Public / Non-Federal
Access to RTD Web, ETID & DLA Disposition Services Reports

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Cynthia Gremban-Barnaby
DSN 661-5655, or 269 961 5655
Cynthia.Gremban-Barnaby@dla.mil
SUMMARY

- **WHAT**: Customers need to request access
- **WHY**: To access RTD Web, ETID & DLA Disposition Services Reports
- **HOW**: AMPS ([https://amps.dla.mil](https://amps.dla.mil))
- **WHERE**: Once the registration process is complete, customers will log in using the DLA Enterprise External Business Portal ([https://business.dla.mil](https://business.dla.mil))
SUMMARY (Continued)

- **WHEN**: Registration begins **NOW!!!**
  - **RTD Web**: You need a new account by **27 Aug** if you access DLA Disposition Services inventory of property available to military, Federal, state & local agencies and qualified organizations
  - **ETID**: You need a new account by **27 Aug** if you submit, update, and review documents for turning in property and scrap from the military services
  - **Reimbursable Report**: You will need a new account by **27 Aug** if you use this report (instructions not covered in this job aid). Contact **RBIHumanPerformance@dla.mil** for more info.
  - **Other Reports**: You will need access to “Business Objects” when your servicing Disposition Service site begins using the new Enterprise Business System (EBS) and the Distribution Standard System (DSS). See the next chart for dates.
**DLA Disposition Services Field Deployment Plan**

### Key Notes:
- (*) Sites with multiple functions (CPB, DLA Disposition Services, LTS, etc.)
- Bold text indicates sites that will be wireless.
- Sites with (^) will be stood up on 27 Aug, but will not go live until the date they are listed under.
- Sites which are underlined will have on-site instruction.
- Sites which have $ on site training is being provided for additional sites staff.

### Integrated Testing

<table>
<thead>
<tr>
<th>FY 12</th>
<th>FY 13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug</td>
<td>Sep</td>
</tr>
<tr>
<td>Aug - 27</td>
<td>Region 1^&lt;br&gt; Columbus *(3)&lt;br&gt; Selfridge&lt;br&gt; Wright-Patterson</td>
</tr>
<tr>
<td>Oct - 1</td>
<td>Region 3&lt;br&gt; Colorado Springs (2)&lt;br&gt; Kirtland&lt;br&gt; Ellsworth&lt;br&gt; Minot&lt;br&gt; Holloman</td>
</tr>
<tr>
<td>Oct - 22</td>
<td>Region 3&lt;br&gt; San Antonio&lt;br&gt; Corpus Christi&lt;br&gt; Dyess&lt;br&gt; Hood</td>
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<tr>
<td>Nov - 12</td>
<td>Region 1&lt;br&gt; Tucson *(2)&lt;br&gt; Bliss</td>
</tr>
<tr>
<td>Dec - 3</td>
<td>Region 4&lt;br&gt; Anchorage (1)&lt;br&gt; Fairbanks&lt;br&gt; DSS Training @ Ft. Lewis</td>
</tr>
</tbody>
</table>

### Stabilization

- RCP Sites
- UHILPSY
- DAISY CORP
- EBS Users
- Web Applications
  - RTD
  - ETID
  - Sales
  - Compliance Interface
  - eDOCs Phase 2

