More Great Tips!

Before you begin the registration process, take note of these helpful hints.

- Do NOT use the “Back” button on your browser. Click the “Back” button on the bottom of each page.

- Make sure to fill out every field marked with an asterisk (*). If you miss a required field, you can still proceed to the next screen, but an error message will appear before you are ready to submit your request.

- After selecting buttons or items from drop down menus, the page will refresh. You must wait for the page to refresh before moving on to the next step.

- If the desired radio button is already selected, click it again before clicking the “Next” button.

- Note: You will need to contact the AMPS Help Desk, if there is no activity in your account within a 60-day period. (DSN 695-4357 or 1-866-335-4357)

What’s New?

DLA Disposition Services is using a new system that requires customers to register prior to using web applications such as ETID (Electronic Turn-In Document) and RTD (Reutilization, Transfer & Donation). Use the AMPS website and the DLA Enterprise External Business Portal to register.

For Assistance

AMPS Help Desk: DSN 695-4357 or 1-866-335-4357 or send an email to support.services@dlamil. Accessible 24 hours a day, 7 days a week. Visit https://amps.dlamil

DLA Customer Interaction Center: 1-877-DLA-CALL (1-877-352-2255) or send an email to DLAContactCenter@dlamil. Accessible 24 hours a day, 7 days a week.


DLA Disposition Services http://www.dispositionservices.dlamil for detailed instructions and information about the change.

RBIQuestions@dlamil Ask DLA Disposition Services experts about the new system.

RBIHumanPerformance@dlamil For information about access to our systems.

DLA Disposition Services
Hart-Dole-Inouye Federal Center
74 N. Washington Ave
Battle Creek, MI 49037
(1-877-352-2255)
DLAContactCenter@dlamil

Complete registration instructions available at DLA Disposition Services http://www.dispositionservices.dlamil

Register by AUG. 27, 2012
HELPFUL HINTS ON HOW TO REGISTER FOR ACCESS TO DLA DISPOSITION SERVICES WEB APPLICATIONS

1 CREATE AN ACCOUNT

- Log on to the AMPS website to create your account at:
  
  https://amps.dla.mil

HELPFUL HINTS

- Select “Public” under User Type. (The screen will refresh and ask for additional information)

- Select “Leave AMPS Registration” on the Final Screen to begin Step 2

- Make note of your User ID and password when completing your registration. You will use this in the future to access RTD and ETID

2 REQUEST A ROLE

Once you have created your account, you can request access to specific applications, such as ETID or RTD. You do this by requesting a “role” on the AMPS website. Select “Request a Role” and continue through the screens and provide the information requested

HELPFUL HINTS

- Select “DISP” on the Application Screen
- Select “Production” on the Environment Screen
- Select the ETID or RTD role(s) you need from the Application Request Screen:
  - DDS 413 RTD Customer
  - DDS 514 ETID Customer

3 ACCESS ETID OR RTD

- You can access ETID or RTD after AUGUST 27, 2012. Log on to the DLA Enterprise External Business Portal at:
  
  https://business.dla.mil

HELPFUL HINTS

- Click on the yellow button “Registered Users Login Here” on the DLA Enterprise External Business Portal. Use the User ID and password you created earlier to log in

- For access to ETID or RTD, click on the Disposition Services tab
- Continue through the screens to complete the registration for ETID or RTD