

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)

Contents:

Section 1: Requesting Your New Account (page 2)

Section 2: Requesting a Role (page 7)

Section 3: Logging in to the DLA Strategic Materials Sales Portal (page 11)


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"/>

Login

- 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

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.

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	<input type="text"/>
Password	<input type="password"/>
<input type="button" value="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 "Request Role" link on the left hand pane of the portal.

The screenshot displays the AMPs portal interface. On the left is a navigation menu with the following items: Home, Inbox, Accessibility/Section 508, My Reports, AMPS Help, My Profile (with a sub-link for My Information), and Requests (with a sub-link for Request Role). The 'Request Role' link is highlighted with a red box. The main content area shows a 'Home' tab, the title 'Home', and an 'AMPS News' section with a news item dated 8/4/2017.

- 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	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.