### Web Applications
- RTD
- ETID
- Sales
- Compliance Interface
- eDOCs Phase 2

### Deployment

- MZY (Mechanicsburg): Regions 1, 2, 5 and 7
- MUA (Ogden): Regions 3, 4 and 6

**Last updated 7/20/2012**
## Summary: RTD Web & ETID

<table>
<thead>
<tr>
<th>Federal Agency Users &amp; Contractors</th>
<th>Public Users</th>
<th>DLA Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use CAC Card &amp; create User ID &amp; password</td>
<td>Create User ID &amp; password</td>
<td>Use CAC Card</td>
</tr>
<tr>
<td>Requires supervisor name &amp; security officer &amp; IA Trg completion date</td>
<td>Requires less data for the AMPS registration process</td>
<td>Requires the entire DLA AMPS registration process</td>
</tr>
<tr>
<td>Only request the RTD and ETID Roles</td>
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<td>Request BOTH the Internal Portal RTD role (JD-854) and/or ETID role (JD-856) PLUS the required RTD &amp; ETID roles</td>
</tr>
<tr>
<td>RTD Customer Role (DDS-413) and/or ETID Customer Role (DDS-514)</td>
<td>RTD Customer Role (DDS 413) and/or ETID Customer Role (DDS 514)</td>
<td>RTD Customer Screener (DDS 369), RTD Customer ASO (DDS 370), ETID Customer (DDS-520)</td>
</tr>
</tbody>
</table>
# Summary: Disposition Services Reports

<table>
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<th>DLA Employees</th>
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</tbody>
</table>

**External Portal**
- Federal Agency Users & Contractor: Use CAC Card & Create user ID & password
- Public Users: Create User ID & password
- DLA Employees: Use CAC Card

**Internal Portal**
- Federal Agency Users & Contractor: Use CAC Card & Create user ID & password
- Public Users: Create User ID & password
- DLA Employees: Use CAC Card

**https://business.dla.mil**
- If you do NOT work with Small Arms (SASP), request BO Non_SASP Customer (DDS-601). If you work with SASP, request BO SASP Customer (DDS-600). Most customers will request DDS-601.

**https://business.dla.mil**
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**https://pep1.bsm.dla.mil/irj**
- If you do NOT work with Small Arms (SASP), request Disp Svcs DSS Business Objects User (NON-SASP) JD-225. If you do work with SASP, request JD-224. Most DLA customers will request JD-225.
Sources of Info

- **DLA Customer Interaction Center**: 1-877-DLA-CALL (1-877-352-2255) or send an email to DLAContactCenter@dla.mil. Accessible 24 hours a day, 7 days a week.
- **AMPS Help Desk**: DSN 695-4357 or 1-866-335-4357 or send an email to support.services@dla.mil. Accessible 24 hours a day, 7 days a week.
- **DLA Enterprise External Business Portal** ([https://business.dla.mil](https://business.dla.mil)) will have a link to a job aid
- **DLA Disposition Services Web Page** ([http://www.dispositionservices.dla.mil](http://www.dispositionservices.dla.mil)) will have a link on the home page that will include job aids and additional customer information
- **RBIQuestions@dla.mil** You can ask any question at any time about anything related to RBI.
- **RBIHumanPerformance@dla.mil** You can request assistance regarding access to reports, RTD & ETID. You may also call DSN 661-7178 or COM 269 961 7178.
DLA Disposition Services

Additional information is available on the DLA Disposition Services External Web Page at http://www.dispositionservices.dla.mil
Process

• **Step 1**: Create an account in the DLA Account Management and Provisioning System (AMPS).
  – AMPS is a web-based account management system that provides system users with an automated tool for requesting user accounts and passwords for DLA systems. Once your AMPS account has been successfully created, you will be notified via email.

• **Step 2**: Submit a role request via AMPS.
  – After creating your AMPS account, you will need to submit a role request which specifies the application. You will be notified via email once your role request has been completed.

• **Step 3**: Complete the registration.
  – On 27 Aug, you will be able to log into the DLA Enterprise External Business Portal. You will be prompted to complete a required Customer registration form when you log into RTD & ETID.
Important AMPS Application Notes

Before you begin the AMPS Request Process, note the following important details of the AMPS Application:

1. 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.

2. Do NOT use the Back button on your browser. If you need to correct something on a previous page, click the ‘Back’ button on the bottom of the page.

3. Make sure to fill out all of the required fields marked with an asterisk (*). The application will not notify you of errors until the last page.

