#### Do You Need an AMPS Account?

## Not an employee of DLA or DFAS?

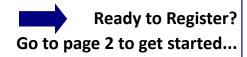
If you cannot authenticate your identity with a smart card, you can still obtain an AMPS account to request roles relevant to the business you want to conduct with either of these organizations.

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:



- Prepare a valid password for your AMPS account.
   The password accompanies your AMPS-generated
   ID when you log in to AMPS.
- 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.
- 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.
- 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.



## **How to Prepare for AMPS Account Registration**

#### **Password Rules**

- 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**

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**

- 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**

- 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.
- 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.
- Click the link that reads . . .

#### Click HERE for access to AMPS.

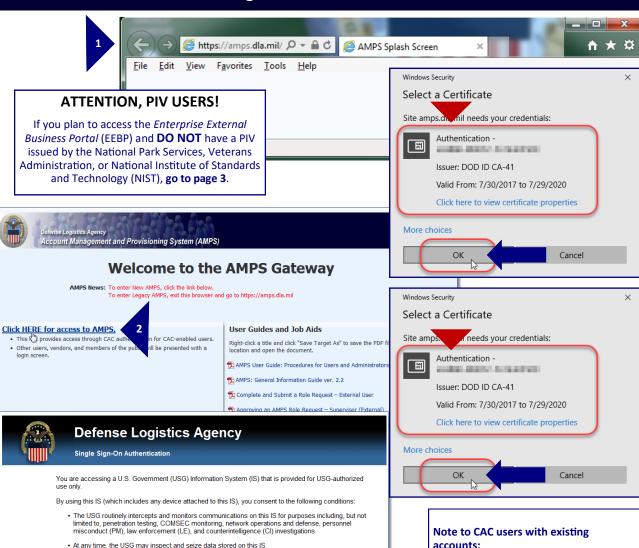
NOTE to all smart card users: When the system displays a Windows Security dialog, select the Authentication certificate and click OK to proceed.

AMPS opens a DLA

Single Sign-on Authentication screen containing descriptions of USG conditions that govern the use of the system.

- 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.



## 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.

by attorneys, psychotherapists, or clergy, and their assistants. are private and confidential. See User Agreement for details.

· Communications using, or data stored on, this IS are not private, are subject to routine monitoring,

· 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

. This IS includes security measures (e.g., authentication and access controls) to protect USG interests

interception, and search, and may be disclosed or used for any USG-authorized purpose

--not for your personal benefit or privacy

personal representation or service

Such communication and work p

2 of 7



#### Follow these steps . . .

#### 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
- 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.

- 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.





## Follow these steps . . .

. In the login screen, click the topmost link:

#### First Time User? Click Here to Register

- The system opens the **Email Address** (verification) screen.
- Enter your email address in the text field and click the Submit button.
- 6. Close the screen, and your browser.
- Open the AMPS email and click the included link.
  - The system opens the **AMPS User Registration** screen.

This screen has three registration options:

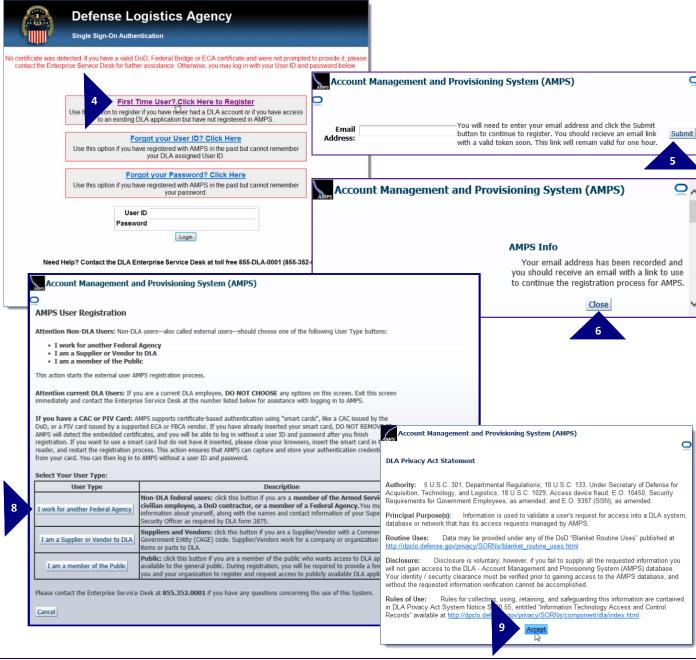
- I work for another Federal Agency: Select this option if you are NOT employed by DLA or DFAS AND ARE a Military employee, a DoD civilian employee, a DoD contractor, or a member of a Federal Agency. Provide information about yourself as well as your Supervisor and local Security Officer as required 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.

