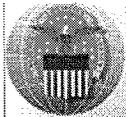


# AMPS PUBLIC USER ACCOUNT

**YOU MUST FIRST REGISTER FOR AMPS – IF YOU ALREADY HAVE REGISTERED GO TO REQUEST AMPS ROLES BELOW (Pg 9)**

<https://amps.dla.mil/idm/user/>



Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

Logged in as: NewUser

LOGOUT

## AMPS First Time User Access

### If you have a DoD issued Common Access Card (CAC):

You must have your CAC inserted in your computer if you want AMPS to register your CAC. This will allow you to access AMPS without having to enter a username and password. In addition, your CAC information will be provisioned to applications that are CAC enabled and you will not need a username/password to access these.

### Attention DLA Employees or Contractors:

This process is for Non-DLA users only. If you are a DLA employee or Contractor DO NOT continue with this registration. Your account in AMPS should have automatically been created when you joined DLA. If you reach the AMPS login screen it means that there is a problem with your DLA account or the computer that you are using to access AMPS. Ensure that you are accessing AMPS from the DLA network with your CAC. If the problem persists, contact the Help Desk at the number listed below.

### Select Your User Type:

User Type	Description
<input type="button" value="Federal Agency User/Contractor"/>	Select this if you are a member of the Armed Services, a DoD civilian employee, a DoD contractor, or a member of a Federal Agency. You will need to provide information about yourself as well as your supervisor and local security officer as required by DD Form 2875.
<input type="button" value="Supplier/Vendor"/>	Click this button if you are a Supplier/Vendor with a Commercial and Government Entity (CAGE) code. A Supplier/Vendor is a person that works for a company or corporation that supplies items/parts to DLA. Supplier/Vendors are subject to a less stringent approval process.
<input type="button" value="Public"/>	Click this button if you are a user desiring to register for an account with DLA to gain access to DLA applications available to the general public. You will be required to provide a few facts about you and your organization to register and request access to DLA applications.

Please contact the help desk at (804)279-4357 or 1(866)335-4357 if you have any questions concerning the use of this System.

**CLICK [PUBLIC]**

[Home](#) [FAQ](#) [Privacy/Security](#) [508 Compliance](#) [Contact Us](#)



## AMPS First Time User Access

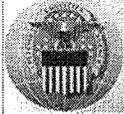
User Type	Description
<input type="button" value="New Account"/>	Click this button if you have never registered for an account in AMPS and you do not have an existing account in one of the DLA applications listed below.
<input type="button" value="Existing Account"/>	Click this button if you currently have an account to access one of the applications listed below. This process will verify that your account has been pre-loaded into AMPS and will allow you to update your profile information.

### Applications currently supported by AMPS:

- Energy-FES
- Energy-Bulk PORTS
- Energy-FMD Express
- Energy-Ground PORTS
- Energy-OED OGF
- RPPOB
- Collaboration
- BRGTS
- BSM
- COPA
- CSWS
- 
- Fusion
- MAPAB
- MEBS
- MSDS
- PDMI
- SCRAT

CLICK [NEW ACCOUNT]

Please contact the help desk at (804)279-4357 or 1(866)335-4357 if you have any questions concerning the use of this System.



## Privacy Act Statement

**Authority:** 5 U.S.C. 301, Departmental regulations; 10 U.S.C. 133, Under Secretary of Defense for Acquisition and Technology; 18 U.S.C. 1029, Access device fraud; E.O. 10450 Security Requirements Government Employees, as amended; and E.O. 9397 (SSN).

**Principle Purpose(s):** Information is used to validate a user's request for access into a DLA system, database or network that has its access requests managed by AMPS.

**Routine Uses:** Data may be provided under any of the DoD "Blanket Routine Uses" published at <http://www.defenselink.mil/privacy/notices/blanket-uses.html>.

**Disclosure:** Disclosure is voluntary; however, if you fail to supply all the requested information you will not gain access to the DLA - Account Management and Provisioning System (AMPS) database. Your identity / security clearance must be verified prior to gaining access to the AMPS database, and without the requested information verification can not be accomplished.

**Rules of Use:** Rules for collecting, using, retaining, and safeguarding this information are contained in DLA Privacy Act System Notice S500.55, entitled "Information Technology Access and Control Rules" available at <http://www.defenselink.mil/privacy/notices/dla>.

