

# **DLA Enterprise External Business Portal Navigation User Job Aid**



**Effective June 2017**



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## Introduction

DLA Enterprise External Business Portal (Portal) provides users outside of the DLA network with a single point of access to DLA business applications. This highly secure, web-enabled interface will provide single sign-on capabilities once customers and business partners (external users) are authenticated via a username and password or a DoD issued Common Access Card (CAC). The Portal eliminates the need for multiple login sessions, accounts for accessing DLA applications, and provides DLA external business partners with the following:

- a. A web-enabled access point to DLA business applications
- b. An improved user experience through single sign-on to multiple DLA applications
- c. A simplified account set-up and maintenance process

The **Purpose** of this job aid is to provide DLA external business partners with information on how to:

- a. Access DLA applications through the Portal
- b. Login to DLA applications through the Portal
- c. Create new user accounts for DLA applications that are located within the Portal
- d. Get user support for the Portal

The **Audience** for this job aid includes:

- a. Demand Planning (DDE/Collab), DLA Disposition Services, Installation Support (Real Property), Engineering Support Activities (PDMI/ESA), Energy Commodity Support external users
- b. DLA personnel who work with these external users (i.e.: Product Data Specialists, Product Specialists, Demand Planners, and EBS Business Process Analysts)

Some sections within this job aid are broken down by the following user types:

- **CAC Users** – Federal Agency Users/Contractors using a DoD issued Common Access Card (CAC)
- **Non-CAC Users** – Public or Federal Agency Users/Contractors without a DoD issued Common Access Card (CAC)
- **Real Property SCP Users** – Installation Support (Real Property) Service Control Point (SCP) users
- **Real Property Non-SCP CAC Users** – Installation Support (Real Property) Federal Agency Users/Contractors that are NOT Service Control Points (SCPs) using a DoD issued Common Access Card (CAC)



## Helpful Information

The information below should be reviewed prior to logging into the Portal.



## DLA Enterprise External Business Portal Navigation User Job Aid

- Ensure any pop-up blockers are removed
- Ensure the box next to the **TLS 1.0** setting is checked
  - To do this, from your web browser click '**Tools > Internet Options > Advanced**'
  - Under Settings > Security, scroll down until you see the **TLS 1.0** box and ensure it is checked. If not, click the box to check it.

**Fully tested browsers:** Internet Explorer versions 6 through 8 and the more current versions of Firefox

- Other web browsers (Internet Explorer version 11, Safari, and Chrome) may work, but they have not been tested

If you receive a "Certificate Error" you should only have to select "allow pop-ups". If this does not work, the following links have been provided to assist you in the install process of the root CAs (which may be needed to read your certificate if you are using a CAC card) for Internet Explorer:

IE - <http://iase.disa.mil/pki-pke/Pages/index.aspx>

InstallRoot 5.0.1: <http://iase.disa.mil/pki-pke/Pages/tools.aspx>



## Accessing the Portal Landing Page

The Portal can be accessed by:

- Entering the Portal URL into the web browser: <https://business.dla.mil>
- As a redirect from the existing DLA applications that will now be accessible through the Portal:
  - Demand Planning (DDE/Collab)
  - DLA Disposition Services
  - Installation Support (Real Property)
  - Engineering Support Activities (PDMI/ESA)
  - Energy Commodity Support

Once on the Portal landing page, DLA external users can do the following (*reference screenshot below with corresponding numbers*):

- 1** - Access the latest copy of the Portal Job Aid
- 2** - "For Browser Support Click Here" – Directs user to a helpful hints page
- 3** - Login to the Portal in order to access DLA applications for which user has an account
  - Engineering Support Activities (PDMI/ESA)
  - Demand Planning (DDE/Collab)
  - Installation Support (Real Property)



DLA Enterprise External Business Portal Navigation User Job Aid

- iv. Disposition Services
- v. Energy Commodity Support
- vi. Enterprise Data Warehouse (EDW)
- d. Access other DLA public sites by clicking on the appropriate icons:
  - i. **4** - "DLA 3 Areas of Focus" – DLA Director’s Focus Areas
  - ii. **5** - "Defense Logistics Agency" – DLA’s public site (<http://www.dla.mil>)
  - iii. **6** - "DLA Strategic Plan 2015-2022" – Strategic Plan from DLA Director including initiatives designed to steer employees’ efforts over the course of 7 years.
- e. **7** - View Information on "DLA Systems"
  - i. Engineering Support Activities (PDMI/ESA)
  - ii. Demand Planning (DDE/Collab)
  - iii. Installation Support (Real Property)
  - iv. Disposition Services
  - v. Energy Commodity Support
  - vi. Enterprise Data Warehouse (EDW)

5

6

2  
3  
4

The screenshot shows the DLA Enterprise External Business Portal landing page. At the top, there is a navigation bar with the DLA logo on the left, the text "DEFENSE LOGISTICS AGENCY" in the center, and a "STRATEGIC PLAN 2015 - 2022" badge on the right. Below the navigation bar is a date "5/31/2017" and a link "For display issues with Internet Explorer 11 Click Here". A search bar contains the text "DLA Systems" with a magnifying glass icon. The main content area is divided into two columns. The left column has a "DLA Enterprise External Business Portal" header, a "For Browser Support Click Here" link, a "Registered Users Login Here" button, and a "DLA's 3 Areas of Focus" graphic. The right column has an "AVAILABLE SERVICES" section with a large image of soldiers and a "MULTIMEDIA" section with two video thumbnails: "HOW TO DO COMBAT LOGISTICS" and "Why Buy Green?". At the bottom of the main content area, there is a "DLA Enterprise External Business Portal" description and a "Job-Aid" link in the footer. The footer also contains links for "Privacy/Security Statement", "508 Compliance Statement", "FOIA Privacy", "Site Index", "DLA Webmaster", and "Strategic Communication".

1

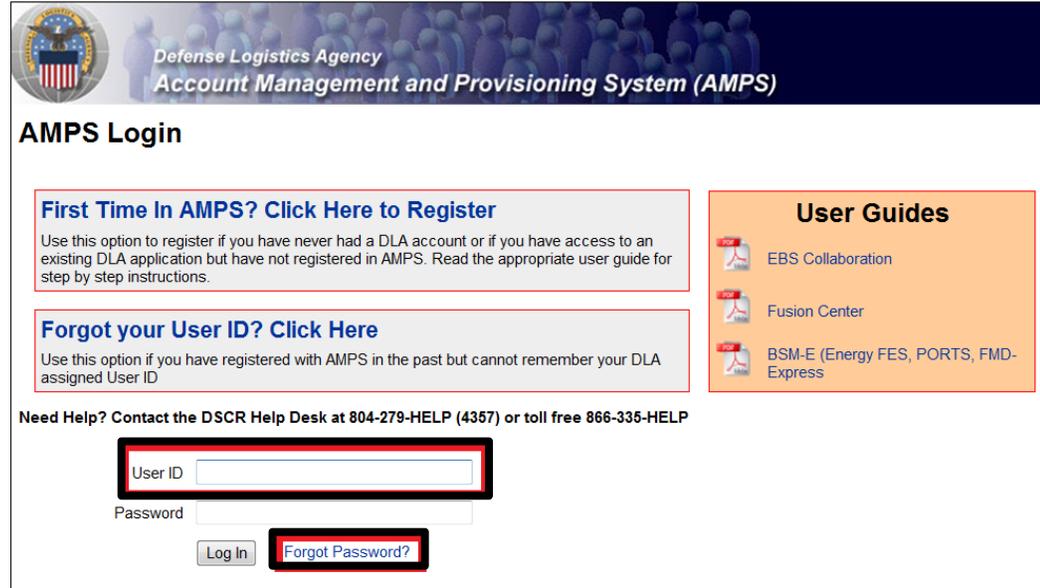
DLA Enterprise External Business Portal Landing Page



## Unlocking User Accounts

Follow the instructions below to unlock accounts via AMPS.

- a. Go to the AMPS homepage: <https://amps.dla.mil>
- b. Enter **User ID** (*Forgot User ID: Click the 'Forgot your User ID? Click Here' link and follow the instructions*)
- c. Click the **'Forgot Password?'** link



AMPS Login Screen

- d. On the *Identify User* screen, answer the three **Authentication Questions** with the answers chosen during the AMPS account registration process (*Forgotten Answers: User will have to call the DSCR Help Desk at 1-866-335-HELP (1-866-335-4357)*)
- e. Click **'Login'**



Authentication Questions Screen

- f. On the *Change Password* screen, next to **Password**, type in a new password that fits the listed password policy
- g. Next to **Confirm Password**, retype the new password
- h. Check the box next to **Change Identity system user and all resource accounts**
- i. Click '**Change Password**'

Account ID	Resource Name	Resource Type	Exists	Disabled	Password Policy
<input type="checkbox"/> ABC00000	DLA - Account Management and Provisioning System	DLA - Account Management and Provisioning System	Yes	No	Maximum Length: 32 Minimum Length: 4
<input type="checkbox"/> cn=ABC00000,ou=ExternalUsers,dcecx.dcdla.dcmil	DLA Prod - EX DLA MIL	Windows 2000 / Active Directory	Yes	No	Maximum Length: 32 Minimum Alpha: 4 Minimum Begin Alpha: 1 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="checkbox"/> cn=ABC00000,cn=Users,dcdla.dcmil	EAD	OID	Yes	No	Maximum Length: 32 Minimum Alpha: 4 Minimum Begin Alpha: 1 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: & ", / ' . [ ] ( ) % [ ] . @ \$ ?

Change Password Screen



AMPS unlocks the user's account(s) and sends an e-mail notification stating that "AMPS has successfully unlocked your locked accounts". At this point, the user can now log into the Portal and AMPS using the new password.