4. When entering dates, use the calendar button to ensure the correct format.

5. If the desired radio button is already selected, click it again before clicking the ‘Next’ button

6. If you experience problems or have questions, contact the AMPS Helpdesk at DSN 695-4357 or at the toll free # 1-866-335-4357.
AMPS Request - Login

1. Go to the AMPS URL: [https://amps.dla.mil](https://amps.dla.mil). There is also a link on the DLA Enterprise External Portal that will bring you to the AMPS Login Page.
2. Select “First Time in AMPS”.

![AMPS Login Page](image)
1. This screen shot shows what will happen after you select First Time in AMPS. Click “OK” after reading the “Use and Consent” Statement.
1. Select “Public” if you do not work for the Federal Government.

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**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.

**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 listed below.

**Select Your User Type:**

<table>
<thead>
<tr>
<th>User Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Agency User/Contractor</td>
<td>Select this if you are a member of the Armed Services, a DoD civilian employee, a DoD contractor, or a member of a Federal Agency. You will need to provide information about yourself as well as your supervisor and local security officer as required by DD Form 2875.</td>
</tr>
<tr>
<td>Supplier/Vendor</td>
<td>Click this button if you are a Supplier/Vendor with a Commercial and Government Entity (CAGE) code. A Supplier/Vendor is a person that works for a company or corporation that supplies items/parts to DLA. Supplier/Vendors are subject to a less stringent approval process.</td>
</tr>
<tr>
<td>Public</td>
<td>Click this button if you are a user desiring to register for an account with DLA to gain access to DLA applications available to the general public. You will be required to provide a few facts about you and your organization to register and request access to DLA applications.</td>
</tr>
</tbody>
</table>

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.
1. Select “New Account” This is where the customer would start the process of creating a new AMPS account.
1. This shows a Privacy Act Statement in which the customer should Select “Continue” to move on in their process.
AMPS Registration

1. Complete **ALL** items identified with a red *. This screen shows the mandatory fields that must be completed. An error message will appear if all fields with a red * are not filled out. Make sure that the country field identifies “United States of America” if you are in the continental United States.

2. When you identify your User Type (i.e., Military, Civilian, or Contractor) the screen will refresh and ask for additional information.

3. Click ‘Next’ to continue
1. This screen shot shows where the customer will create a new password in the “Password” text box. If it does not meet the criteria, you will receive an error message.
2. Enter the same password in the “Confirm Password” text box and select “Continue”.

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 is completed you will be able to access AMPS without this password if you are using a CAC. However, you can also access AMPS with a username/password from a non-CAC enabled system.
1. When your password is accepted, AMPS will open a page in which you will answer a series of questions. These answers will be recorded and used to authenticate your identity if you should forget your password at some point in the future and need assistance from the Help Desk.

2. Answer the questions and select “Continue”. This screen shot shows the page where the customer will answer the three questions.
AMPS Registration is COMPLETE

1. AMPS will display this page indicating that the registration process is complete. Make note of your User ID.
2. Select ‘Leave AMPS Registration’
3. You will receive an e-mail indicating that your AMPS account has been created and your AMPS access has been granted.
4. Note: If any of the personal information provided when creating an AMPS account should change, it is the responsibility of the user to update this information in AMPS.
5. IMPORTANT: Note your User ID.
Step 1: Create an account in the DLA Account Management and Provisioning System (AMPS).
- AMPS is a web-based account management system that provides system users with an automated tool for requesting user accounts and passwords for DLA systems. Once your AMPS account has been successfully created, you will be notified via email.

Step 2: Submit a role request via AMPS.
- After creating your AMPS account, you will need to submit a role request which specifies the application. You will be notified via email once your role request has been completed.

