



# 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**

**2**

**3**

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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 dialog: Select a Certificate. Options: 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 button is circled in red.

**2**

AMPS Gateway screen: "Click HERE for access to AMPS." Windows Security dialog: Select a Certificate. Options: 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 button is circled in red.

**3**

Defense Logistics Agency Single Sign-On Authentication screen: "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: ...". Windows Security dialog: Select a Certificate. Options: 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 button is circled in red.

**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.

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Follow these steps . . .

. . . to choose your User Type.

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.

**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

Need Help? Contact the DLA Enterprise Help Desk at [855-352-0001](tel:855-352-0001) or toll free [855-352-0001](tel:855-352-0001) (855-352-0001)

[Accessibility Help and Information](#)

**Account Management and Provisioning System (AMPS)**

**AMPS User Registration**

**Attention DLA New Hires:** New DLA employees who can self-register should choose the **I am a New DLA Employee** button from the **User Type** column below. This option starts the New IT User process. In preparation for completing this process, have your offer letter from Human Resources (HR) available for reference. Information needed to complete the New IT User process is available only in this letter. Please contact DLA HR using the information provided in the offer letter if you have any questions.

**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
<input type="button" value="I work for another Federal Agency"/>	<b>Non-DLA federal users:</b> click this button if you are a <b>member of the Armed Services, a DoD civilian employee, a DoD contractor, or a member of a Federal Agency.</b> 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.
<input type="button" value="I am a Supplier or Vendor to DLA"/>	<b>Suppliers and Vendors:</b> 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.
<input type="button" value="I am a member of the Public"/>	<b>Public:</b> 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.
<input type="button" value="I am a New DLA Employee"/>	<b>DLA New Employee:</b> click this button if you are a new DLA employee. You will be instructed to register for account request by enterprise employment. At the end of the registration process, you will be notified when your account is ready for use.

Please contact the Enterprise Help Desk at [855.352.0001](tel:855-352-0001) or use of this System.

**Account Management and Provisioning System (AMPS)**

**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](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 10.55, entitled "Information Technology Access and Control Records" available at <http://dpclo.defense.gov/privacy/SORNS/component/dla/index.html>.



# AMPS Snapshot: User Registration— External Users

## 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  
 \* Cyber Awareness Training Date: 4/1/2014

User Type: Civilian  
 \* Grade: GS-12  
 \* Country of Citizenship: US

**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

## 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.

**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**

**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 atleast 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.

**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

**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 atleast 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.



. . . to review and complete registration.

**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**

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

**Contact Information**

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

**Security Officer**

<b>Security Officer Email</b>	helen.soff@email.com		
<b>Security Officer First Name</b>	Helen		
<b>Security Officer Last Name</b>	Soff		
<b>Security Officer Phone</b>	888-555-5656		

**Supervisor Information**

<b>Supervisor Email</b>	marge.super@email.com		
<b>Supervisor First Name</b>	Marge		
<b>Supervisor Last Name</b>	Super		
<b>Supervisor Phone</b>	888-555-6565		

**Security Information**

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



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.

## 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](#)