**From:** amps\_8.1\_user@dla.mil [mailto:amps\_8.1\_user@dla.mil]  
**Sent:** Friday, December 07, 2012 3:10 PM  
**To:** Doe, John DLA CTR INFORMATION OPERATIONS  
**Subject:** DEV: AMPS User Accounts Unlocked

**AMPS has successfully unlocked your locked accounts.**

**Details**

<b>Unlocked Resources</b>	[EBS DEV - EX EBSD]
<b>Action Time</b>	Fri Dec 07 15:09:44 EST 2012
<b>Further Action Required</b>	None. Log in to your account with your most current password. Contact the Enterprise Help Desk if you continue to have login problems.

Sample AMPS User Accounts Unlocked E-mail



## Demand Planning (DDE/Collab)

### I. Accessing Demand Planning (DDE/Collab)

Users may access the Demand Planning (DDE/Collab) information page two ways: [Clicking Dropdown Arrow](#) and [Clicking the Revolving Pictures](#)

#### Clicking Dropdown Arrow:

- Go to the Portal landing page: <https://business.dla.mil>
- Click the dropdown arrow next to 'DLA Systems'
- Select 'Demand Planning (DDE/Collab)'



DLA Enterprise External Business Portal Landing Page

- The *Demand Data Exchange/Customer Collaboration (DDE/CC)* information page will open



# DLA Enterprise External Business Portal Navigation User Job Aid

**DEFENSE LOGISTICS AGENCY**  
AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

Wednesday, January 30, 2013  
DLA Systems

**AVAILABLE SERVICES**

**DEMAND DATA EXCHANGE/CUSTOMER COLLABORATION (DDE/CC)**

Purpose: Demand Data Exchange / Customer Collaboration (DDE/CC) enables DLA and its customers to collaboratively manage their future supply plans/order forecasts through the use of a web-based planning tool. This information is an integral part of the DLA final published forecast. This toolset provides the customer with a mechanism to share their future supply requirements with DLA on a monthly basis and was designed to improve customer support, through real time monthly collaboration. This will improve support of dynamic customer requirements, enabling more effective and efficient communication with our customers, and resulting in more reliable forecast, reduced shelf stock, and reduced customer wait time. Customer information added to the statistical forecast will improve the overall accuracy of the forecast. Improvements to forecast accuracy will allow DLA to operate with reduced inventory, cutting costs significantly while simultaneously reducing customer wait time, an inventory measure of operational readiness.

System Requirements: Use of the DDE/CC tool Web site requires Microsoft Windows 2000 Professional, SP 4, or later, and Microsoft Windows XP, SP 1, SP 2, or later

For more information: [Click Here](#)

For DDE/CC functional support contact: [collaboration@dla.mil](mailto:collaboration@dla.mil)

For DDE/CC technical support contact the DLA Information Operations Richmond Helpdesk at: [enterprisehelpdesk@dla.mil](mailto:enterprisehelpdesk@dla.mil) Or call: (toll free) 1-855-352-0001 or 804-279-4357

To gain access to Demand Data Exchange / Customer Collaboration [Click Here](#)

Privacy/Security Statement | 508 Compliance Statement | Job-Aid | FOIA Privacy | Site Index | DLA Webmaster | Strategic Communication

Demand Data Exchange/Customer Collaboration (DDE/CC) Information Page

### Clicking the Revolving Pictures:

- Go to the Portal landing page: <https://business.dla.mil>
- View the changing pictures under **AVAILABLE SERVICES** and click on the corresponding picture for Demand Planning (DDE/Collab)

**DEFENSE LOGISTICS AGENCY**  
AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

7/19/2016 [For display issues with Internet Explorer 11 Click Here](#)  
DLA Systems

**AVAILABLE SERVICES**

Collaborate Worksheet

Active Measurement: Each / Unit

Worksheet Properties

User Views: Exception View: By branch Calendars: Monthly Versions: Current

Partner: DLA Hierarchies: CC\_NDRN (P) Aggregation: OR

NDN	Version	Component	1/10	10/1/10	11/1/10	12/1/10	1/1/11	2/1/11	3/1/11	4/1/11	5/1/11
0	Customer Workflow Tracking										
0	Workflow Tracking										
0	History		2	4	2	2					
0	DLA Forecast		2,901	2,72	2,641	2,568	2,568	2,568	2,568		
0	Special Program Requirements										
0	DLA Override										
0	Previous Collaborative Forecast		0	0	2	3	3	2	4	3	
0	Customer DDE (DDE/CC)		0	2	3	1	1	4	3		
0	Della DDE										
0	Override										
0	New Collaborative Forecast		0	2	3	1	1	4	3		

**Demand Planning (DDE/Collab)**  
Enables DLA and it's customers to collaboratively manage their future supply plans/order forecasts. Future supply requirements are reviewed monthly, on an exception basis, to improve customer support, through real time monthly collaboration.

Privacy/Security Statement | 508 Compliance Statement | Job-Aid | FOIA Privacy | Site Index | DLA Webmaster | Strategic Communication

DLA Enterprise External Business Portal Landing Page – Demand Planning (DDE/Collab) Picture



- c. The Demand Data Exchange/Customer Collaboration (DDE/CC) information page will open

**DEFENSE LOGISTICS AGENCY**  
AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

Wednesday, January 30, 2013  
DLA Systems

**AVAILABLE SERVICES**

**DEMAND DATA EXCHANGE/CUSTOMER COLLABORATION (DDE/CC)**

Purpose: Demand Data Exchange / Customer Collaboration (DDE/CC) enables DLA and its customers to collaboratively manage their future supply plans/order forecasts through the use of a web-based planning tool. This information is an integral part of the DLA final published forecast. This toolset provides the customer with a mechanism to share their future supply requirements with DLA on a monthly basis and was designed to improve customer support, through real time monthly collaboration. This will improve support of dynamic customer requirements, enabling more effective and efficient communication with our customers, and resulting in more reliable forecast, reduced shelf stock, and reduced customer wait time. Customer information added to the statistical forecast will improve the overall accuracy of the forecast. Improvements to forecast accuracy will allow DLA to operate with reduced inventory, cutting costs significantly while simultaneously reducing customer wait time, an inventory measure of operational readiness.

System Requirements: Use of the DDE/CC tool Web site requires Microsoft Windows 2000 Professional, SP 4, or later, and Microsoft Windows XP, SP 1, SP 2, or later

For more information: [Click Here](#)

For DDE/CC functional support contact: [collaboration@dla.mil](mailto:collaboration@dla.mil)

For DDE/CC technical support contact the DLA Information Operations Richmond Helpdesk at: [enterprisehelpdesk@dla.mil](mailto:enterprisehelpdesk@dla.mil) Or call: (toll free) 1-855-352-0001 or 804-279-4357

To gain access to Demand Data Exchange / Customer Collaboration [Click Here](#)

**MULTIMEDIA**

**DLA: 50 YEARS OF LOGISTICS EXCELLENCE**

Video of the complete 50th Anniversary and Hall of Fame ceremony celebrated Oct. 26 at the McNamara Headquarters Complex.

**Did YOU Know?**

A whimsical look into the Defense Logistics Agency's support to the military. (Music and text only.)

[Privacy/Security Statement](#) | [S08 Compliance Statement](#) | [Job-Aid](#) | [FOIA Privacy](#) | [Site Index](#) | [DLA Webmaster](#) | [Strategic Communication](#)

*Demand Data Exchange/Customer Collaboration (DDE/CC) Information Page*

## II. Logging into Demand Planning (DDE/Collab)

This section provides instructions for [CAC Users](#) and [Non-CAC Users](#)

### CAC Users:

- a. Go to the Portal landing page: <https://business.dla.mil>
- b. Insert DoD issued CAC and if prompted, enter PIN
- c. Click on the '**Registered Users Login Here**' icon located on the left of the page

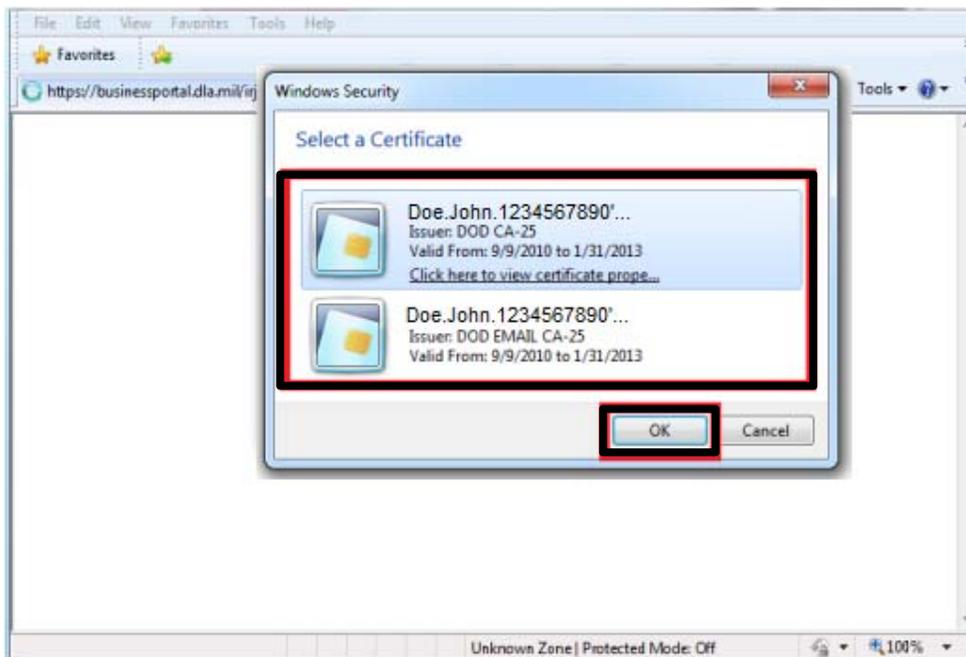


## DLA Enterprise External Business Portal Navigation User Job Aid



*DLA Enterprise External Business Portal Landing Page*

- d. A new window will open. When the *Select a Certificate* window opens, select either the **ID** OR **EMAIL certificate** as shown below
- e. Click '**OK**'



*Select a Certificate Pop-up Window*

- f. Read the information in the *U.S. Government (USG) Information System (IS) - Usage and Consent* dialog box and click '**I Accept**'



## DLA Enterprise External Business Portal Navigation User Job Aid

### U. S. Government (USG) Information System (IS) - Use and Consent

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE, or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communication and work product are private and confidential. See User Agreement for details.