Submission Date

Thursday, August 2, 2012 10:49:43 AM EDT

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READ THE PRIVACY ACT STATEMENT AND CLICK  
[CONTINUE]



## Register a New AMPS Account

Welcome to AMPS, DLA Account Management and Provisioning System

### User Information

First Name  \*

Last Name  \*

Address  \*

City/APO/FPO  \*

State/AE/AP  \*

Zip Code  \*

Country  \*

Official Email Address  \*

Official Telephone Number  \*

Official Fax Number  Page will refresh after an item is selected.

ENTER USER INFORMATION AND CLICK [CONTINUE]

NOTE: WHEN ENTERING THE TELEPHONE NUMBER YOU MUST USE PERIODS (NO DASHES OR ANY OTHER CHARACTER). FOR EXAMPLE 123.123.1234

\* indicates a required field



## AMPS Password

Enter a password based on the profile required below. Note that you must create a password even if you are using a CAC. After this registration is completed you will be able to access AMPS without this password if you a CAC. However, you can also access AMPS with a username/password from a non-CAC enabled system.

Password  \*

Confirm Password  \*

**Password Policy**

Maximum Length: 32  
 Minimum Alpha: 4  
 Minimum Begin Alpha: 1  
 Minimum Length: 15  
 Minimum Lowercase: 2  
 Minimum Number of Character Type Rules That Must Pass: All  
 Minimum Numeric: 2  
 Minimum Special: 2  
 Minimum Uppercase: 2  
 Must not contain values of attributes: accountid, email, firstname, fullname, lastname  
 Must not contain words: &, ", /, ' , \ [ , ( , ) , % , { , } , @ , \$ , ?

Resource accounts whose password will be changed if selected.

ENTER PASSWORD AND [CONTINUE]

NOTE: PASSWORDS MUST START WITH A ALPHA CHARACTER (FOR EXAMPLE A,B,C,D,E)  
 PASSWORD POLICY TO THE LEFT MUST BE FOLLOWED

\* indicates a requ

HIT [CONTINUE]



## AMPS Password

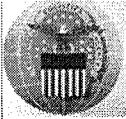
Enter answers for questions that will be used if you forget your password. These can also be changed or added to in the User Profile form in the main user AMPS page.

### Authentication Questions

Please answer the following questions. Answers will be automatically converted to upper-case.

Question	Answer
What is your favorite color?	<input type="text"/>
What city were you born in?	<input type="text"/>
What is your favorite movie?	<input type="text"/>

ENTER AUTHENTICATION QUESTIONS AND  
[CONTINUE]



## Inbox Item Edit

### Thank you for registering

Last Name Stewart

First Name Kevin

Your new AMPS account will be ready momentarily. Please follow the link below to log into AMPS using the account listed below and the password that you provided during registration.

User ID EKS00147

[Click here to leave registration pages and log into AMPS](#) [Leave AMPS Registration](#)

NOTE USER ID AND CLICK LEAVE AMPS  
REGISTRATION

NOTE YOU WILL RECEIVE AN EMAIL FROM AMPS



## Logged Out

Thank you for using the DLA - AMPS system. To log in again, click Log In.

### NOTE:

**You will receive an email from AMPS similar to the one below  
THEN GO TO: <https://amps.dla.mil> TO REQUEST YOUR AMPS ROLES**

The account below has been created. Please log into AMPS and request the roles that you need for your application access. Note that if you have a CAC you should close all your browsers, open a new browser and direct it to <https://amps.dla.mil>. If you have a CAC you will go directly to the AMPS main page and will not need a password.

#### Request Detail

User ID            XXXXXXXXX  
Requestor        FIRST, LAST NAME  
Date Submitted    Thu Aug 02 10:58:32 EDT 2012  
Application Name    AMPS  
Access Details    AMPS account registration success

# REQUEST AMPS ROLES

(AFTER YOU HAVE AN AMPS USER ID AND PASSWORD)



Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

LOGOUT

## AMPS Login

### First Time In AMPS? 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. Read the appropriate user guide for step by step instructions.

