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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See FAR 2.101 and 3.104

AMPS Snapshot: User Registration— External Users

Follow these steps . . .

. . . to register for an AMPS account.

. . . 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****.*

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Follow these steps . . .

. . . to register for an AMPS account.

. . . 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****.*

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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AMPS Snapshot: User Registration— External Users

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.*

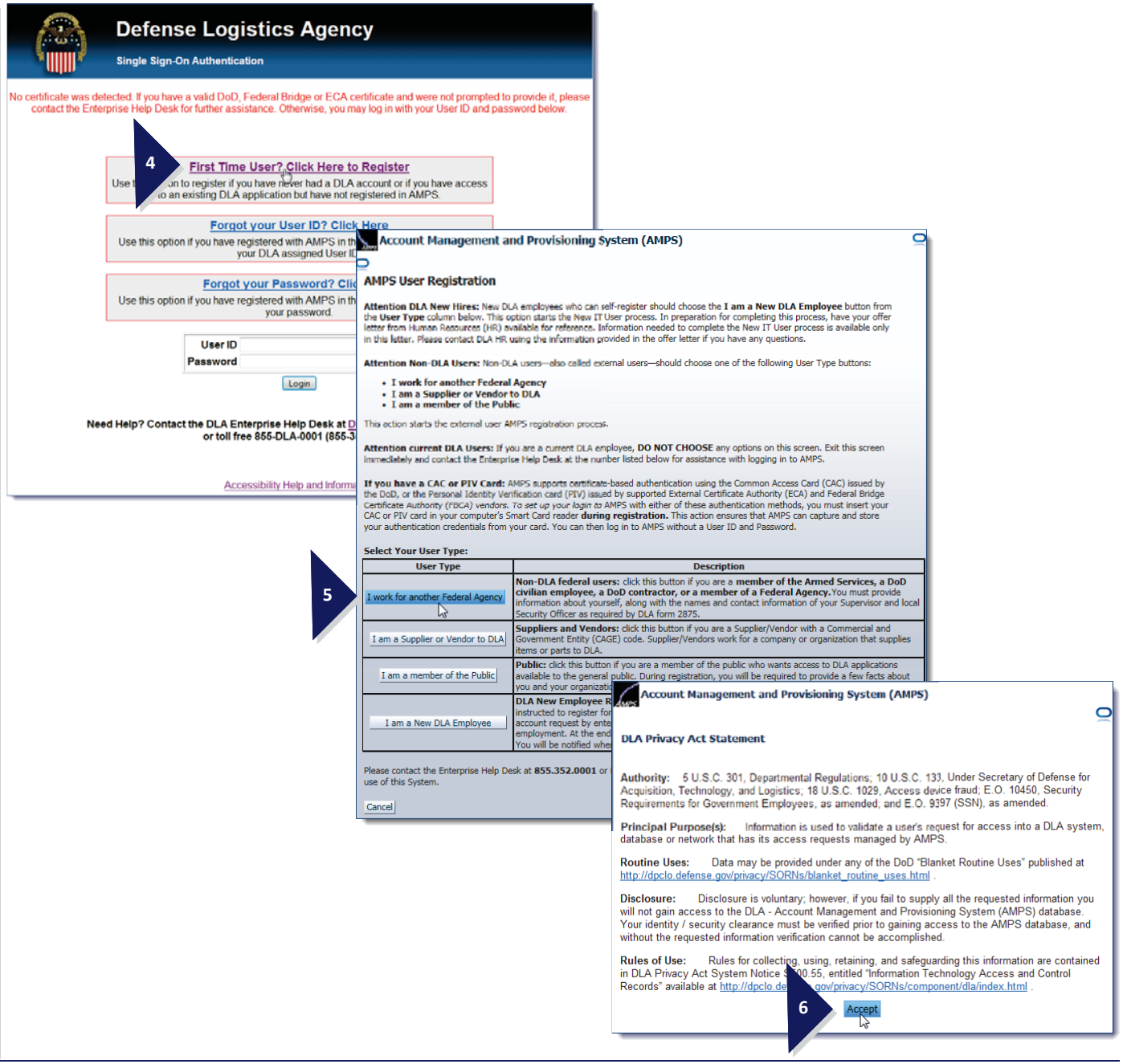
This screen has four registration options:

- **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.



