



AMPS Snapshot: User Registration— External Users

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:

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...

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 **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**

AMPS Snapshot: User Registration— External Users

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.

1

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**.

2

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.

AMPS Snapshot: User Registration— External Users

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**

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**.

2. 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.

3. 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**.*

. . . to register for an AMPS account.

1

Windows Security
Select a Certificate
Site amps.dla.mil needs your credentials:
Authentication -
Issuer: DOD ID CA-41
Valid From: 7/30/2017 to 7/29/2020
Click here to view certificate properties
More choices
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
Right-click a title and click "Save Target As" to save the PDF location and open the document.
AMPS User Guide: Procedures for Users and Administrators
AMPS: General Information Guide ver. 2.2
Complete and Submit a Role Request - External User
Approving an AMPS Role Request - Supervisor (External User)
See the AMPS Documents

3

Defense Logistics Agency
Single Sign-On Authentication
You are accessing a U.S. Government (USG) Information System (IS) that is for official use only.
By using this IS (which includes any device attached to this IS), you consent to the following terms:
• The USG routinely intercepts and monitors communications on this IS. This interception is limited to penetration testing, COMSEC monitoring, network operations, and network security (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.



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 **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.

. . . to choose your external 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 Service 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 cannot remember your DLA assigned User ID.

[Forgot your Password? Click Here](#)
Use this option if you have registered with AMPS in the past but cannot remember your password.

User ID
Password

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

Account Management and Provisioning System (AMPS)

Email Address: You will need to enter your email address and click the Submit button to continue to register. You should receive an email link with a valid token soon. This link will remain valid for one hour.

5

Account Management and Provisioning System (AMPS)

AMPS Info
Your email address has been recorded and you should receive an email with a link to use to continue the registration process for AMPS.

6

Account Management and Provisioning System (AMPS)

AMPS User Registration

Attention Non-DLA Users: Non-DLA users—also called external users—should choose one of the following User Type buttons:

-
-
-

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 Service 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 "smart cards", like a CAC issued by the DoD, or a PIV card issued by a supported ECA or FBCA vendor. If you have already inserted your smart card, DO NOT REMOVE it. AMPS will detect the embedded certificates, and you will be able to log in without a user ID and password after you finish registration. If you want to use a smart card but do not have it inserted, please close your browser, insert the smart card in the reader, and restart the registration process. 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"/>	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.
<input type="button" value="I am a Supplier or Vendor to DLA"/>	Suppliers and Vendors: click this button if you are a Supplier/Vendor with a Commercial 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"/>	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 details about you and your organization to register and request access to publicly available DLA applications.

Please contact the Enterprise Service Desk at 855.352.0001 if you have any questions concerning the use of this System.

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>.

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AMPS Snapshot: User Registration— External Users

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

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 Service 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 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**.

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**.

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 Service 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 and Contact Information:

7. Enter information in all required fields.

Required fields are marked with an asterisk (*).

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 Service 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 Account Information

* First Name: Malia
Middle Name: FedEmp
* Last Name: Eteck
EDIP/UPN:
* Email: malia.fedemp.eteck@email.com
* Title: Analyst
* Cyber Awareness Certification Date: 04/01/2017

User Type: Civilian
* Grade: GS-12
* Citizenship: US

User Contact Information

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

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

External Supervisor
* Email: helen.soff@email.com

External Security Officer
* Email: marge.super@email.com

External Authorizing Official
Email: blake.eao@email.com



AMPS Snapshot: User Registration— External Users

Follow these steps . . .

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**.

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

Account Management and Provisioning System (AMPS)

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? **12**

* Answer 1 Richmond

* Question 2 What is the name of your pet? **13**

* Answer 2 Kitty

* Question 3 What is the city of your birth? **14**

* Answer 3 What is the city of your birth? **15**

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) Valid Characters: a-z A-Z 0-9 + ! # ^ : . ~ - _
- 11) Must not contain your login name, first name, last name or email address

Account Management and Provisioning System (AMPS)

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? **15**

* Answer 1 Richmond

* Question 2 What is the name of your pet? **16**

* Answer 2 Kitty

* Question 3 What is your favorite color? **17**

* 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 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) Valid Characters: a-z A-Z 0-9 + ! # ^ : . ~ - _
- 11) Must not contain your login name, first name, last name or email address



AMPS Snapshot: User Registration— External Users

Follow these steps . . .

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.

. . . to review and complete registration.

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 Email helen.soff@email.com **External Security Officer** Email marge.super@email.com **External Authorizing Official** 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](#)