Step 3: Complete the registration.
- On 27 Aug, you will be able to log into the DLA Enterprise External Business Portal. You will be prompted to complete a required customer registration form when you log into RTD & ETID.
Roles SUMMARY

• ROLES:
  • RTD Customer (DDS 413)
  • ETID Customer (DDS 514)
  • Reports
    • NOTE: You don’t need the reports access until your servicing Disposition Services Site transfers to EBS (see page 4 for dates)
    • NOTE: Most customer will request DDS-601. Only those who work with Small Arms (i.e., SASP) will request DDS-600.
  • BO Non-SASP Customer (DDS-601)
  • BO SASP Customer (DDS-600)
1. On this screen, select “Application Roles” to review the current approved roles. Then, click on “Select a Non-DOD User Role” to begin the AMPS Request.
Application Access – Application Selection

1. Select the radio button labeled ‘DISP’. This list shows different applications that are used.
2. Select ‘Next’ to continue
1. Select the radio button labeled ‘Production’
2. Click ‘Next’ to continue
1. On this page AMPS will display the roles available to you.
2. Select your desired role from the list on the left and click the > button to move the role to the list on the right. You don’t need the Report Role until later.
3. Ensure ‘Authorized’ and ‘Unclassified’ are selected
4. Enter a brief explanation of why you are requesting the role in the ‘Justification for Access/ Comments’ box
5. Click ‘Next’ to continue
1. An information screen will be displayed. This information screen lists the authority and rules under which information is collected and used.
2. Click the ‘Next’ button to continue
1. Most of the fields will be pre-populated based on your profile. Check to verify that the information is correct.
2. Note: Fields with a red asterisk (*) are required.
3. Click ‘Next’ to continue.
1. AMPS will open a page to display the Terms and Conditions and Non-Disclosure Agreement. Read the User Acceptance Statement and the Non-Disclosure Statement.
2. Click the ‘I Agree’ checkbox to indicate that you agree to the Terms and Conditions whereby the information about you is collected and that you are satisfied with the protection provided by the Non-Disclosure Agreement.
3. Click the ‘Next’ button to continue.
1. Error messages will display in red if there is any missing information in your request. In the example below, fields were left blank, resulting in the errors listed. To eliminate the error messages, use the ‘Back’ button at the bottom of the page (do not use the internet browser Back button) to go back to the screens where the information was omitted. Once you have filled in all of the missing information continue with your request.

2. Click the ‘Next’ button to submit the completed request.
Role Request Confirmation

1. Note your SAAR number for future reference
2. Click ‘Submit’ to submit your AMPS Request
3. An email confirmation will be sent to you
4. Congratulations! You submitted your AMPS Request!
1. This is an example to show you what the email notification will look like. Select “Display as HTML” so you can quickly see the information.
EMAIL Confirmation

This email is in the HTML format and is much easier to read and understand.

The following request has been approved and created: Please contact the help desk at (804) 279-4357 to obtain your password.

Request Detail

<table>
<thead>
<tr>
<th>Request Number (SAAR)</th>
<th>146808</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requestor</td>
<td></td>
</tr>
<tr>
<td>Request Type</td>
<td>Add Job Role Request</td>
</tr>
<tr>
<td>Date Submitted</td>
<td>Wed Feb 22 23:42:15 EST 2012</td>
</tr>
<tr>
<td>Date of Approval</td>
<td>Wed Feb 22 23:50:59 EST 2012</td>
</tr>
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Accessing the DLA Enterprise External Portal

2. Click on “Registered Users Login Here”
3. Select a certificate, click ‘OK’ and enter your PIN if prompted. Both your email & Non-email CAC certificates will work.
4. You will only see the applications you have been granted access to.
You can select “DLA Disposition Services” from the drop down list of DLA systems for information about RTD, ETID, etc. You can login from this page.
1. You will select “Accept” for the “Use & Consent Agreement”. 
Enter your User ID and Password that you created during the AMPS Registration process.
External Portal Homepage for RTD & ETID Users

You will see links to the applications you have been granted access to.
Select “Disposition Services” for RTD & ETID
Select “Business Objects” for Reports
RTD Web Registration Form

1. This is the RTD Registration Form. Some of the data may be pre-populated. Review and complete the required registration process and select “Submit”. For ETID, you will be asked to update your profile.
2. There is no registration for reports users.
Sources of Info

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