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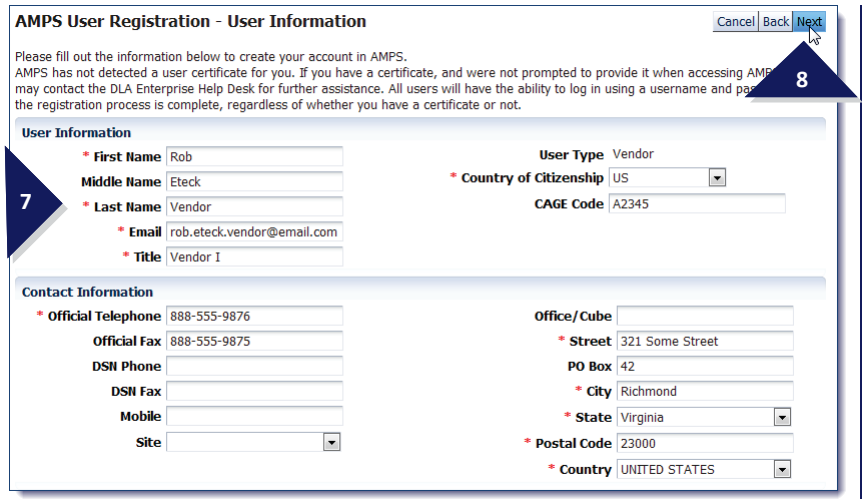
AMPS User Registration — Fill in the User Information for Your User Type

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

Supplier/Vendor Registration

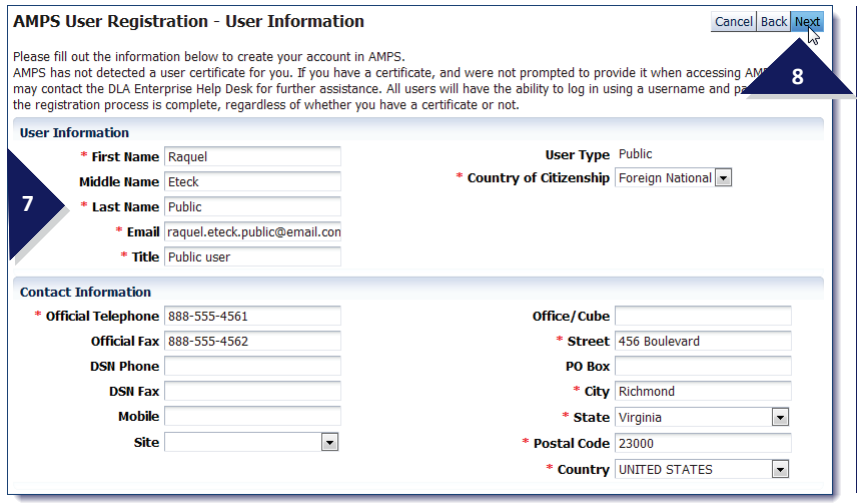


User Information

- 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**.

Public Registration



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**.

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.

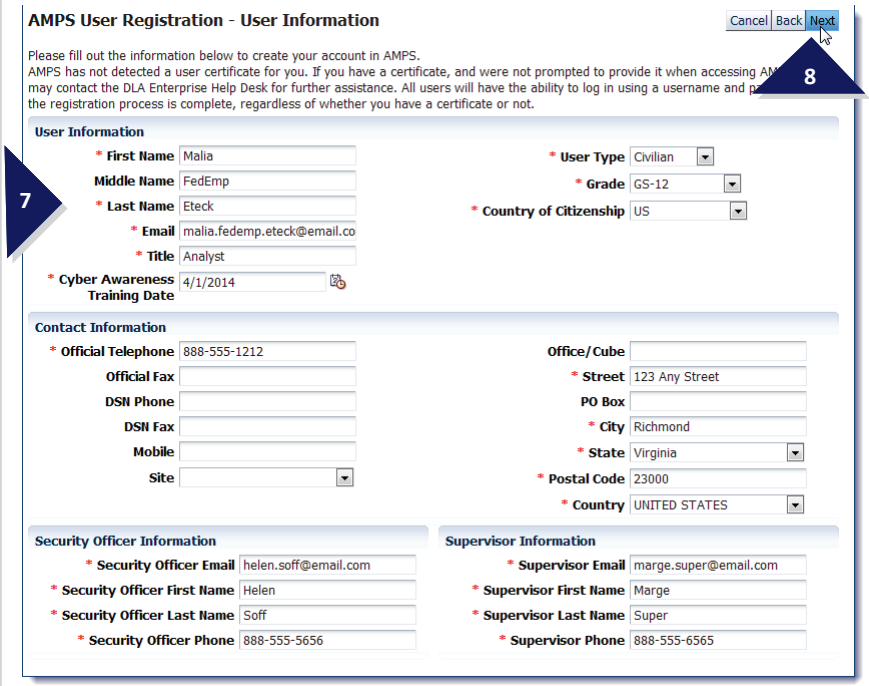
Contact Information

- 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**.



