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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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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AMPS Snapshot: User Registration— External Users

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 . . .

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:

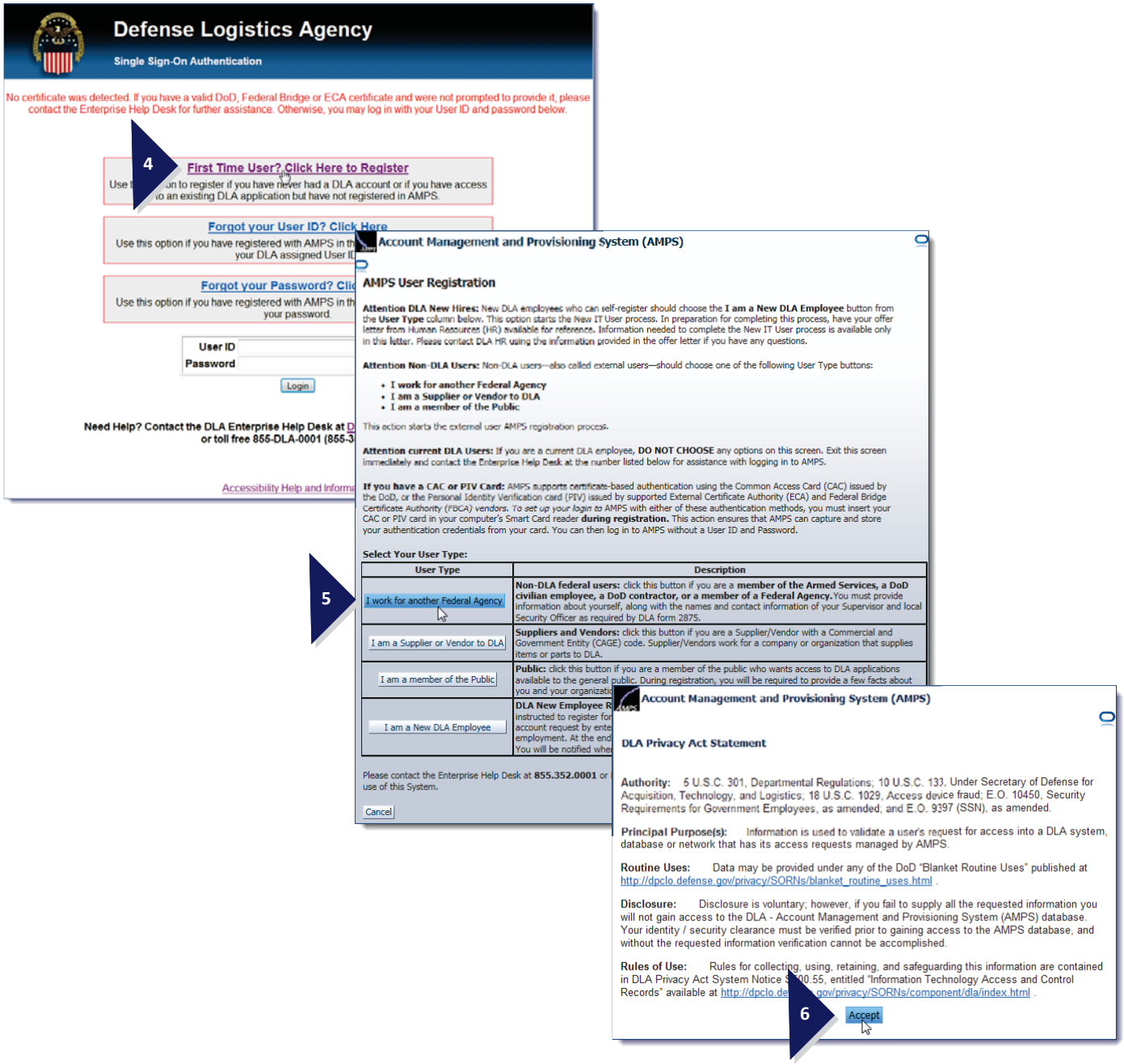
- **Federal Agency User/Contractor:** Select this option if you NOT employed by DLA and are a Military, a DoD civilian employee, a DoD contractor, or a member of a Federal Agency. Provide information about yourself as well as your Supervisor and local Security Officer as required by DoD Form 2875.
- **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.**

. . . to choose your User Type.



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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 Cancel Back Next

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 AMP
may contact the DLA Enterprise Help Desk for further assistance. All users will have the ability to log in using a username and pa
the registration process is complete, regardless of whether you have a certificate or not.

8

User Information

* First Name	Rob	User Type	Vendor
Middle Name	Eteck	* Country of Citizenship	US
* Last Name	Vendor	CAGE Code	A2345
* Email	rob.eteck.vendor@email.com		
* Title	Vendor I		

7

Contact Information

* Official Telephone	888-555-9876	Office/Cube	
Official Fax	888-555-9875	* Street	321 Some Street
DSN Phone		PO Box	42
DSN Fax		* City	Richmond
Mobile		* State	Virginia
Site		* 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**.

Public Registration

AMPS User Registration - User Information Cancel Back Next

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 AMP
may contact the DLA Enterprise Help Desk for further assistance. All users will have the ability to log in using a username and pa
the registration process is complete, regardless of whether you have a certificate or not.

