



AMPS Snapshot: User Registration— External Users

Do You Need an AMPS Account?

Not an employee of DLA or DFAS?

You can still obtain an AMPS account to request roles relevant to the business you want to conduct with either of these organizations.

AMPS accounts are available for various types of users: non-employees, vendors, and members of the public. Each of these user types addresses a specific set of needs.

If you are NOT using a smart card (CAC, PIV) to authenticate, you must prepare a password and answers to security questions. Follow these steps:

1. **Prepare a valid password for your AMPS account.** The password accompanies your AMPS -generated ID when you log in to AMPS.
2. **Prepare answers for the security questions.** If you ever need to reset your password, AMPS requires you to enter these answers to authenticate yourself as the correct user.
3. If you are a member of the **Military**, a **Civilian** employee of the government, or a government **Contractor**, **identify the names and contact information of your External Security Officer and External Supervisor.** The Security Officer and Supervisor approve your role requests.
4. **Prepare to enter user and contact information.** This information identifies you as an AMPS user and provides channels for contacting you with pertinent messages about AMPS and your account.

Ready to Register?



Go to page 2 to get started...

How to Prepare for AMPS Account Registration

Password Rules

1 Set your password, using the following rules:

- Minimum length of **15** characters.
- Maximum length of **32** characters.
- Minimum of **4 alphabetic** characters.
- Minimum of **2 numeric** characters.
- Minimum of **2 lowercase** characters.
- Minimum of **2 uppercase** characters.
- Minimum of **2 special** characters.
- Must **begin with** an alphabetic character.
- Do not use any of your previous 10 passwords.
- Cannot use : & " / ' ` \ [] () % { } @ \$? or non-US English keyboard special characters.
- Must not contain your login name, first name, last name, or email address.

Security Officer and Supervisor

3 Identify the following data for the Security Officer and Supervisor:

Entering the correct email address is especially important. AMPS sends notifications for approval of role requests to the Security Officer and Supervisor whom you identify with the following data:

- Email Address
- First Name
- Last Name
- Telephone Number

Security Questions

2 Set answers to three of the following four security questions:

- Choose answers between 3 and 40 characters in length, including spaces and punctuation.
- Do not use a word that is contained in the question itself.

1. **What is the city of your birth?**
2. **What is the name of your pet?**
3. **What is your favorite color?**
4. **What is your mother's maiden name?**

User Information

4 Enter User and Contact Information:

- First Name
- Last Name
- Email
- Title
- **Cyber Awareness Training** (for Military, Civilian Contractor user types only)
- **User Type** (automatically entered for *Vendor* or *Public* user types)
- Country of Citizenship
- Official Telephone
- Address

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Follow these steps . . .

... if you are a PIV card user who needs access to the Enterprise External Business Portal (EEBP), begin at step 1. Otherwise, skip to page 3:

1. In the URL address field of the browser, enter the following URL and press ENTER on your keyboard.

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

NOTE: If you are using a PIV card in your card reader, click **CANCEL** to close the Windows Security dialog and proceed. CAC users select the email certificate and click **OK**.

The system opens the **AMPS Gateway** screen. This screen has the following features:

- **AMPS News** section
- List of downloadable **User Guides and Job Aids**.
- **Access to AMPS'** login screen for external users.

2. Click the link that reads . . .

[Click HERE for access to AMPS.](#)

NOTE: If you are using a PIV card in your card reader, click **CANCEL** to close the Windows Security dialog and proceed. CAC users select the email certificate and click **OK**.

AMPS opens a DLA **Single Sign-on Authentication** screen containing descriptions of **USG** conditions that govern the use of the system.

3. After reading the conditions of use, click **OK** to close the screen and proceed.

AMPS opens a login screen for external users: go to **Step 4**.

. . . to register for an AMPS account.

1

Browser window: <https://amps.dla.mil/>

Windows Security dialog: Select a Certificate. Certificates listed: SMITH.CYNTHIA (Issuer: DOD CA-30, Valid From: 1/29/2014 to 1/30/2016), Signature - SMITH.CYNTHIA (Issuer: DOD EMAIL CA-30, Valid From: 1/29/2014 to 1/30/2016). Buttons: OK, Cancel.