... to choose your external User Type.





## 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 AMPS User Registration - User Information** User Information and **Contact 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 AMI may contact the DLA Enterprise Service Desk for further assistance. All users will have the ability to log in using a username and once the registration process is complete, regardless of whether you have a certificate or not. 7. Enter information in all **User Information** required fields. User Type Vendor \* First Name Rob Required fields are Middle Name Eteck \* Country of Citizenship US 10 marked with an asterisk CAGE Code A2345 Fmail rob.eteck.vendor@email.com \* Title Vendor : As an option, you can **Contact Information** also enter your \* Official Telephone 888-555-9876 Office/Cube company's CAGE Code. \* Street 321 Some Street Official Fax 888-555-9875 **DSN Phone** PO Box 42 **DSN Fax** \* City Richmond Click Next. Mobile \* State Virginia \* Postal Code 23000 Site \* Country UNITED STATES

#### 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.

AMPS User Registration - User Information

#### **External Supervisor:**

 Enter the Supervisor's verified email address.

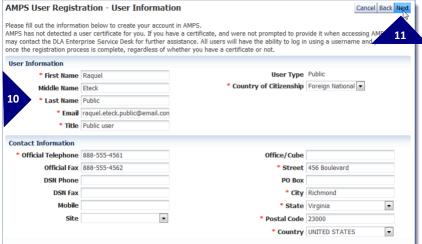
#### **External Security Officer:**

 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.

Public	Registrat	ioi



# User Information and Contact Information:

7. Enter information in all required fields.

Required fields are marked with an asterisk

Click Next.

									4
Please fill out the information be	elow to creat	e your account in	AMPS.						
AMPS has not detected a user of contact the DLA Enterprise Serv registration process is complete,	ice Desk for	further assistance	e. All users will ha	ve the a					
✓ User Account Information	on								
* First Name Malia					* User Type	Civilian	~		
Mic	FedEmp			* Grade	GS-12	~			
	Eteck	teck		* Citizenship U		~			
E	DIPI/UPN								
		malia.fedemp.etck@email.con							
		Analyst							
* Cyber Awareness Certific	ation Date	04/01/2017	<b>₽</b>						
∨ User Contact Informatio	nn.								
* Official Telephone		12	Office/Cub	e					
Official Fax			* Stree	t 123	Any Street				
DSN Phone			РО Во	x					
DSN Fax			* Cit	y Richi	mond				
Mobile	Mobile		* Stat	e Virgii	Virginia			~	
			* Posta	al 2300	0				
			Cod						
			* Countr	y UNIT	ED STATES				~
∨ External Supervisor		∨ External Se	ecurity Officer		≥ External Au	ıthorizir	na Official		
* Email helen.soff@email.com			e.super@email.co	m	Fmail blake.e		-		

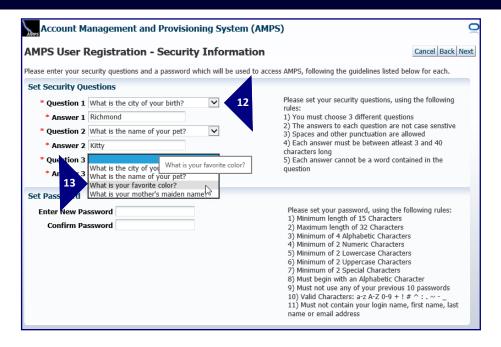


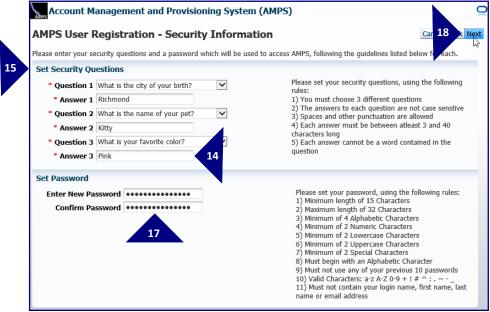
## Follow these steps . . .

- 12. Click each dropdown list arrow to display a range of questions.
- 13. Click a question to select it.
- Enter the corresponding answer in the Answer field.
- Repeat Steps 12 to 14 for the other question-andanswer fields.
- Enter a password in the Enter New Password field.
- Enter the same password in the Confirm Password field.
- 18. Click Next.

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

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







## Follow these steps . . .

- 19. Review the information on the Summary screen.
- (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.

## ... to review and complete registration.