### 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

### User Guides



EBS Collaboration



Fusion Center



BSM-E (Energy FES, PORTS, FMD-Express)

Need Help? Contact the DSCR Help Desk at 804-279-HELP (4357) or toll free 866-335-HELP

User ID

Password

[Forgot Password?](#)

[Home](#) [FAQ](#) [Privacy/Security](#) [508 Compliance](#) [Contact Us](#)

ENTER USER ID AND PASSWORD THEN CLICK  
[LOG IN]



*Defense Logistics Agency*  
**Account Management and Provisioning System (AMPS)**

**U.S. Government (USG) Information System (IS) - Use and Consent**

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

-The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.

-At any time, the USG may inspect and seize data stored on this IS.

-Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.

-This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.

-Notwithstanding the above, using this IS does not constitute consent to PM, LE, or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communication and work product are private and confidential. See User Agreement for details.



CLICK [OK]



Welcome Kevin. Please select from one of the following options.

Attention:

Main

**Request or Update  
Access to an  
Application** [Request a Non-DOD User Role](#)

**Request Removal of  
Your Access to an  
Application** [Remove Role](#)

**Update Your AMPS  
Profile** [Update AMPS Profile](#)

**Change AMPS and/or  
Application  
Passwords (This  
Does Not Work for  
All Applications)** [Change Password](#)

**Update Challenge  
Questions** [Change Answers to Authentication Questions](#)

**Need Some  
Guidance? Look at  
the Job Aids** [View Job Aids](#)

CLICK REQUEST A NON-DoD USER ROLE

AMPS Corner	Application Roles	Admin Roles
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**AMPS News:**

Page Last Refreshed at: 08/02/2012 11:28:51 EDT

AMPS Version 12.0.2 (IDM 8.1.0.7)



## Application Access Request Form - User - External

Please Note: AMPS is an enterprise system and accommodates systems other than BSM. Only those roles specifically for PDMI can be requested through the PDMI option. Only those roles specifically for CRM can be requested through the CRM option. All other BSM roles should be requested using the BSM option. AMPS roles are specific to AMPS administration and require supervisor and AMPS Admin approval prior to being granted.

### For Which Application Are You Requesting Access?

Application	Description
<input type="radio"/> Energy-FES	Fuels Enterprise Server
<input type="radio"/> Energy-Bulk PORTS	Paperless Order and Receipt Transaction Screens - Bulk Fuels
<input type="radio"/> Energy-FMD Express	Fuels Manager Defense Express
<input type="radio"/> Energy-Ground PORTS	Paperless Order and Receipt Transaction Screens - Post, Camp, and Stations - Ground Fuels
<input type="radio"/> Energy-OED OGF	Oil, Energy Downstream (FAS)
<input type="radio"/> RPPOB	Replenishment Parts Purchase Or Borrow Program
<input type="radio"/> Collaboration	
<input type="radio"/> BRGTS	Boeing Rights Guard Tracking System
<input type="radio"/> BSM	DLA Enterprise Business System (Formerly Business System Modernization - BSM)
<input type="radio"/> COPA	Center of Parts Activity
<input type="radio"/> CSWS	PDMD Customer Service Web Site
<input checked="" type="radio"/> DISP	DLA Disposition Services Applications
<input type="radio"/> Fusion	DLA Fusion Center
<input type="radio"/> MAPAD	Military Assistance Program Address Codes(MAPAD) Application
<input type="radio"/> MEBS	Mapping Enterprise Business System
<input type="radio"/> MSDS	Material Safety Data Sheets (This is not access to HMIRS, the DOD repository for MSDSs. For access to HMIRS, go to the DLIS website.)
<input type="radio"/> PDMI	PDMI, including cFolders and ESA
<input type="radio"/> SCRAT	Supply Chain Risk Analysis Tool

CLICK DISP

Next Cancel

CLICK [NEXT]



## Application Access Request Form - User - External

### In Which Environment Do You Require Access?

- Production
- Development
- Test
- QA

\*

CLICK PRODUCTION

Page will refresh after an item is selected.

\* indicates a requ

Back Next Cancel

CLICK [NEXT]



### Application Access Request Form - User - External

Application Roles	Admin Roles
DLA Disposition Services Prod EX - BO NON_SASP Customer DDS-601	
DLA Disposition Services Prod EX - RTD Customer DDS-413	

ALL ROLES YOU CURRENTLY HAVE WILL BE LISTED HERE.

NOTE: IF THIS IS YOUR FIRST TIME YOU WILL HAVE NO ROLES LISTED

Pending Role Request(s):

Please Select Your Desired Role (TIP: Filter results using the 'Quick Filter' feature below. For more detail click on the "Information" box.)