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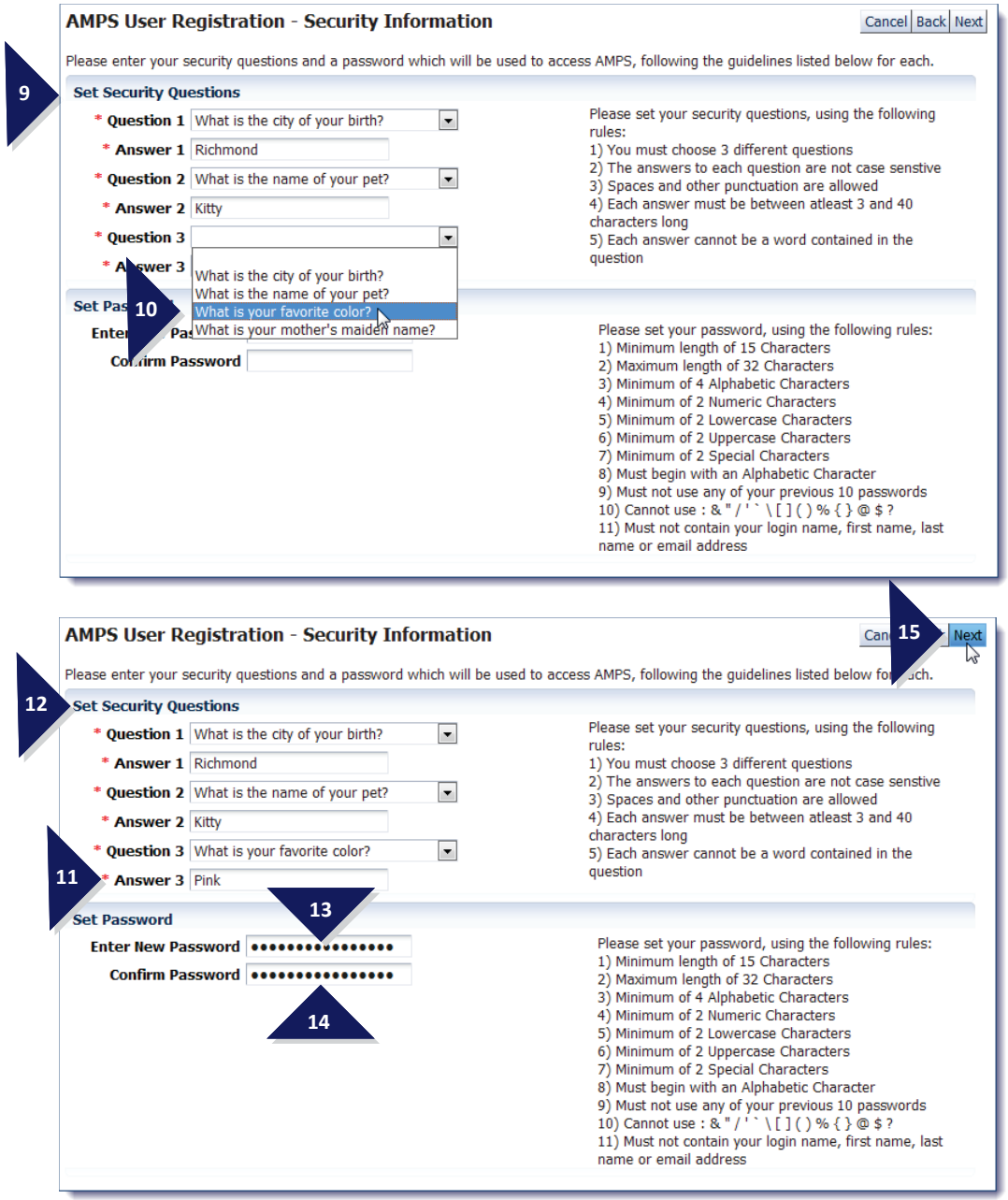
Follow these steps . . .