*U.S. Government Information System – Use and Content*

User is now logged into the Portal. The top left portion of the window will display tabs corresponding to all DLA applications for which the user has an account; in this case **DDE Collaboration**.

g. Click 'DDE Collaboration' to get started



DLA Enterprise External Business Portal Navigation User Job Aid

Inside DLA Enterprise External Business Portal (DDE Collaboration)

Non-CAC Users:

- a. Go to the Portal landing page: <https://business.dla.mil>
- b. Click on the 'Registered Users Login Here' icon located on the left of the page



DLA Enterprise External Business Portal Landing Page

- c. Read the information in the U.S. Government (USG) Information System (IS) - Usage and Consent dialog box and click 'I Accept'

**U. S. Government (USG) Information System (IS) - Use and Consent**

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

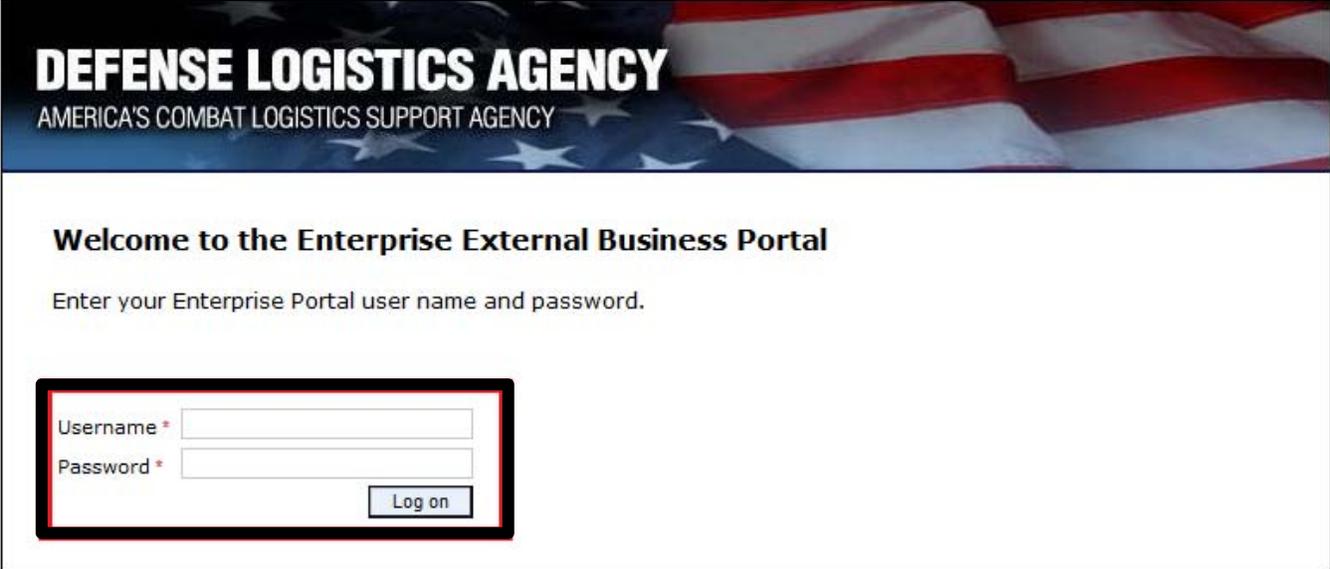
- USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE, or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communication and work product are private and confidential. See User Agreement for details.

U.S. Government Information System – Use and Content

- d. Enter the username that was provided during the AMPS account registration and the password you created in the space provided ([Forgot Username or Password](#))



e. Click 'Log on'



*DLA Enterprise External Business Portal Non-DoD CAC Users Login Page*

User is now logged into the Portal. The top left portion of the window will display tabs corresponding to all DLA applications for which the user has an account; in this case **DDE Collaboration**.

f. Click 'DDE Collaboration' to get started



*Inside DLA Enterprise External Business Portal (DDE Collaboration)*



### III. Password Information

This section is for users WITHOUT a DoD issued CAC and provides instructions for DDE Collaboration application users that need to [Change Password](#) or [Forgot Password](#).

#### Change Password:

- a. Go to the Portal homepage <https://business.dla.mil/>
- b. Click the ‘**Registered User Login Here**’ link
- c. Enter **Username** and **Password**
- d. Click ‘**Log on**’
- e. Once inside the Portal, click ‘**External Portal Utilities**’



*Inside DLA Enterprise External Business Portal (DDE Collaboration)*

- f. Next to **Old Password**, enter existing password
- g. Next to **New Password**, type in a new password
- h. Next to **Confirm Password**, re-type the new password
- i. Click ‘**Save**’



*Inside DLA Enterprise External Business Portal (DDE Collaboration) - Change Password*

The password has now been changed. The new password can now be used to log into the Portal.

**Forgot Password:**

- a. Call the DLA Help Desk at (804) 279-4357; DSN 695-4357

**IV. User Support for Demand Planning (DDE/Collab)**

For questions or additional support on the DLA Enterprise External Business Portal or Demand Planning (DDE/Collab), please contact the DLA Help Desk at: (804) 279-4357; DSN 695-4357.



## DLA Disposition Services

### V. Creating a New Account for Demand Planning (DDE/Collab)

**Note:** Users that already have accounts for Demand Planning (DDE/Collab) may skip to [Section III: Logging into Demand Planning \(DDE/Collab\)](#)

First time Demand Planning (DDE/Collab) external users will need to request access to the application through the DLA Account Management and Provisioning System (AMPS: <https://amps.dla.mil>).

- a. **Step 1:** Create an account in the DLA Account Management and Provisioning System (AMPS). AMPS is DLA's automated application access system that assists with access requests, account creation, and maintenance of DLA user accounts.
- b. **Step 2:** Submit a role request via AMPS. Once an AMPS account has been created, user will submit a role request. The role request specifies the application for which the user is requesting access [Demand Planning (DDE/Collab)].

Follow the detailed instructions listed in the [AMPS User Reference for External Collaboration Users](#) on how to create an AMPS account and request access to Demand Planning (DDE/Collab).

One of the following **Demand Planning (DDE/Collab) Job Definitions (JDs)** is required to obtain access:

- a. JD-383 BSM Prod External – External Customer Collaborator - View
- b. JD-384 BSM Prod External – External Customer Collaborator - Update

After the request for access to Demand Planning (DDE/Collab) has been approved, new users can access the application through the Portal as described below in Section III.

### I. Accessing DLA Disposition Services

Users may access the DLA Disposition Services information page two ways: [Clicking Dropdown Arrow](#) and [Clicking the Revolving Pictures](#)

#### Clicking Dropdown Arrow:

- a. Go to the Portal landing page: <https://business.dla.mil>
- b. Click the dropdown arrow next to 'DLA Systems'
- c. Select 'DLA Disposition Services'



DLA Enterprise External Business Portal Navigation User Job Aid



DLA Enterprise External Business Portal Landing Page

d. The DLA Disposition Services information page will open



DLA Disposition Services Information Page

Clicking the Revolving Pictures:

a. Go to the Portal landing page: <https://business.dla.mil>



DLA Enterprise External Business Portal Navigation User Job Aid

b. View the changing pictures under **AVAILABLE SERVICES** and click on the corresponding picture for DLA Disposition Services



DLA Enterprise External Business Portal Landing Page – DLA Disposition Services Picture

c. The DLA Disposition Services information page will open



DLA Disposition Services Information Page



## II. Creating a New Account for DLA Disposition Services

**Note:** Users that already have accounts for DLA Disposition Services may skip to [Section III: Logging into DLA Disposition Services](#)

First time DLA Disposition Services external users will need to request access to the application through the DLA Account Management and Provisioning System (AMPS: <https://amps.dla.mil>).

- a. **Step 1:** Create an account in the DLA Account Management and Provisioning System (AMPS). AMPS is DLA's automated application access system that assists with access requests, account creation, and maintenance of DLA user accounts.
- b. **Step 2:** Submit a role request via AMPS. Once an AMPS account has been created, user will submit a role request. The role request specifies the application for which the user is requesting access [DLA Disposition Services].

Follow the detailed instructions listed in the [AMPS User Registration Job Aid](#) on how to create an AMPS account and detailed instructions listed in the [AMPS Role Request Job Aid](#) to request access to DLA Disposition Services.

One of the following **DLA Disposition Services Job Definitions (JDs)** is required to obtain access:

- a. DDS-413-DLA Disposition Services Prod EX – RTD Customer DDS-413
- b. DDS-514-DLA Disposition Services Prod EX – ETID Customer DDS-514
- c. DDS-600-DLA Disposition Services Prod EX – BO SASP Customer DDS-600
- d. DDS-601-DLA Disposition Services Prod EX – BO NON\_SASP Customer DDS-601
- e. JD-2100-EBS Prod External – Disp Svcs External Reimbursable Report User JD-2100

After the request for access to DLA Disposition Services has been approved, new users can access the application through the Portal as described below in Section III.