ALL ROLES YOU CAN REQUEST WILL BE LISTED HERE.

NOTE: I ALREADY HAVE ALL THE ROLES SO I HAVE NONE DISPLAYED

YOU WILL NEED THE FOLLOWING ROLES:

DLA Disposition Services Prod EX - RTD Customer DDS-413

DLA DISPOSITION SERVICES PROD EX – BO NON-SASP CUSTOMER DDS-601

CLICK THE ROLE YOU NEED FROM THE BOX ON THE LEFT THEN HIT THE BUTTON THAT LOOKS LIKE THE "GREATER THAN SYMBOL" [>]

THE ROLE SHOULD MOVE TO THE BOX ON THE RIGHT.

THEN HIT [NEXT]



## Application Access Request Form - User - External

**Authority:** 5 U.S.C. 301, Departmental regulations; 10 U.S.C. 133, Under Secretary of Defense for Acquisition and Technology; 18 U.S.C. 1029, Access device fraud; E.O. 10450 Security Requirements Government Employees, as amended; and E.O. 9397 (SSN).

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**Disclosure:** Disclosure is voluntary; however, if you fail to supply all the requested information you will not gain access to the DLA - Account Management and Provisioning System (AMPS) database. Your identity / security clearance must be verified prior to gaining access to the AMPS database, and without the requested information verification can not be accomplished.

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Submission Date

Thursday, August 2, 2012 11:30:18 AM EDT

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CLICK [NEXT]



### Application Access Request Form - User - External

#### Tell Us About Yourself

Citizenship  \* Page will refresh after an item is selected.

Last Name  First Name   MI

#### Official Address

Street

City/APO/FPO  \* State/AE/AP  \* Zip Code

Country

Official Email Address  \*

Official Telephone Number  \* Page will refresh after an item is selected.

FILL IN ALL REQUIRED DATA

NOTE: WHEN ENTERING THE TELEPHONE NUMBER YOU MUST USE PERIODS (NO DASHES OR ANY OTHER CHARACTER). FOR EXAMPLE 123.123.1234

\* indicates a required field

CLICK [NEXT]



## Application Access Request Form - User - External

**1** Please affirm your acceptance of the Terms and Conditions and Non-Disclosure Agreement

I agree  \*

CLICK I AGREE

User Acceptance  
Statement

I accept the responsibility for the information and DOD system to which I am granted access and will not exceed my authorized level of system access. I understand that my access may be revoked or terminated for non-compliance with DISA/DOD security policies. I accept the responsibility to safeguard the information contained in these systems from unauthorized or inadvertent modification, disclosure, destruction, and use. I understand and accept that my use of the system may be monitored as part of managing the system, protecting against unauthorized access and verifying security problems. I agree to notify the appropriate organization that issued my account(s) when access is no longer required.

Submission Date Thursday, August 2, 2012 11:30:18 AM EDT

\* indicates a requ

Back Next ~~Cancel~~

HIT [NEXT]

**After you submit your application you will receive an email that is similar to the one below:**

**NOTE: Yours will not have the same Requested Roles as this example**

The Following Represents the Status of Your Pending Request:

Request Detail

Request Number (SAAR) 167645  
Requestor  
Request Type Add Job Role Request  
Requested Application None  
Requested Roles [DLA Disposition Services Func EX - RTD Customer DDS-411]  
Date Submitted Thu Aug 02 12:39:12 EDT 2012

Pending Approval Type Application Provisioning Request

Date Received for Approval Thu Aug 02 12:41:25 EDT 2012

**After your request is approved you will receive an email like the one below**

The following request has been approved and your access has been granted:

Request Number (SAAR) 167645  
Requestor Stewart, Kevin  
Request Type Add Job Role Request  
Date Submitted Thu Aug 02 12:39:12 EDT 2012  
Date of Approval Thu Aug 02 14:26:50 EDT 2012  
Requested Application DISP  
Requested Roles [DLA Disposition Services Func EX - RTD Customer DDS-411]

The following request has been approved and created: Military users may access the system using their SmartCard or Common Access Card (CAC). If you do not have SmartCard/CAC, please log onto the portal with the same User Id and Password that you use for AMPS.

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This message is provided by AMPS for notification only. Please do not respond to this message. If you have any questions regarding this notification, please contact the AMPS Help Desk.