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.



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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 . . .

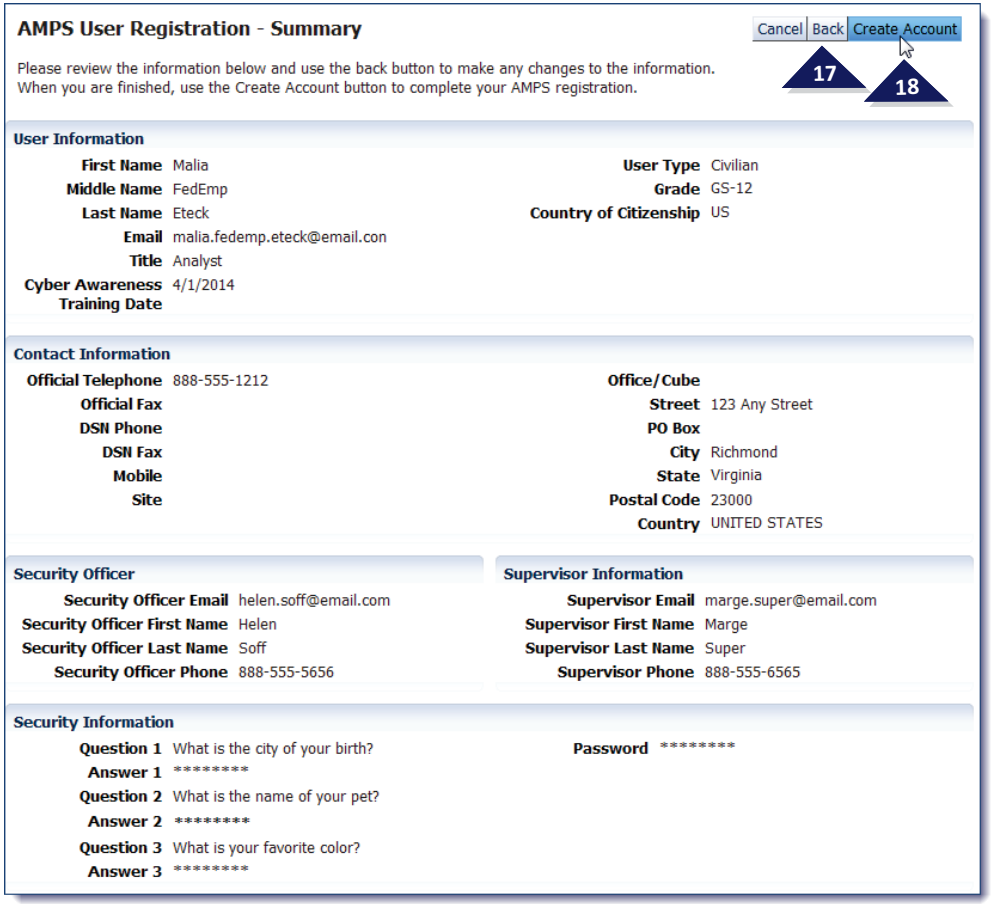
Click HERE for access to AMPS.

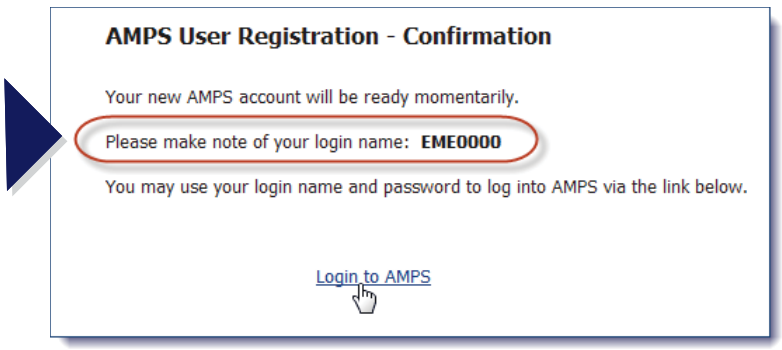
- After reading the conditions of use, click **OK** to close the screen and proceed.
- Click the link to return to the **Login** screen.
- Enter your user ID and password
- Click the **Login** button.

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.





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