## III. Logging into DLA Disposition Services

This section provides instructions for [CAC Users](#) and [Non-CAC Users](#)

### **CAC Users:**

- a. Go to the Portal landing page: <https://business.dla.mil>
- b. Insert DoD issued CAC and enter PIN
- c. Click on the '**Registered Users Login Here**' icon located on the left of the page

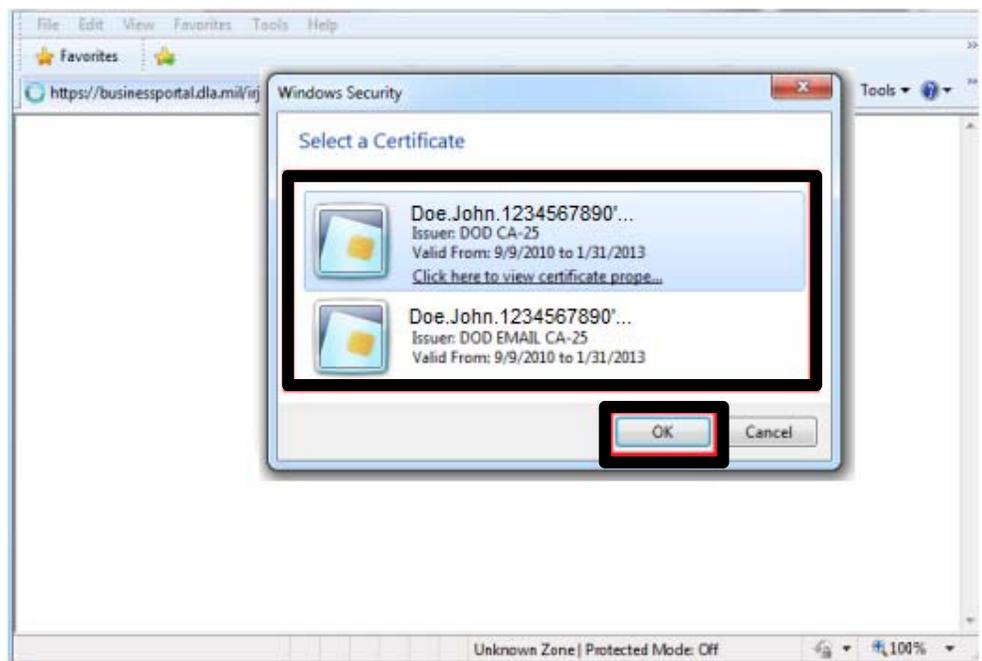


DLA Enterprise External Business Portal Navigation User Job Aid



DLA Enterprise External Business Portal Landing Page

- d. A new window will open. When the *Select a Certificate* window opens, select either the **ID** OR **EMAIL certificate** as shown below
- e. Click '**OK**'



Select a Certificate Pop-up Window

- f. Read the information in the *U.S. Government (USG) Information System (IS) - Usage and Consent* dialog box and click '**I Accept**'



# DLA Enterprise External Business Portal Navigation User Job Aid

**U. S. Government (USG) Information System (IS) - Use and Consent**

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE, or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communication and work product are private and confidential. See User Agreement for details.

*U.S. Government Information System – Use and Content*

User is now logged into the Portal. The top left portion of the window will display tabs corresponding to all DLA applications for which the user has an account; in this case **Disposition Services**.

- g. Click '**Disposition Services**' to access the ETID and RTD applications



*Inside DLA Enterprise External Business Portal (Disposition Services)*

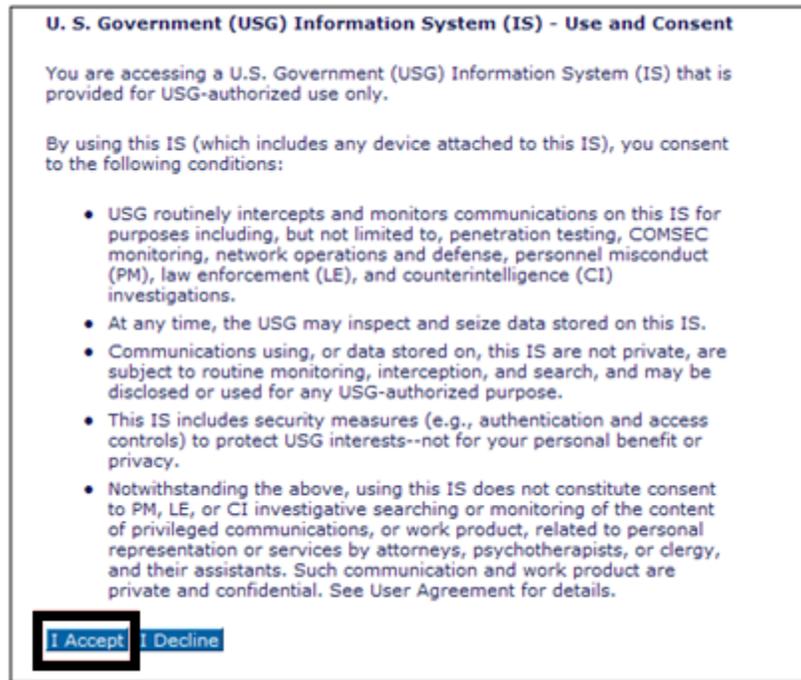
**Non-CAC Users:**

- a. Go to the Portal landing page: <https://business.dla.mil>
- b. Click on the '**Registered Users Login Here**' icon located on the left of the page



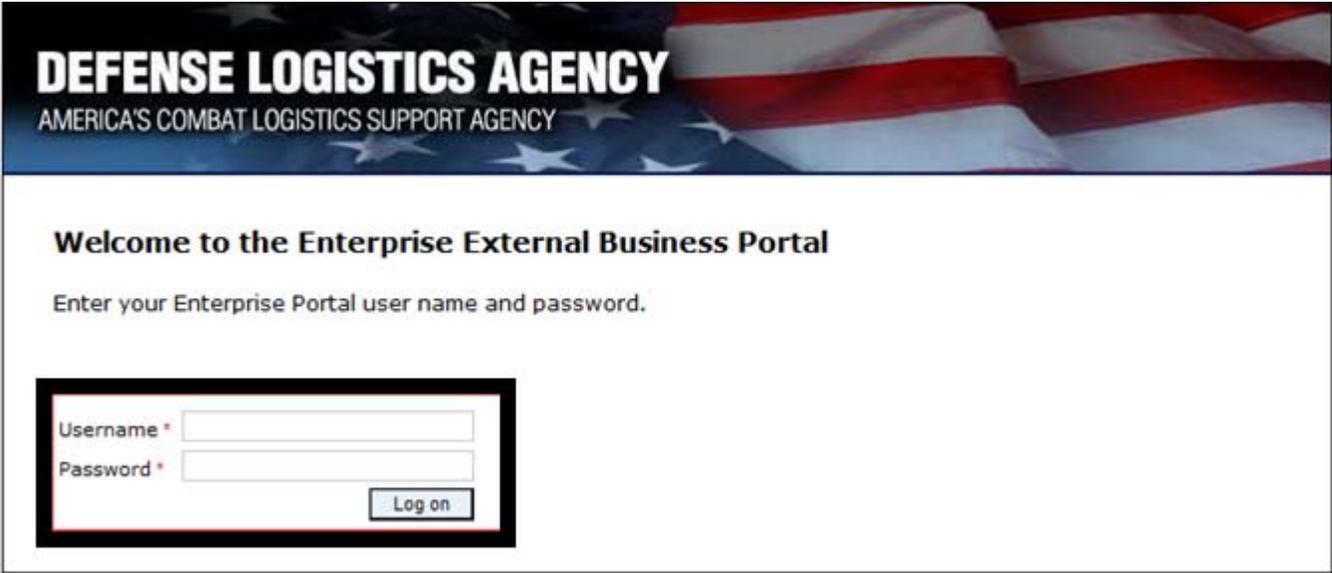
DLA Enterprise External Business Portal Landing Page

- c. Read the information in the U.S. Government (USG) Information System (IS) - Usage and Consent dialog box and click 'I Accept'



U.S. Government Information System – Use and Content

- d. Enter the username that was provided during the AMPS account registration and the password you created in the space provided ([Forgot Username or Password](#))
- e. Click 'Log on'



DLA Enterprise External Business Portal Non-DoD CAC Users Login Page

User is now logged into the Portal. The top left portion of the window will display tabs corresponding to all DLA applications for which the user has an account; in this case **Disposition Services**.

- f. Click '**Disposition Services**' to access the ETID and RTD applications



Inside DLA Enterprise External Business Portal (Disposition Services)

#### IV. Password Information



## DLA Enterprise External Business Portal Navigation User Job Aid

The user ID provided during the AMPS account registration process and the password you created are the same as the username and password used to log into the Portal. This section is for users WITHOUT a DoD issued CAC and provides instructions for [Expired Password](#), [Change Password](#) and [Forgot Password](#).

### Expired Password:

Portal passwords will expire **every 60 days** and are required to be changed via AMPS. In the event a user has not changed their password in 60 days or more, a “password expired” error message will be displayed upon trying to log into the Portal. Follow the instructions below on how to [Change Password](#).

### Change Password:

Passwords should only be changed in AMPS, not the Portal. Changing a password in the Portal will cause the AMPS and Portal passwords to be out-of-sync. Follow the instructions below which outline how Disposition Services application users should change passwords.