8

User Information

* First Name	Raquel	User Type	Public
Middle Name	Eteck	* Country of Citizenship	Foreign National
* Last Name	Public		
* Email	raquel.eteck.public@email.con		
* Title	Public user		

7

Contact Information

* Official Telephone	888-555-4561	Office/Cube	
Official Fax	888-555-4562	* Street	456 Boulevard
DSN Phone		PO Box	
DSN Fax		* City	Richmond
Mobile		* State	Virginia
Site		* 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**.

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**.

AMPS User Registration - User Information Cancel Back Next

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 AMP
may contact the DLA Enterprise Help Desk for further assistance. All users will have the ability to log in using a username and pa
the registration process is complete, regardless of whether you have a certificate or not.

8

User Information

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

7

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
Site		* 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

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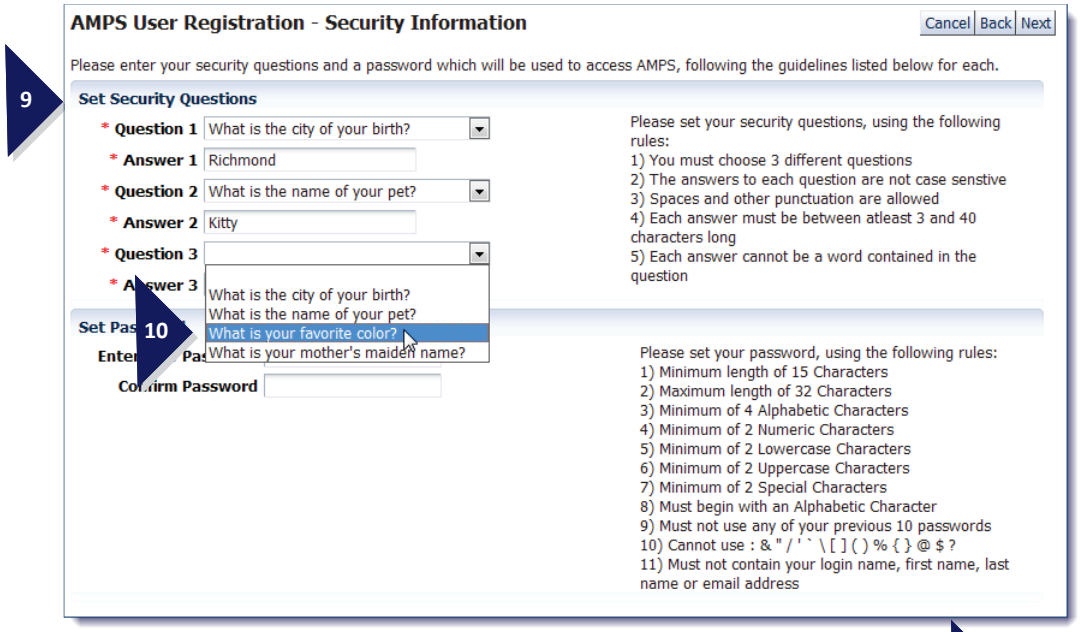
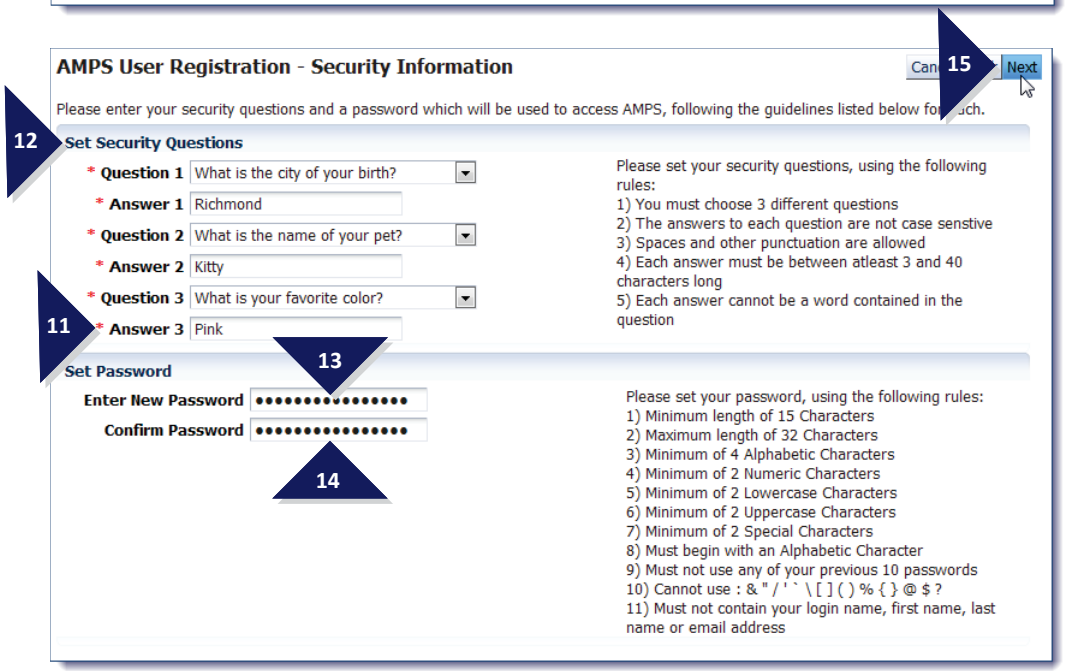
Follow these steps . . .

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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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.

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.

16

AMPS User Registration - Summary

Cancel | Back | Create Account

17 18

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

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

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
Site		**Postal Code**	23000
		Country	UNITED STATES

Security Officer

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

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

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