2

AMPS Gateway screen. Links: [Click HERE for access to AMPS.](#), [User Guides and Job Aids](#). Windows Security dialog: Select a Certificate. Buttons: OK, Cancel.

3

Defense Logistics Agency Single Sign-On Authentication screen. Text: 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: [List of conditions]. Buttons: OK, Cancel.

AMPS Snapshot: User Registration— External Users

Follow these steps . . .

... if you are a CAC user, or you are a PIV card user who needs access to anything EXCEPT the Enterprise External Business Portal (EEBP), begin at step 1:

1. In the URL address field of the browser, enter the following URL and press ENTER on your keyboard.

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

NOTE to all smart card users: When the system displays a Windows Security dialog, select the email certificate and click OK to proceed.

- ▶ The system opens the **AMPS Gateway** screen. This screen has the following features:

- ➡ **AMPS News** section
- ➡ List of downloadable **User Guides and Job Aids**.
- ➡ **Access to AMPS'** login screen for external users.

2. Click the link that reads . . .

[Click HERE for access to AMPS.](#)

NOTE to all smart card users: When the system displays a Windows Security dialog, select the email certificate and click OK to proceed.

- ▶ **AMPS opens a DLA Single Sign-on Authentication** screen containing descriptions of **USG. conditions** that govern the use of the system.

3. After reading the conditions of use, click OK to close the screen and proceed.

AMPS opens a login screen for external users: go to Step 4.

. . . to register for an AMPS account.

1

Windows Security
Select a Certificate

Signature - SMITH.CYNTHIA
Issuer: DOD CA-30
Valid From: 1/29/2014 to 1/30/2016

SMITH.CYNTHIA
Issuer: DOD EMAIL CA-30
Valid From: 1/29/2014 to 1/30/2016

OK Cancel

2

Defense Logistics Agency
Account Management and Provisioning System (AMPS)

Welcome to the AMPS Gateway

AMPS News: To enter New AMPS, click the link below.
To enter Legacy AMPS, exit this browser and go to <https://amps.dla.mil>

[Click HERE for access to AMPS.](#)

User Guides and Job Aids

3

Defense Logistics Agency
Single Sign-On Authentication

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.

OK

Note to CAC users with existing accounts:

If you are authenticating with a CAC and already have an account, AMPS immediately opens your existing account on the **Home** page after Step 3.

Holders of existing accounts do not need to register again.

AMPS Snapshot: User Registration— External Users

Follow these steps . . .

4. In the login screen, click the topmost link:

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

The system opens the **AMPS User Registration** screen.

This screen has four registration options:

- ➡ **Federal Agency User/Contractor:** Select this option if you NOT employed by DLA and are a Military, a DoD civilian employee, a DoD contractor, or a member of a Federal Agency. Provide information about yourself as well as your Supervisor and local Security Officer as required by DoD Form 2875.
- ➡ **Supplier/Vendor:** Select this option if you are a Supplier or Vendor with a Commercial and Government Entity (CAGE) code. A Supplier/Vendor is a person who works for a company that supplies items or parts to DLA.
- ➡ **Public:** Select this option if you are a user who wants to gain access to DLA applications available to the general public.
- ➡ **I am a New DLA Employee:** *Do NOT select this option if you are not affiliated with the Defense Logistics Agency.*

5. Click the button that corresponds to your User Type.

AMPS opens the **DLA or DFAS Privacy Act Statement**. Read the statement and consult the external documents, as needed.

6. Click Accept.

. . . to choose your User Type.

Defense Logistics Agency
Single Sign-On Authentication

No certificate was detected. If you have a valid DoD, Federal Bridge or ECA certificate and were not prompted to provide it, please contact the Enterprise Help Desk for further assistance. Otherwise, you may log in with your User ID and password below.

4 **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 have forgotten your DLA assigned User ID.

Forgot your Password? Click Here
Use this option if you have registered with AMPS in the past but have forgotten your password.

User ID
Password
Login

Need Help? Contact the DLA Enterprise Help Desk at 855-352-0001 or toll free 855-DLA-0001 (855-352-0001).

