



Defense Logistics Agency

Account Management and Provisioning System (AMPS)

AMPS User Verification for MEBS Users

About the AMPS User Interface

As you navigate through the **AMPS** pages, you will click various radio buttons and checkboxes and you will select items from list boxes. In some cases, these choices will cause the **AMPS** page to refresh. These fields are marked with the message “Page will refresh after an item is selected”. If you try to proceed to another field in a form or click the “Next” or “Continue” buttons before the page has had time to refresh, you will see this message:



Click the **OK** button in the alert message box to close the message and allow **AMPS** to continue to refresh the page. Your browser will normally show a progress bar at the bottom and/or a spinning icon while the page is refreshing.

IMPORTANT NOTE FOR COMMON ACCESS CARD (CAC) Users: *If you have a CAC please ensure that it is in your PC when you start the registration/verification process. AMPS will capture your CAC information and provision it to MEBS. This means that you will not need to remember your user ID and password to access AMPS or MEBS when you have a CAC in your PC.*

WHY AMPS?

The Account Management and Provisioning System (AMPS) is DLA’s enterprise account management system used to manage access to dozens of applications. In most cases it follows the DISA Form 2875 request process. This means that the user will request a particular access to a particular system through the selection of one or more roles. This request is then routed to various approvers. After all approvals have been cleared, the account and access that the user requested is created in the appropriate system(s). AMPS automates and streamlines this process while providing a repository of user access to systems and audit logs about all parts of the process.

In the case of MEBS, AMPS is used to allow users such as Custodians or Super Users to request new roles or add/change DoDAACs. It is also used to capture a user’s CAC and/or perform password maintenance. Gone are the days when a user had to call a help desk to get a password. Now the user can use their CAC card or maintain their own password to access MEBS. This first time registration in AMPS is designed to verify existing RMF Portal/DADMS users, capture their CAC if they have one, create a password (in case you do need a password), and capture user profile information that will be stored for subsequent requests.

Note that you can always return to AMPS to check on the status of your role requests, view the roles that you have, and update your user profile information if it has changed. In addition to MEBS, AMPS currently manages many applications in DLA and will eventually manage all the top applications.

Chances are that you may require access to other DLA applications; with AMPS you have a one-stop-shop for all DLA application access.

New User Registration

Go to <https://amps.dla.mil>

This will bring you to the page titled, "AMPS Login"

On this page you should see two boxes; the first labeled, "First Time in AMPS? Click "Here to Register" and the second labeled, "Forgot your User ID? Click Here". Click on, "First Time in AMPS? Click Here to Register".

 **Defense Logistics Agency**
Account Management and Provisioning System (AMPS)

AMPS Login

First Time In AMPS? 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. Read the appropriate user guide for step by step instructions.

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

User Guides

-  EBS Collaboration
-  Fusion Center
-  Energy FES, PORTS, FMD-Express

Need Help? Contact the DSCR Help Desk at 804-279-HELP (4357) or toll free 866-335-HELP

User ID

Password

[Forgot Password?](#)

[Home](#) [FAQ](#) [Privacy/Security](#) [508 Compliance](#) [Contact Us](#)

After clicking you will see the following page;

AMPS First Time User Access

If you have a DoD issued Common Access Card (CAC):

You must have your CAC inserted in your computer if you want AMPS to register your CAC. This will allow you to access AMPS without having to enter a username and password. In addition, your CAC information will be provisioned to applications that are CAC enabled and you will not need a username/password to access these.

User Type	Description
<input type="button" value="New User"/>	Click this button if you have never registered for an account in AMPS and you do not have an existing account in one of the DLA applications listed below.
<input type="button" value="Existing User"/>	Click this button if you currently use a User ID to access one of the applications listed below. This process will verify that your account has been pre-loaded into AMPS and will allow you to update your profile information.

Applications currently supported by AMPS:

- Energy-FES
- Collaboration
- BSM
- Fusion
- MEBS
- PDM

Please contact the help desk at (804)279-4357 or 1(866)335-4357 if you have any questions concerning the use of this System.

Attention DLA Employees or Contractors:

This process is for Non-DLA users only. If you are a DLA employee or Contractor DO NOT continue with this registration. Your account in AMPS should have automatically been created when you joined DLA. If you reached the AMPS login screen it means that there is a problem with your DLA account or the computer that you are using to access AMPS. Ensure that you are accessing AMPS from the DLA network with your CAC. If the problem persists, contact the Help Desk at the number above.