- a. Go to the AMPS homepage: <https://amps.dla.mil>
- b. Enter **User ID** and **Password**
- c. Click ‘**Log In**’

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
- BSM-E (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

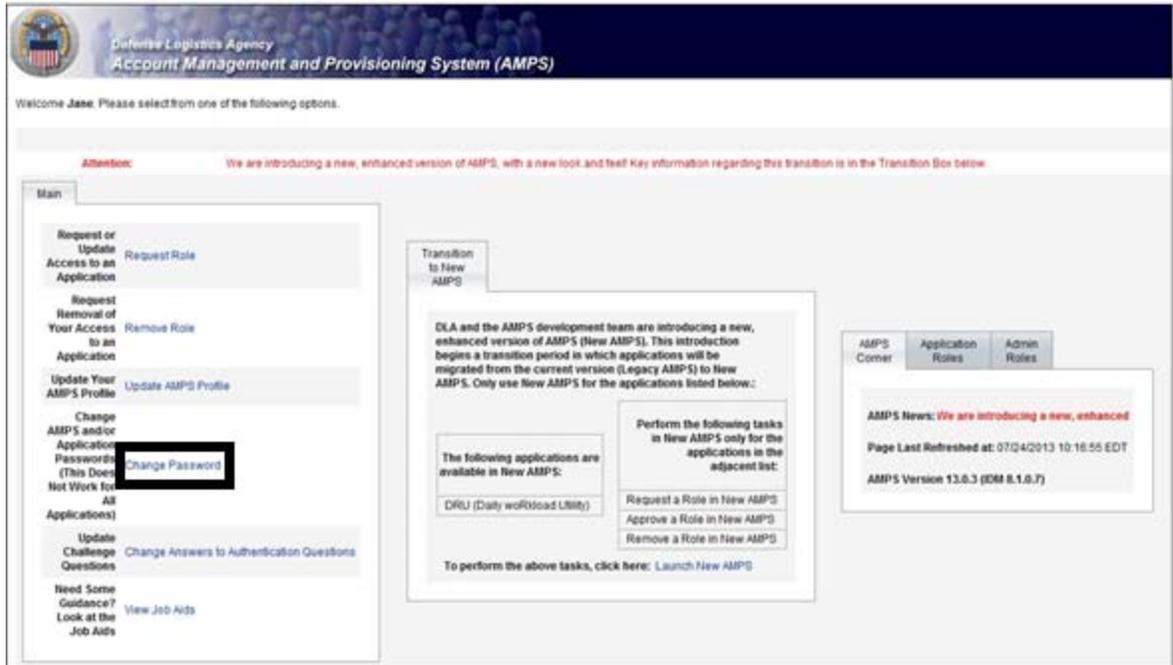
Password

[Forgot Password?](#)

AMPS Login Screen



d. Click **'Change Password'**



AMPS Homepage

- e. Next to **Password**, type in a new password that fits the listed password policy
- f. Next to **Confirm Password**, retype the new password
- g. Check the box next to **Change Identity system user and all resource accounts**
- h. Click **'Change Password'**



# DLA Enterprise External Business Portal Navigation User Job Aid

**Change Password**

Change identity, system user and all resource accounts

Account ID	Resource Name	Resource Type	Exists	Disabled	Password Policy
<input type="checkbox"/> ABC00000	DLA - Account Management and Provisioning System	DLA - Account Management and Provisioning System	Yes	No	Maximum Length: 32 Minimum Length: 4
<input type="checkbox"/> cn=ABC00000,ou=ExternalUsers,dc=et,dc=da,dc=ml	DLA Prod - EX DLA ML	Windows 2000 / Active Directory	Yes	No	Maximum Length: 32 Minimum Alpha: 4 Minimum Begin Alpha: 1 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, firstame, fullname, lastname Must not contain words: & ".:; ' \   ] [ ( ) % ( ) @ \$ ?
<input type="checkbox"/> cn=ABC00000,ou=Users,dc=da,dc=ml	EAD	OID	Yes	No	Maximum Length: 32 Minimum Alpha: 4 Minimum Begin Alpha: 1 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, firstame, fullname, lastname Must not contain words: & ".:; ' \   ] [ ( ) % ( ) @ \$ ?

Change Password Screen

The password has now been changed and you will be redirected to the AMPS homepage. The new password can now be used to log into both AMPS and Portal.

### Forgot User ID or Password:

- a. Go to the AMPS homepage: <https://amps.dla.mil>
  - b. Enter **User ID**
- Forgot User ID:* Click the '**Forgot your User ID? Click Here**' link and follow the instructions
- Click the '**Forgot Password?**' link

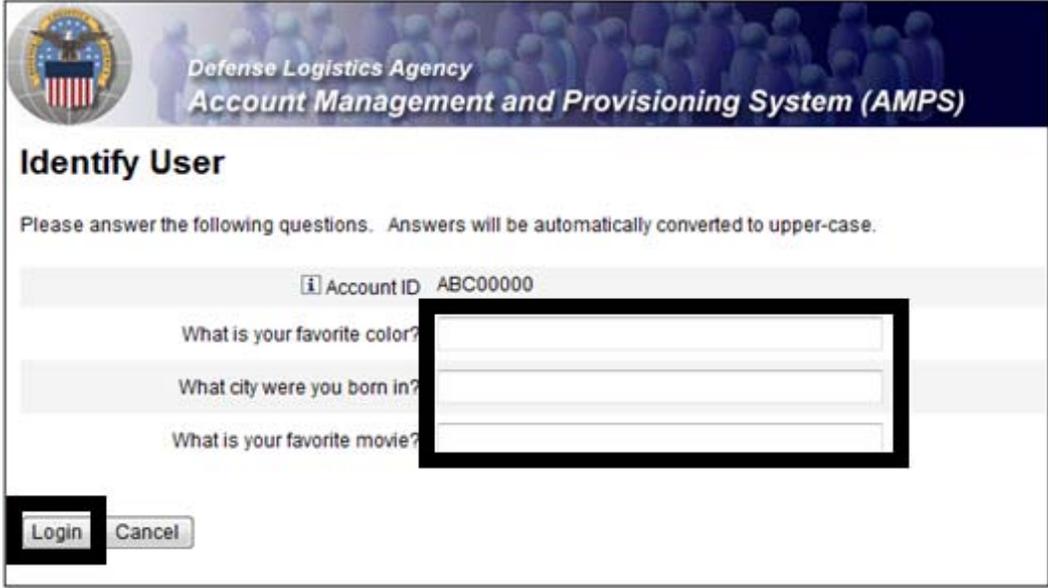


AMPS Login Screen

c. Answer the three **Authentication Questions** with the answers chosen during the AMPS account registration process

*Forgotten Answers:* User will have to call the DSCR Help Desk at 1-866-335-HELP (1-866-335-4357)

d. Click 'Login'



Authentication Questions Screen

User will then be prompted to **Change Password** (Follow the instructions in the [Change Password](#) section above)



## V. User Support for DLA Disposition Services

**For Access problems or Technical issues please contact:**

Enterprise Help Desk

Toll Free: 1-855-352-0001

DSN: 809-4-OFF-DSN (809-463-3376), then, 1-855-352-0001

Email: [enterpriseithelpdesk@dla.mil](mailto:enterpriseithelpdesk@dla.mil)

**For Navigation, Policy or Procedural issues please contact:**

DLA Customer Interaction Center

Toll Free: 1-877-352-2255

DSN: 661-7766

Email: [dlacontactcenter@dla.mil](mailto:dlacontactcenter@dla.mil)



## 123 Installation Support (Real Property)

### I. Accessing Installation Support (Real Property)

Users may access the Installation Support (Real Property) information page two ways: [Clicking Dropdown Arrow](#) and [Clicking the Revolving Pictures](#)

#### Clicking Dropdown Arrow:

- a. Go to the Portal landing page: <https://business.dla.mil>
- b. Click the dropdown arrow next to 'DLA Systems'
- c. Select 'Installation Support (Real Property)'



DLA Enterprise External Business Portal Landing Page

- d. The *Installation Support: Real Property* information page will open



# DLA Enterprise External Business Portal Navigation User Job Aid

**DEFENSE LOGISTICS AGENCY**  
AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

7/19/2016 [For display issues with Internet Explorer 11 Click Here](#)  
DLA Systems

**AVAILABLE SERVICES**

**INSTALLATION SUPPORT: Real Property**

Welcome to the DLA Deficiency Processing Information Page

DLA uses integrated tools to manage installations and assets for which DLA has funding responsibility for sustainment. These tools enable DLA to track projects and maintenance work performed from beginning to end.

The DLA External Portal allows Military Service, Federal Government, and contractor personnel use of web-based applications to submit deficiency requests and project status updates to DLA for repair and maintenance of DLA-owned assets. Users can also execute reports on deficiencies.

**Additional Help & Support**

If you encounter technical difficulties or require assistance, please call the BSME Help Desk at CONUS: 800-446-4950, DSN: 697-6733/34/35/36/37/38, or Fax: 770-582-1463. You may also contact the BSME Help Desk at any time by sending an e-mail message to [BSME.HelpDesk@dla.mil](mailto:BSME.HelpDesk@dla.mil)

**MULTIMEDIA**

**HOW TO DO COMBAT LOGISTICS**  
This video looks at what goes into successful combat logistics support.

**Why Buy Green?**  
The success of the Defense Department's "Buying Green" strategy relies on all employees to make the right decisions when it comes to everyday purchases.

