

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@dla.mil
Accessible 24 hours a day, 7 days a week.
Visit <https://amps.dla.mil>

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

DLA Enterprise External Business Portal
<https://business.dla.mil> for detailed instructions on how to use the external portal

DLA Disposition Services
<http://www.dispositionsservices.dla.mil> for detailed instructions and information about the change

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

RBIHumanPerformance@dla.mil 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@dla.mil

DEFENSE LOGISTICS AGENCY
DISPOSITION SERVICES



For
Public Users

REGISTRATION REQUIRED

NEW
Registration
Process to access
ETID and RTD

Helpful Hints inside!

*Complete registration instructions
available at DLA Disposition Services
<http://www.dispositionsservices.dla.mil>*

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)

Defense Logistics Agency
Account Management and Provisioning System (AMPS)

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 AMP additional, your CAC information will be provisioned to applications that are CAC enabled and you will not need a username/password.

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. You when you joined DLA. If you reached the AMPS login screen it means that there is a problem with your DLA account or the connection 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:

User Type	Description
<input type="radio"/> Federal Agency User/Contractor	Select this if you are a member of the Armed Services, a DoD civilian employee or a member of a Federal Agency. You will need to provide information from your supervisor and local security officer as required by DD Form 2875.
<input type="radio"/> Supplier/Vendor	Click this button if you are a Supplier/Vendor with a Commercial and Government Acquisition (C&G) Supplier/Vendor is a person that works for a company or corporation. Supplier/Vendors are subject to a less stringent approval process.
<input checked="" type="radio"/> Public	Click this button if you are a user desiring to register for an account with DLA applications available to the general public. You will be required to provide information to register and request access to DLA applications.

- 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

Defense Logistics Agency
Account Management and Provisioning System (AMPS)

Application Access Request Form - User - External

Current Roles: Application Roles Admin Roles

Pending Role Requests:

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

Role	Application	Environment
<input checked="" type="checkbox"/> ETID-DLA Disposition Services Prod EX - ETID Customer DDS-514	DDI-509	DDI-509
<input type="checkbox"/> DDS-601-DLA Disposition Services Prod EX - BO NON_SASP Customer DDS-601		

DDS-413-DLA Disposition Services Prod EX - I

Show Roles with Descriptions

Back Next Cancel

3 ACCESS ETID OR RTD

- You can access **ETID or RTD** after **AUGUST 27, 2012**. Log on 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**