AMPS Snapshot: User Registration— External Users

Do You Need an AMPS Account?

How to Prepare for AMPS Account Registration

Not an employee of DLA or DFAS?

If you cannot authenticate your identity with a smart card, 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, the AMPS team advises you to prepare a password and answers to security questions before you register. 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 specified user.

3. If you are a member of the **Military**, a **Civilian** employee of the government, or a government **Contractor**, **identify the email address for each of the following: External Security Officer, External Supervisor, and if necessary, an External Authorizing Official**. These persons 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…

Password Rules

1 ▶ **Set your password, using the following rules:**

➲ Minimum length of **15** characters.

➲ Maximum length of **30** characters.

➲ Must **begin with** an alphabetic character. Cannot begin with a numeric or special character.

➲ Minimum of **4 alphabetic** characters.

  ➲ Minimum of 2 **lowercase** characters.

  ➲ Minimum of 2 **uppercase** characters.

➲ Minimum of **2 numeric** characters.

➲ Minimum of 2 **special** characters, except the following:: ` **& @ [ ] ( ) { } $ " ' < > % ? / ** or non-US English keyboard special characters.

➲ Do not use any of your previous 10 passwords.

➲ Must not contain your login name, first name, last name, or email address.

Security Officer and Supervisor

3 ▶ **Identify the email address for your Security Officer, Supervisor, and External Authorizing Official:**

AMPS sends notifications for approvals to the Security Officer, Supervisor, and External Authorizing Official:

➲ **Email Address:** supplied by the registrant. Can't be corrected by the approver, so verify prior to entry.

➲ **First Name:** Entered later by the approver.

➲ **Last Name:** Entered later by the approver.

➲ **Telephone Number:** Entered later by the approver.

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 Account and Contact Information

4 ▶ **Enter User and Contact Information:**

➲ **First Name**

➲ **Last Name**

➲ **Email**

➲ **Title**

➲ **Cyber Awareness Training** (for Military, Civilian, and Contractor user types only)

➲ **User Type** (automatically entered for *Vendor* or *Public* user types)

➲ **Country of Citizenship**

➲ **Official Telephone**

➲ **Address: Street, City, State, Postal Code**

Follow these steps . . .

These steps apply to the following users:

- CAC users

- PIV users: If you plan to request roles for access to EEBP and your PIV was issued by one of the following agencies:

  - ♦ *National Park Services*

  - ♦ *Veterans Administration*

  - ♦ *National Institute of Standards and Technology*

- PIV users: If you DO NOT plan to access EEBP.

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 Authentication 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 the 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 Authentication 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.

ATTENTION, PIV USERS!

If you plan to access the *Enterprise External Business Portal* (EEBP) and **DO NOT** have a PIV issued by the National Park Services, Veterans Administration, or National Institute of Standards and Technology (NIST), **go to page 3**.

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.

Follow these steps . . .

. . . to register for an AMPS account.

These steps apply to the following users:

- PIV users: Follow the instructions on this page, if you plan to access the Enterprise External Business Portal (EEBP) and your PIV was *NOT* issued by one of the following agencies:
    - ◆ *National Park Services*
    - ◆ *Veterans Administration*
    - ◆ *National Institute of Standards and Technology*

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 Authentication 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 the AMPS** login screen for external users.

2. **Click the link that reads . . .**

    ## **Click HERE for access to AMPS.**

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**.

Follow these steps . . .

. . . to choose your external User Type.

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

   First Time User? Click Here to Register

   ▶ *The system opens the **Email Address (**verification) screen.* ◀

5. **Enter your email address in the text field and click the Submit button.**

6. **Close the screen, and your browser.**

7. **Open the AMPS email and click the included link.**

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

   This screen has three registration options:

   ➲ **I work for another Federal Agency:** Select this option if you are **NOT employed by DLA or DFAS** AND **ARE** a Military employee, 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.

   ➲ **I am a Supplier or Vendor to DLA:** Select this option if you are a Supplier or Vendor with an optional Commercial and Government Entity (CAGE) code. A Supplier/Vendor works for a company that supplies items or parts to DLA.

   ➲ **I am a member of the Public:** Select this option if you are a user who wants to gain access to DLA applications available to the general public.

8. **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. ◀

9. **Click Accept.**

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

10. Enter **User Information** and **Contact Information** appropriate to your User Type.

11. Click **Next.**

Supplier/Vendor Registration

User Information and Contact Information:

7. Enter information in all required fields.

   Required fields are marked with an asterisk (*).

   As an option, you can also enter your company's **CAGE Code**.

8. Click **Next**.

Public Registration

User Information and Contact Information:

7. Enter information in all required fields.

   Required fields are marked with an asterisk (*).

8. Click **Next**.

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

User Account 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.

User Contact Information:

♦ Enter information in all fields marked with an asterisk.

♦ Enter information that enables your DLA contacts to reach you.

External Supervisor:

♦ Enter the Supervisor's verified email address.

External Security Officer:

♦ Enter the Security Officer's verified email address.

External Authorizing Official:

♦ If you have an External Authorizing Official (EAO), enter this approver's email address. This field is optional, until you request a role that requires an EAO approval.

11. Click **Next**.

Follow these steps . . .

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

12. Click each dropdown list arrow to display a range of questions.

13. Click a question to select it.

14. Enter the corresponding answer in the **Answer** field.

15. Repeat Steps 12 to 14 for the other question-and-answer fields.

16. Enter a password in the **Enter New Password** field.

17. Enter the same password in the **Confirm Password** field.

18. Click **Next**.

*AMPS displays the **Summary** screen.*
*Go to **Step 19**.*

Follow these steps . . .

. . . to review and complete registration.

19. Review the information on the **Summary** screen.
20. (Optional) click the **Back** button to return to a previous screen and make changes or corrections.
21. 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.

Account Management and Provisioning System (AMPS)

AMPS User Registration - Summary

Cancel | Back | Create Account

[19] 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. **[20] [21]**

⌄ User Account Information

First Name	Malia	**User Type**	Civilian
Middle Name	FedEmp	**Grade**	GS-12
Last Name	Eteck	**Citizenship**	US
EDIPI/UPN			
Email	malia.fedemp.etck@email.com		
Title	Analyst		
Cyber Awareness Certification Date	04/01/2017		

⌄ User 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
		Postal Code	23000
		Country	UNITED STATES

⌄ External Supervisor   **⌄ External Security Officer**   **⌄ External Authorizing Official**

Email helen.soff@email.com   **Email** marge.super@email.com   **Email** blake.eao@email.com

⌄ 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	********		

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