Click on the “New User” button. Please note if you have your CAC in the computer your CAC will be captured and you will be able to login without a password the next time you log in.

You will now be presented a “Privacy Statement” . Read and if you are in agreement hit the “Continue” button.

This will bring you to the following

Welcome to AMPS, DLA Account Management and Provisioning System

User Information	
First Name	<input type="text"/> *
Last Name	<input type="text"/> *
Address	<input type="text"/> *
City/APO/FPO	<input type="text"/> *
State/AE/AP	<input type="text"/> *
Zip Code	<input type="text"/> *
Country	<input type="text"/> *
 Official Email Address	<input type="text"/> *
 Official Telephone Number	<input type="text"/> *
 Official Fax Number	<input type="text"/>
User Type	<input type="text"/> * Page will refresh after an item is selected.
DODAAC	<input type="text"/>

page;

<input type="button" value="Continue"/>	<input type="button" value="Cancel"/>
---	---------------------------------------

Fill in all of the requested information above. Please note that any field with the red asterick is required. Hit the "Continue" button.

You will now be asked to provide your Supervisors information;

External Supervisor Information

Enter the required information for your supervisor. Please ensure that the information is accurate.

First Name	<input type="text"/>	*	Last Name	<input type="text"/>	*
Email Address	<input type="text"/>	*			
Telephone	<input type="text"/>	*			

When complete hit "Continue". Please make sure the Email address is correct.

You will then be asked to provide your Security Officer Information;

External Security Officer Information

Enter the required information for your local Security Officer. Please make sure that the information is accurate.

First Name	<input type="text"/>	*	Last Name	<input type="text"/>	*
Email Address	<input type="text"/>	*			
Telephone	<input type="text"/>	*			

After entering the data hit the "Continue" button.

This will present you with a Password Page. As stated below the password is required even if you have a CAC. The text is cut off in the sentences after the title. Please note that it says after the initial sign in you will be able to CAC directly into AMPS without a password if you were using the CAC during the registration.

AMPS Password

Enter a password based on the profile required below. Note that you must create a password even if you are using a CAC. After this registration a CAC. However, you can also access AMPS with a username/password from a non-CAC enabled system.

<input type="password"/>	<input type="password"/>											
<input type="password"/>	<input type="password"/>											
<input type="checkbox"/> Resource accounts whose password will be changed if selected.	<table border="1"><thead><tr><th>Password Policy</th></tr></thead><tbody><tr><td>Maximum Length: 32</td></tr><tr><td>Minimum Alpha: 4</td></tr><tr><td>Minimum Length: 15</td></tr><tr><td>Minimum Lowercase: 2</td></tr><tr><td>Minimum Number of Character Type Rules That Must Pass: All</td></tr><tr><td>Minimum Numeric: 2</td></tr><tr><td>Minimum Special: 2</td></tr><tr><td>Minimum Uppercase: 2</td></tr><tr><td>Must not contain values of attributes: accountId, email, firstname, fullname, lastname</td></tr><tr><td>Must not contain words: &, ", /, ' , \, [,] , (,) , % , { , } , @ , \$</td></tr></tbody></table>	Password Policy	Maximum Length: 32	Minimum Alpha: 4	Minimum Length: 15	Minimum Lowercase: 2	Minimum Number of Character Type Rules That Must Pass: All	Minimum Numeric: 2	Minimum Special: 2	Minimum Uppercase: 2	Must not contain values of attributes: accountId, email, firstname, fullname, lastname	Must not contain words: &, ", /, ' , \, [,] , (,) , % , { , } , @ , \$
Password Policy												
Maximum Length: 32												
Minimum Alpha: 4												
Minimum Length: 15												
Minimum Lowercase: 2												
Minimum Number of Character Type Rules That Must Pass: All												
Minimum Numeric: 2												
Minimum Special: 2												
Minimum Uppercase: 2												
Must not contain values of attributes: accountId, email, firstname, fullname, lastname												
Must not contain words: &, ", /, ' , \, [,] , (,) , % , { , } , @ , \$												
<input type="button" value="Continue"/>	<input type="button" value="Cancel"/>											

Hit the "Continue" button. You will now receive your User ID for AMPS.