Accessibility Help and Information

5 **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.
I am a New DLA Employee	DLA New Employee: click this button if you are a new DLA employee who is being registered for the first time. You will be notified when your account is ready for use.

Please contact the Enterprise Help Desk at 855.352.0001 or use of this System.

Cancel

DLA Privacy Act Statement

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

Principal 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://dpclo.defense.gov/privacy/SORNs/blanket_routine_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 cannot be accomplished.

Rules of Use: Rules for collecting, using, retaining, and safeguarding this information are contained in DLA Privacy Act System Notice S-0055, entitled "Information Technology Access and Control Records" available at <http://dpclo.defense.gov/privacy/SORNs/component/dla/index.html>.

6 **Accept**

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AMPS User Registration — Fill in the User Information for Your User Type

7. Enter **User Information** and **Contact Information** appropriate to your User Type.
8. Click **Next**.

Supplier/Vendor Registration

AMPS User Registration - User Information

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** Rob
* **Middle Name** Eteck
* **Last Name** Vendor
* **Email** rob.eteck.vendor@email.com
* **Title** Vendor I

User Type Vendor

* **Country of Citizenship** US

CAGE Code A2345

Contact Information

* **Official Telephone** 888-555-9876
Official Fax 888-555-9875
DSN Phone
DSN Fax
Mobile
Site

Office/Cube
* **Street** 321 Some Street
PO Box 42
* **City** Richmond
* **State** Virginia
* **Postal Code** 23000
* **Country** UNITED STATES

User Information

- ◆ Enter your company's **CAGE Code**.
- ◆ A **Cyber Awareness Training** date is not required from a **Vendor**.
- ◆ No **Security Officer** or **Supervisor** is required for a **Vendor**.

8. Click **Next**.

Non-DLA Federal Agency User/Non-DLA Contractor Registration

User Information

- ◆ Enter information in all fields marked with an asterisk.
- ◆ Enter your latest **Cyber Awareness Training Date**.
- ◆ User Types are: **Military, Civilian, Contractor**. AMPS displays different fields for each user type.

Security Officer Information

- ◆ Enter information in all fields marked with an asterisk.
- ◆ Enter the Security Officer's email address, full name, and telephone number.

Contact Information

- ◆ Enter information in all fields marked with an asterisk.
- ◆ Enter information that enables your DLA contacts to reach you.

Supervisor Information

- ◆ Enter information in all fields marked with an asterisk.
 - ◆ Enter the Supervisor's email address, full name, and telephone number.
8. Click **Next**.

Public Registration

AMPS User Registration - User Information

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** Raquel
* **Middle Name** Eteck
* **Last Name** Public
* **Email** raquel.eteck.public@email.com
* **Title** Public user

User Type Public

* **Country of Citizenship** Foreign National

Contact Information

* **Official Telephone** 888-555-4561
Official Fax 888-555-4562
DSN Phone
DSN Fax
Mobile
Site

Office/Cube
* **Street** 456 Boulevard
PO Box
* **City** Richmond
* **State** Virginia
* **Postal Code** 23000
* **Country** UNITED STATES

User Information

- ◆ A **Cyber Awareness Training** date is not required from a **Public** user.
- ◆ No **Security Officer** or **Supervisor** is required for a **Public** user..

8. Click **Next**.

AMPS User Registration - User Information

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** Malia
* **Middle Name** FedEmp
* **Last Name** Eteck
* **Email** malia.fedemp.eteck@email.co
* **Title** Analyst

* **User Type** Civilian

* **Grade** GS-12

* **Country of Citizenship** US

* **Cyber Awareness Training Date** 4/1/2014

Contact Information

* **Official Telephone** 888-555-1212
Official Fax
DSN Phone
DSN Fax
Mobile
Site

Office/Cube
* **Street** 123 Any Street
PO Box
* **City** Richmond
* **State** Virginia
* **Postal Code** 23000
* **Country** UNITED STATES

Security Officer Information

* **Security Officer Email** helen.soff@email.com
* **Security Officer First Name** Helen
* **Security Officer Last Name** Soff
* **Security Officer Phone** 888-555-5656

Supervisor Information

* **Supervisor Email** marge.super@email.com
* **Supervisor First Name** Marge
* **Supervisor Last Name** Super
* **Supervisor Phone** 888-555-6565

AMPS Snapshot: User Registration— External Users

Follow these steps . . .

