Password", "New Password", and "Confirm Password". On the right, there is a list of password requirements: "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". At the bottom right, there are "OK" and "Cancel" buttons, with the "OK" button highlighted in 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.jsp>

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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