Submitting a Request

The next time you go to <https://amps.dla.mil> you will be able to provide your User ID and Password or if your CAC was captured you will go directly to the following page;

Welcome Dev. Please select from one of the following options.

Attention: DEVELOPMENT IN PROGRESS - DO NOT CONFUSE WITH PRODUCTION

Main

Request or Update Access to an Application [Request Role](#)

Request Removal of Your Access to an Application [Remove Role](#)

Update Your AMPS Profile [Update AMPS Profile](#)

Change AMPS and/or Application Passwords (This Does Not Work for All Applications) [Change Password](#)

Update Challenge Questions [Change Answers to Authentication Questions](#)

Need Some Guidance? Look at the Job Aids [View Job Aids](#)

AMPS CornerPending RequestsApplication RolesAdmin Roles

AMPS News:

Page Last Refreshed at: 07/12/2010 11:37:05 EDT

AMPS Version 10.0 (IDM 8.1.0.7)

Now you are ready to request a role. Click on the words in blue that read “Request Role”. You will now be presented with a series of pages asking for more information.

Application Access Request Form - User - External

Please Note: AMPS is an enterprise system and accommodates systems other than BSM. Only those roles specifically for PDMI can be requested through the PDMI option. Only those roles specifically for CRM can be requested through the CRM option. All other BSM roles should be requested using the BSM option. AMPS roles are specific to AMPS administration and require supervisor and AMPS Admin approval prior to being granted.

For Which Application Are You Requesting Access?

Application	Description
<input type="radio"/> Energy-FES	Fuels Enterprise Server
<input type="radio"/> Energy-Bulk PORTS	Paperless Ordering and Receipt Transaction Screens (Bulk)
<input type="radio"/> Energy-FMD Express	Fuels Manager Defense Express
<input type="radio"/> Energy-Ground PORTS	Paperless Ordering and Receipt Transaction Screens (Post, Camps, and Station (PCS))
<input type="radio"/> VESTARS-BRGTS	
<input type="radio"/> VESTARS-CSVEND	
<input type="radio"/> VESTARS-RPPOB	
<input type="radio"/> Collaboration	EBS Collaboration Module
<input type="radio"/> BSM	DLA Enterprise Business System (Formerly Business System Modernization - BSM)
<input type="radio"/> Collaboration	EBS Collaboration Module
<input type="radio"/> Fusion	DLA Fusion Center
<input type="radio"/> MEBS	Mapping Enterprise Business System
<input type="radio"/> PDMI	Placeholder for PDMI

Click the radio button for “MEBS” and click the “Next” button. You will see the following page. Click “Next” again.

Application Access Request Form - User - External

In Which Environment Do You Require Access? MEBS

Production

*

Page will refresh after an item is selected.

[Home](#) [FAQ](#) [Privacy/Security](#) [508 Compliance](#) [Contact Us](#)

Click on the radio button for the sub categories that you are looking for. Please note that "Default" will bring up all the roles in all sub categories. After the page refreshes click on the "Next" button.



Application Access Request Form - User - External

Please Note: The default ("Default") option gives a list of all job roles available through AMPS. If you do not currently have a primary role, you will only be allowed to view primary roles. If you currently have a primary role, only additional and bolt on roles will be displayed. If you wish to change your primary role, you first must request removal of your current primary role.

For Which Sub Category Are You Requesting Access?

- MSO
- DDMA
- Customer
- Administration and Support
- Default
- MCO
- NGA
- Custodian

Page will refresh after an item is selected.

* indicates a required field

Where it says "Please Select Your Desired Role", click on the role that you need and press the single arrow to push the role to the right side of the form. Fill in the "Justification for Access/Comments" and hit the "Next" button.

Application Access Request Form - User - External

Current Roles	Application Roles	Admin Roles
---------------	-------------------	-------------

i Pending Role Request(s): Energy Ground PORTS Prod - Read Only All GPORT-102

i Please Select Your Desired Role (TIP: Filter results using the 'Quick Filter' feature below. For more detail click on the "information" box.)