9. Click the dropdown list arrow to display a range of questions.
10. Click a question to select it.
11. Enter the corresponding answer in the **Answer** field.
12. Repeat Steps 8-10 for the other question-and-answer fields.
13. Enter a password in the **Enter New Password** field.
14. Enter the same password in the **Confirm Password** field.
15. Click **Next**.

AMPS displays the **Summary** screen.
Go to **Step 16**.

. . . to set Security Questions and create a password.

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.

9 **Set Security Questions**

* **Question 1** What is the city of your birth?

* **Answer 1** Richmond

* **Question 2** What is the name of your pet?

* **Answer 2** Kitty

* **Question 3**

* **Answer 3**

10 **Set Password**

Enter New Password

Confirm Password

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

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) Cannot use : & " / ' \ [] () % { } @ \$?
- 11) Must not contain your login name, first name, last name or email address

AMPS User Registration - Security Information Cancel 15 Next

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

12 **Set Security Questions**

* **Question 1** What is the city of your birth?

* **Answer 1** Richmond

* **Question 2** What is the name of your pet?

* **Answer 2** Kitty

* **Question 3** What is your favorite color?

* **Answer 3** Pink

11 **Set Password**

Enter New Password

Confirm Password

13

14

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

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) Cannot use : & " / ' \ [] () % { } @ \$?
- 11) Must not contain your login name, first name, last name or email address



AMPS Snapshot: User Registration— External Users

Follow these steps . . .

16. Review the information on the **Summary** screen.
17. Click the **Back** button to return to a previous screen and make changes or corrections.
18. Click **Create Account**.

AMPS displays a **Confirmation** screen containing your new AMPS user ID.

Record your ID safely.

Use this ID, along with the password you specified during registration, to log in to AMPS.

After your account is set up and you click *Login to AMPS* . . .

When you click the **Login to AMPS** link, AMPS displays the **AMPS Gateway** again (refer to page 2 or 3 in this snapshot).

➡ Click the link to return to the **Login** screen.

➡ Click the link that reads . . .

Click HERE for access to AMPS.

➡ After reading the conditions of use, click **OK** to close the screen and proceed.

➡ Click the link to return to the **Login** screen.

➡ Enter your user ID and password

➡ Click the **Login** button.

AMPS is launched, and the Home page is displayed.

Refer to the **AMPS User Guide** for more information about working with AMPS.

. . . to review and complete registration.

16

AMPS User Registration - Summary Cancel Back Create Account

Please review the information below and use the back button to make any changes to the information. When you are finished, use the Create Account button to complete your AMPS registration.

User Information

First Name Malia	User Type Civilian
Middle Name FedEmp	Grade GS-12
Last Name Eteck	Country of Citizenship US
Email malia.fedemp.eteck@email.com	
Title Analyst	
Cyber Awareness Training Date 4/1/2014	

Contact Information

Official Telephone 888-555-1212	Office/Cube
Official Fax	Street 123 Any Street
DSN Phone	PO Box
DSN Fax	City Richmond
Mobile	State Virginia
Site	Postal Code 23000
	Country UNITED STATES

Security Officer

Security Officer Email helen.soff@email.com	Supervisor Information
Security Officer First Name Helen	Supervisor Email marge.super@email.com
Security Officer Last Name Soff	Supervisor First Name Marge
Security Officer Phone 888-555-5656	Supervisor Last Name Super
	Supervisor Phone 888-555-6565

Security Information

Question 1 What is the city of your birth?	Password *****
Answer 1 *****	
Question 2 What is the name of your pet?	
Answer 2 *****	
Question 3 What is your favorite color?	
Answer 3 *****	

17

18

AMPS User Registration - Confirmation

Your new AMPS account will be ready momentarily.

Please make note of your login name: **EME0000**

You may use your login name and password to log into AMPS via the link below.

[Login to AMPS](#)