DLA Enterprise External Business Portal  
For Browser Support Click Here  
Registered Users Login Here  
DLA's 3 Areas of Focus: WARFIGHTER SUPPORT, STEWARDSHIP EXCELLENCE, WORKFORCE DEVELOPMENT

Privacy/Security Statement | 508 Compliance Statement | Job-Aid | FOIA Privacy | Site Index | DLA Webmaster | Strategic Communication

Installation Support: Real Property Information Page

### Clicking the Revolving Pictures:

- Go to the Portal landing page: <https://business.dla.mil>
- View the changing pictures under **AVAILABLE SERVICES** and click on the corresponding picture for Installation Support (Real Property)

**DEFENSE LOGISTICS AGENCY**  
AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

7/19/2016 [For display issues with Internet Explorer 11 Click Here](#)  
DLA Systems

**AVAILABLE SERVICES**

**Installation Support (Real Property)**  
Enables Military Service, Federal Government, and contractor personnel to submit deficiency requests and project status updates for maintenance and repair of assets for which DLA has sustainment funding responsibility.

**MULTIMEDIA**

**HOW TO DO COMBAT LOGISTICS**  
This video looks at what goes into successful combat logistics support.

**Why Buy Green?**  
The success of the Defense Department's "Buying Green" strategy relies on all employees to make the right decisions when it comes to everyday purchases.

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DLA's 3 Areas of Focus: WARFIGHTER SUPPORT, STEWARDSHIP EXCELLENCE, WORKFORCE DEVELOPMENT

Privacy/Security Statement | 508 Compliance Statement | Job-Aid | FOIA Privacy | Site Index | DLA Webmaster | Strategic Communication

DLA Enterprise External Business Portal Landing Page – Installation Support (Real Property) Picture



c. The Installation Support: Real Property information page will open



Installation Support: Real Property Information Page

## II. Creating a New Account for Installation Support (Real Property)

**Note:** Users that already have accounts for Installation Support (Real Property) skip to [Section III: Logging into Installation Support \(Real Property\)](#)

First time Installation Support (Real Property) external users will need to request access to the application through the DLA Account Management and Provisioning System (AMPS: <https://amps.dla.mil>).

- a. **Step 1:** Create an account in the DLA Account Management and Provisioning System (AMPS). AMPS is DLA's automated application access system that assists with access requests, account creation, and maintenance of DLA user accounts.
- b. **Step 2:** Submit a role request via AMPS. Once an AMPS account has been created, user will submit a role request. The role request specifies the application for which the user is requesting access [Installation Support (Real Property)].

Follow the detailed instructions listed in the [AMPS User Registration Job Aid](#) on how to create an AMPS account and detailed instructions listed in the [AMPS Role Request Job Aid](#) to request access to Installation Support (Real Property).

One of the following **Installation Support (Real Property) Job Definitions (JDs)** is required to obtain access.



**PRIMARY ROLES:** You must request approval for only ONE of the following roles

- a. JD-2000 EBS Prod External– External Portal Deficiency Processor – Air Force
- b. JD-2001 EBS Prod External– External Portal Deficiency Processor – Army
- c. JD-2002 EBS Prod External– External Portal Deficiency Processor – Marine Corps
- d. JD-2003 EBS Prod External– External Portal Deficiency Processor – Navy
- e. JD-2004 EBS Prod External– External Portal Deficiency Processor – WHS/GSA

Service Control Points:

- f. JD-594: EBS Prod- Real Property Restricted Viewer with Air Force Deficiency Approval
- g. JD-595: EBS Prod- Real Property Restricted Viewer with Army Deficiency Approval
- h. JD-596: EBS Prod- Real Property Restricted Viewer with Marine Corps Deficiency Approval
- i. JD-597: EBS Prod- Real Property Restricted Viewer with Navy Deficiency Approval

**BOLT-ON ROLES:** After “Primary Role” approval, you may request approval for any of the additional roles below as needed

- a. JD-2000B EBS Prod External– External Portal Deficiency Processor – Air Force
- b. JD-2001B EBS Prod External– External Portal Deficiency Processor – Army
- c. JD-2002B EBS Prod External– External Portal Deficiency Processor – Marine Corps
- d. JD-2003B EBS Prod External– External Portal Deficiency Processor – Navy
- e. JD-2004B EBS Prod External– External Portal Deficiency Processor – WHS/GSA

Service Control Points:

- f. JD-594B: EBS Prod- Real Property Restricted Viewer with Air Force Deficiency Approval
- g. JD-595B: EBS Prod- Real Property Restricted Viewer with Army Deficiency Approval
- h. JD-596B: EBS Prod- Real Property Restricted Viewer with Marine Corps Deficiency Approval
- i. JD-597B: EBS Prod- Real Property Restricted Viewer with Navy Deficiency Approval

**Note:** All users are required to request one of the “Primary Roles”. In cases where a user has responsibilities for more than one service line, after a “Primary Role” has been approved, the user may request additional roles from the “Bolt-on Roles” list. It is important to only choose additional roles ending in ‘B’ as requesting another “Primary Role” will delete access to previously approved roles. (After the “Primary Role” is approved, you can apply for as many additional “Bolt-on Roles” as needed without waiting for each one to be approved).

After the request for access to Installation Support (Real Property) has been approved, new users can access the application through the Portal as described below in Section III.



### III. Logging into Installation Support (Real Property)

This section provides instructions for [SCP Users](#), [Non-SCP CAC Users](#) and [Non-CAC Users](#)

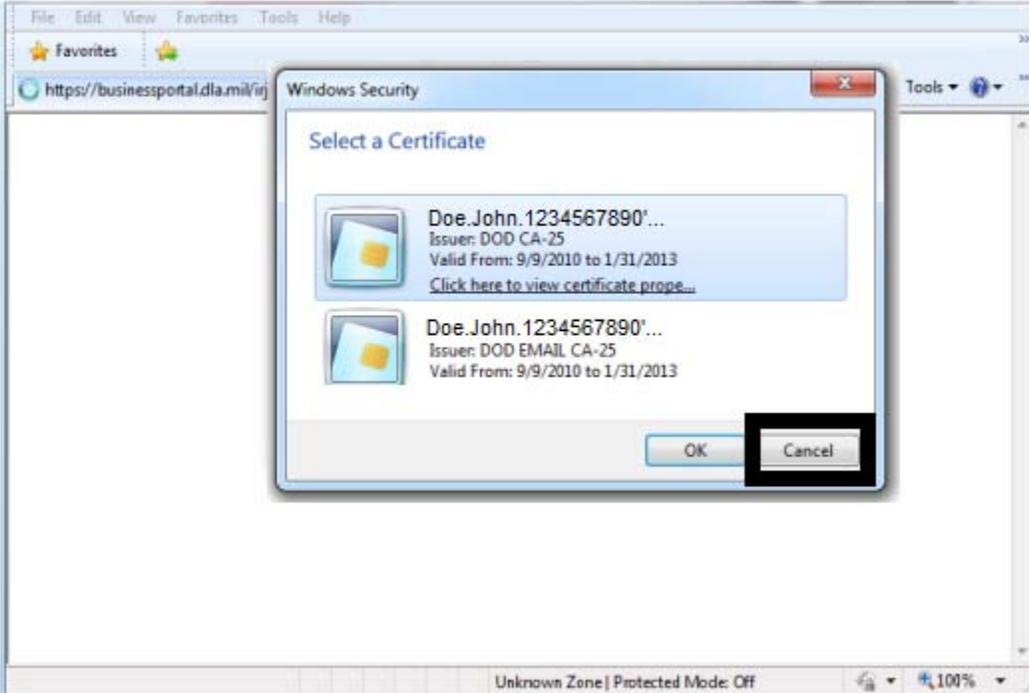
**SCP Users:**

- a. Go to the Portal landing page: <https://business.dla.mil>
- b. Click on the **'Registered Users Login Here'** icon located on the left of the page



DLA Enterprise External Business Portal Landing Page

- c. When prompted to select a certificate, click **'Cancel'**



Select a Certificate Pop-up Window



- d. Read the information in the *U.S. Government (USG) Information System (IS) - Usage and Consent* dialog box and click **'I Accept'**

**U. S. Government (USG) Information System (IS) - Use and Consent**

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE, or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communication and work product are private and confidential. See User Agreement for details.

*U.S. Government Information System – Use and Content*

- e. Enter the username that was provided during the AMPS account registration and the password you created in the space provided ([Forgot Username](#) or [Password](#))
- f. Click **'Log on'**

**DEFENSE LOGISTICS AGENCY**  
AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

**Welcome to the Enterprise External Business Portal**

Enter your Enterprise Portal user name and password.