MEBS-400-MEBS Prod - NGA Control and Release Security Officer MEBS-400 MEBS-401-MEBS Prod - NGA Foreign Exchange MEBS-401 MEBS-402-MEBS Prod - NGA Foreign Military Sales MEBS-402 MEBS-403-MEBS Prod - NGA Representative MEBS-403 MEBS-990-MEBS Prod - Mapping Superuser Role MEBS-990	> >> << <	MEBS-99-MEBS Prod - Mapping Custodian Role MEBS-99
--	--------------------	--

Show Roles with Descriptions

i Type of Access Required: Authorized *

Data Classification: Unclassified *

Justification for Access/Comments: This role is required for me to perform my duties. *

You will now see the Privacy Statement. Read and if you agree click on the "Next" button.

Complete this page. All fields with the red asterisk are required. Please note based on the User Type you may see different fields. This is the page for a Contractor. First time users the Citizenship field will need to be completed. Since it is at the top of the page it is often forgotten and you will get an error notification at the end of the request. Click on the "Next" button.

Application Access Request Form - User - External

Tell Us About Yourself

Citizenship * [Page will refresh after an item is selected.](#)

Last Name First Name MI

Official Address

Street

City/APO/FPO * State/AE/AP * Zip Code

Country

Official Email Address *

Official Telephone Number *

User Type * [Page will refresh after an item is selected.](#)

Job Title *

Name of Contracting Company *

Contract Number *

Contract Expiration Date *

SSN * [Click information icon for clarification of SSN usage.](#)

Re-enter SSN *

IA Training And Awareness Certification Requirements Completion Date *

Please note that the DODAAC is required when requesting the Custodian or Super User Role. Optional information is for you to add additional information if needed. Click "Next".

Application Access Request Form - User - External

Optional Information

Note: This Application Requires that you enter DODAAC information in the provided field

The screenshot shows a web form titled "Optional Information". On the left side, there is a large, empty rectangular text area. To the left of this area is a label "Optional Information" with a small information icon (i) to its left. On the right side of the form, there is a label "DODAAC" with an information icon (i) to its left, followed by a small, empty rectangular text input field. At the bottom of the form, there are three buttons: "Back", "Next", and "Cancel".

Your Supervisor information will now be displayed. If it is correct click the "Next" button. If not correct and then Click on the "Next" button".

Another page will be generated with the Security Officer Information do the same as above.

If you are a contractor you will be asked to provide the Contracting Officer Information. Fill in the data and Click on the "Next" button.

If you are requesting a Custodian or Super User account you will see the screen below for the "Authorizing Official" data. Complete the page and click the "Next" button. (See Below)

You

Identity Manager - Windows Internet Explorer

https://amps-dev.use2.ad.dla.mil/idm/user/workItemEdit.jsp#variables:MainWizard

Defense Logistics Agency
Account Management and Provisioning System (AMPS)

Logged in as: EDT00003

Logout

Application Access Request Form - User - External

Please Ensure That the Information Below is Accurate

Authorizing Official Last Name *

Authorizing Official First Name *

Authorizing Official Email Address *

Authorizing Official Phone Number *

* indicates a required field

Back Next Cancel

Home FAQ Privacy/Security 508 Compliance Contact Us

Done Trusted sites 100% 12:11 PM Monday

You will also see a page for Information Assurance Officer. This page is not required. Click the “Next” button.

You will now see the disclosure page. If you agree with the disclosure click on the box and click the “Next” button. Please note if you forgot any information along the way you will get error notifications in red at the top of the page below. If you see any red continue to hit the “Back” button until you get to the page needed to make the correction.

Application Access Request Form - User - External

Please affirm your acceptance of the Terms and Conditions and Non-Disclosure Agreement

I agree *

User Acceptance Statement

I accept the responsibility for the information and DOD system to which I am granted access and will not exceed my authorized level of system access. I understand that my access may be revoked or terminated for non-compliance with DISA/DOD security policies. I accept the responsibility to safeguard the information contained in these systems from unauthorized or inadvertent modification, disclosure, destruction, and use. I understand and accept that my use of the system may be monitored as part of managing the system, protecting against unauthorized access and verifying security problems. I agree to notify the appropriate organization that issued my account(s) when access is no longer required.

Submission Date Monday, July 12, 2010 11:40:25 AM EDT

You are not done yet. One more step. The next page will show you the Request number. You must hit the “Submit” button on this page in order for your request to be completed.

Your request will now be forwarded for all of the needed approvals. You will receive emails along the way telling you the status of your request.