Username \*

Password \*

*DLA Enterprise External Business Portal Non-DoD CAC/SCP Users Login Page*

User is now logged into the Portal. The top left portion of the window will display tabs corresponding to all DLA applications for which the user has an account; in this case **Real Property**.



g. Click 'Real Property' to get started



Inside DLA Enterprise External Business Portal (Real Property)

Non-SCP CAC Users:

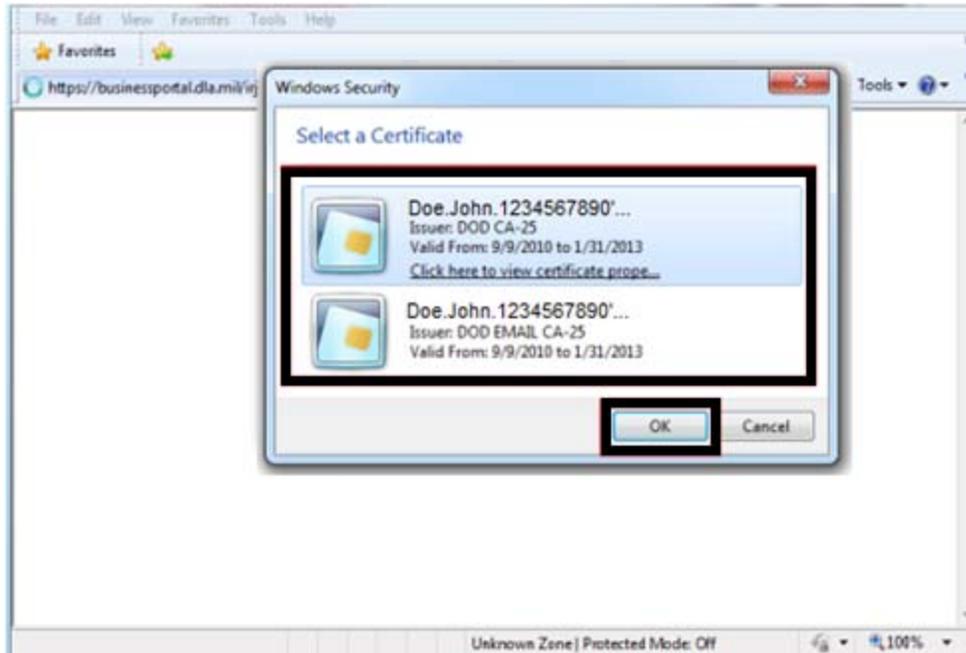
- a. Go to the Portal landing page: <https://business.dla.mil>
- b. Insert DoD issued CAC and if prompted, enter PIN
- c. Click on the 'Registered Users Login Here' icon located on the left of the page



DLA Enterprise External Business Portal Landing Page

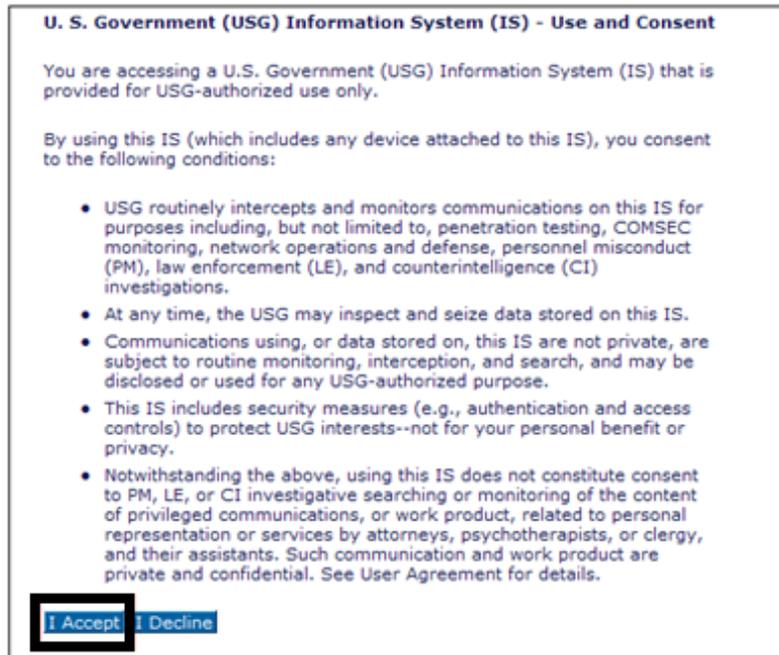


- d. A new window will open. When the *Select a Certificate* window opens, select either the **ID** OR **EMAIL certificate** as shown below
- e. Click '**OK**'



Select a Certificate Pop-up Window

- f. Read the information in the *U.S. Government (USG) Information System (IS) - Usage and Consent* dialog box and click '**I Accept**'



U.S. Government Information System – Use and Content



DLA Enterprise External Business Portal Navigation User Job Aid

User is now logged into the Portal. The top left portion of the window will display tabs corresponding to all DLA applications for which the user has an account; in this case **Real Property**.

- g. Click **'Real Property'** to get started



Inside DLA Enterprise External Business Portal (Real Property)

**Non-CAC Users:**

- a. Go to the Portal landing page: <https://business.dla.mil>
- b. Click on the **'Registered Users Login Here'** icon located on the left of the page



DLA Enterprise External Business Portal Landing Page



DLA Enterprise External Business Portal Navigation User Job Aid

- c. Read the information in the *U.S. Government (USG) Information System (IS) - Usage and Consent* dialog box and click '**I Accept**'

**U. S. Government (USG) Information System (IS) - Use and Consent**

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE, or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communication and work product are private and confidential. See User Agreement for details.

*U.S. Government Information System – Use and Content*

- d. Enter the username that was provided during the AMPS account registration and the password you created in the space provided ([Forgot Username or Password](#))
- e. Click '**Log on**'



**DEFENSE LOGISTICS AGENCY**  
AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

**Welcome to the Enterprise External Business Portal**

Enter your Enterprise Portal user name and password.

Username \*   
Password \*

*DLA Enterprise External Business Portal Non-DoD CAC Users Login Page*



User is now logged into the Portal. The top left portion of the window will display tabs corresponding to all DLA applications for which the user has an account; in this case **Real Property**.

- f. Click '**Real Property**' to get started



*Inside DLA Enterprise External Business Portal (Real Property)*

#### IV. Password Information

The user ID provided during the AMPS account registration process and the password you created are the same as the username and password used to log into the Portal. This section is for users WITHOUT a DoD issued CAC and provides instructions for [Expired Password](#), [Change Password](#) and [Forgot Password](#).

##### **Expired Password:**

Portal passwords will expire **every 60 days** and are required to be changed via AMPS. In the event a user has not changed their password in 60 days or more, a "password expired" error message will be displayed upon trying to log into the Portal. User will need to follow the instructions below on how to [Change Password](#).

##### **Change Password:**



DLA Enterprise External Business Portal Navigation User Job Aid

Passwords should only be changed in AMPS, not the Portal. Changing a password in the Portal will cause the AMPS and Portal passwords to be out-of-sync. Follow the instructions below which outline how Installation Support (Real Property) application users should change passwords.

- a. Go to the AMPS homepage: <https://amps.dla.mil>
- b. Enter **User ID** and **Password**
- c. Click **'Log In'**



AMPS Login Screen

- d. Click **'Change Password'**



# DLA Enterprise External Business Portal Navigation User Job Aid

AMPS Homepage

- e. Next to **Password**, type in a new password that fits the listed password policy
- f. Next to **Confirm Password**, retype the new password
- g. Check the box next to **Change Identity system user and all resource accounts**
- h. Click '**Change Password**'

Account ID	Resource Name	Resource Type	Exists	Disabled	Password Policy
<input type="checkbox"/> ABC00000	DLA - Account Management and Provisioning System	DLA - Account Management and Provisioning System	Yes	No	Maximum Length: 32 Minimum Length: 4
<input checked="" type="checkbox"/> cn=ABC00000,ou=ExternalUsers,dn=ex,dn=dl,dc=ml	DLA-Prod - EX DLA IRL	Windows 2000 / Active Directory	Yes	No	Maximum Length: 32 Minimum Alpha: 4 Minimum Begin Alpha: 1 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 checked="" type="checkbox"/> cn=ABC00000,ou=Users,dc=dl,dc=ml	EAD	OID	Yes	No	Maximum Length: 32 Minimum Alpha: 4 Minimum Begin Alpha: 1 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: &, ", ' ; : \   ! , . ! , % , [ ] @, \$, ?

Change Password Screen



The password has now been changed and you will be redirected to the AMPS homepage. The new password can now be used to log into both AMPS and Portal.

**Forgot User ID or Password:**

- a. Go to the AMPS homepage: <https://amps.dla.mil>
- b. Enter **User ID**  
*Forgot User ID:* Click the '**Forgot your User ID? Click Here**' link and follow the instructions
- c. Click the '**Forgot Password?**' link



AMPS Login Screen

- d. Answer the three **Authentication Questions** with the answers chosen during the AMPS account registration process  
*Forgotten Answers:* User will have to call the DSCR Help Desk at 1-866-335-HELP (1-866-335-4357)
- e. Click '**Login**'



**Identify User**

Please answer the following questions. Answers will be automatically converted to upper-case.

Account ID: ABC00000

What is your favorite color?

What city were you born in?

What is your favorite movie?

Login Cancel

*Authentication Questions Screen*

User will then be prompted to **Change Password** (Follow the instructions in the [Change Password](#) section above)

#### V. **User Support for Installation Support (Real Property)**

If you encounter technical difficulties or require assistance, please call the BSME Help Desk at CONUS: 800-446-4950, DSN: 697-6733/34/35/36/37/38, Fax: 770-582-1463, E-mail: [BSME.Helpdesk@dla.mil](mailto:BSME.Helpdesk@dla.mil)



## Engineering Support Activities (PDMI/ESA)

### I. Accessing Engineering Support Activities (PDMI/ESA)

Users may access the Engineering Support Activities (PDMI/ESA) information page two ways: [Clicking Dropdown Arrow](#) and [Clicking the Revolving Pictures](#)

#### Clicking Dropdown Arrow:

- a. Go to the Portal landing page: <https://business.dla.mil>
- b. Click the dropdown arrow next to 'DLA Systems'
- c. Select 'Engineering Support Activities (PDMI/ESA)'



DLA Enterprise External Business Portal Landing Page

- d. The 339 Records Management System (RMS) information page will open



# DLA Enterprise External Business Portal Navigation User Job Aid

**DEFENSE LOGISTICS AGENCY**  
AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

7/19/2016 [For display issues with Internet Explorer 11 Click Here](#)  
DLA Systems

**AVAILABLE SERVICES**

**THE 339 RECORDS MANAGEMENT SYSTEM (RMS)**

The 339 Records Management System (RMS) Program gives military Engineering Support Activities (ESAs) online access in one place to access Engineering Support Requests. RMS is a standardized workflow system that provides capability to accept, reject, assign, forward and re-route requests, improving operational metrics and enhancing timely and relevant engineering support. It provides a single enterprise application for management of all Engineering support by using Systems Applications and Products (SAP), DLA's enterprise application for logistics and materials management. This system is the single repository for all DLA Engineering support requests from June 1991 forward. This system also provides access to various reports to include the Listing, Summary, Quality, Transaction History, Cost Comparison, Actual Location and 339 Processing Time.

For latest supplier information, click [here](#) to access the Supplier Information Resource Center (SIRC) website.

For 339 Records Management technical support contact the Enterprise Helpdesk at: [enterprisehelpdesk@dlamail](mailto:enterprisehelpdesk@dlamail) Or call: (toll free) 1-855-352-0001

To gain access to 339 Records Management [Click Here](#)

**MULTIMEDIA**

**HOW TO DO COMBAT LOGISTICS**  
This video looks at what goes into successful combat logistics support.

**Why Buy Green?**  
The success of the Defense Department's "Buying Green" strategy relies on all employees to make the right decisions when it comes to everyday purchases.

DLA Enterprise External Business Portal  
For Browser Support Click Here

**Registered Users Login Here**

**DLA's 3 Areas of Focus**  
WARFIGHTER SUPPORT  
STEWARDSHIP EXCELLENCE  
WORKFORCE DEVELOPMENT

[Privacy/Security Statement](#) | [508 Compliance Statement](#) | [Job-Aid](#) | [FOIA Privacy](#) | [Site Index](#) | [DLA Webmaster](#) | [Strategic Communication](#)

The 339 Records Management System (RMS) Information Page

### Clicking the Revolving Pictures:

- Go to the Portal landing page: <https://business.dla.mil>
- View the changing pictures under **AVAILABLE SERVICES** and click on the corresponding picture for 339 RMS

**DEFENSE LOGISTICS AGENCY**  
AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

7/19/2016 [For display issues with Internet Explorer 11 Click Here](#)  
DLA Systems

**AVAILABLE SERVICES**

**339 RMS**  
339 Records Management System gives DLA employees and military engineering support activities, or ESAs, online access in one place the means to communicate on engineering and technical issues that arise during the DLA acquisition process.

**MULTIMEDIA**

**HOW TO DO COMBAT LOGISTICS**  
This video looks at what goes into successful combat logistics support.

**Why Buy Green?**  
The success of the Defense Department's "Buying Green" strategy relies on all employees to make the right decisions when it comes to everyday purchases.

DLA Enterprise External Business Portal  
For Browser Support Click Here

**Registered Users Login Here**

**DLA's 3 Areas of Focus**  
WARFIGHTER SUPPORT  
STEWARDSHIP EXCELLENCE  
WORKFORCE DEVELOPMENT

[Privacy/Security Statement](#) | [508 Compliance Statement](#) | [Job-Aid](#) | [FOIA Privacy](#) | [Site Index](#) | [DLA Webmaster](#) | [Strategic Communication](#)

DLA Enterprise External Business Portal Landing Page – 339 RMS Picture



c. The 339 Records Management System (RMS) information page will open

**DEFENSE LOGISTICS AGENCY**  
AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

Wednesday, January 30, 2013  
DLA Systems

**AVAILABLE SERVICES**

**THE 339 RECORDS MANAGEMENT SYSTEM (RMS)**

The 339 Records Management System (RMS) Program gives military Engineering Support Activities (ESAs) online access in one place to access Engineering Support Requests. RMS is a standardized workflow system that provides capability to accept, reject, assign, forward and re-route requests, improving operational metrics and enhancing timely and relevant engineering support. It provides a single enterprise application for management of all Engineering support by using Systems Applications and Products (SAP), DLA's enterprise application for logistics and materials management. This system is the single repository for all DLA Engineering support requests from June 1991 forward. This system also provides access to various reports to include the Listing, Summary, Quality, Transaction History, Cost Comparison, Actual Location and 339 Processing Time.

For the latest supplier information, click [here](#) to access the Supplier Information Resource Center (SIRC) website

For 339 Records Management technical support contact the Enterprise Help Desk at: [enterprisehelpdesk@dla.mil](mailto:enterprisehelpdesk@dla.mil) Or call: (toll free) 1-855-352-0001

To gain access to 339 Records Management [Click Here](#)

**MULTIMEDIA**

**DLA: 50 YEARS OF LOGISTICS EXCELLENCE**

Video of the complete 50th Anniversary and Hall of Fame ceremony celebrated Oct. 26 at the McNamara Headquarters Complex.

**Did YOU Know?**

A whimsical look into the Defense Logistics Agency's support to the military. (Music and text only.)

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The 339 Records Management System (RMS) Information Page

## II. Creating a New Account for Engineering Support Activities (PDMI/ESA)

**Note:** Users that already have accounts for Engineering Support Activities (PDMI/ESA) may skip to [Section III: Logging into Engineering Support Activities \(PDMI/ESA\)](#)

First time Engineering Support Activities (PDMI/ESA) external users will need to request access to the application through the DLA Account Management and Provisioning System (AMPS: <https://amps.dla.mil>).

- a. **Step 1:** Create an account in the DLA Account Management and Provisioning System (AMPS). AMPS is DLA's automated application access system that assists with access requests, account creation, and maintenance of DLA user accounts.
- b. **Step 2:** Submit a role request via AMPS. Once an AMPS account has been created, user will submit a role request. The role request specifies the application for which the user is requesting access [Engineering Support Activities (PDMI/ESA)].

Follow the detailed instructions listed in the [AMPS User Reference for External Collaboration Users](#) on how to create an AMPS account and request access to Engineering Support Activities (PDMI/ESA).



One of the following **Engineering Support Activities (PDMI/ESA) Job Definitions (JDs)** is required to obtain access:

- a. JD-702 BSM Prod External - ESA Engineer with Edit 339 Edit ECD Binder Clip Transfer
- b. JD-703 BSM Prod External - ESA Engineer with Edit 339 Edit ECD Binder Clip
- c. JD-708 BSM Prod External - ESA Engineer with Edit 339 and Edit ECD
- d. JD-709 BSM Prod External - ESA Engineer with Edit 339
- e. JD-713 BSM Prod External - ESA Engineer with Edit ECD
- f. JD-714 BSM Prod External - ESA Engineer Basic
- g. JD-716 BSM Prod External - ESA Engineer with Edit 339 Edit ECD Transfer
- h. JD-710 BSM Prod External - ESA Supervisor with Binder Clip
- i. JD-711 BSM Prod External - ESA Supervisor with Binder Clip and Transfer
- j. JD-712 BSM Prod External - ESA Supervisor
- k. JD-717 BSM Prod External - ESA Focal Point
- l. JD-700 BSM Prod External - ESA View Records Management and Run Reports
- m. JD-701 BSM Prod External - ESA View Records Management
- n. JD-718 BSM Prod External - ESA View Records Management Reports and Binder Clip

After the request for access to Engineering Support Activities (PDMI/ESA) has been approved, new users can access the application through the Portal as described below in Section III.

### III. Logging into Engineering Support Activities (PDMI/ESA)

This section provides instructions for [CAC Users](#) and [Non-CAC Users](#)

#### CAC Users:

- a. Go to the Portal landing page: <https://business.dla.mil>
- b. Insert DoD issued CAC and if prompted, enter PIN
- c. Click on the **'Registered Users Login Here'** icon located on the left of the page

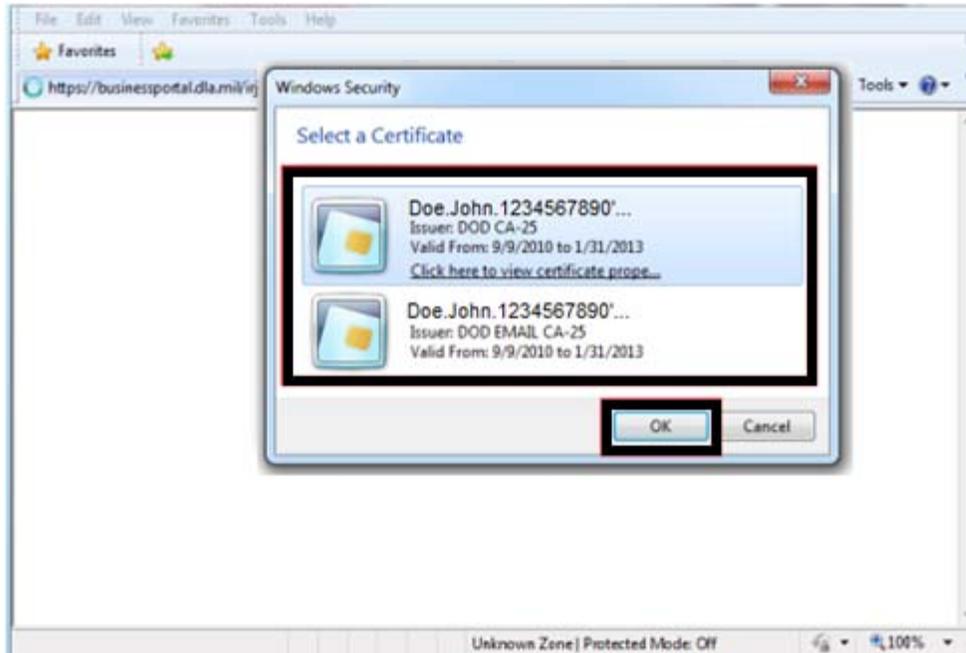


DLA Enterprise External Business Portal Landing Page



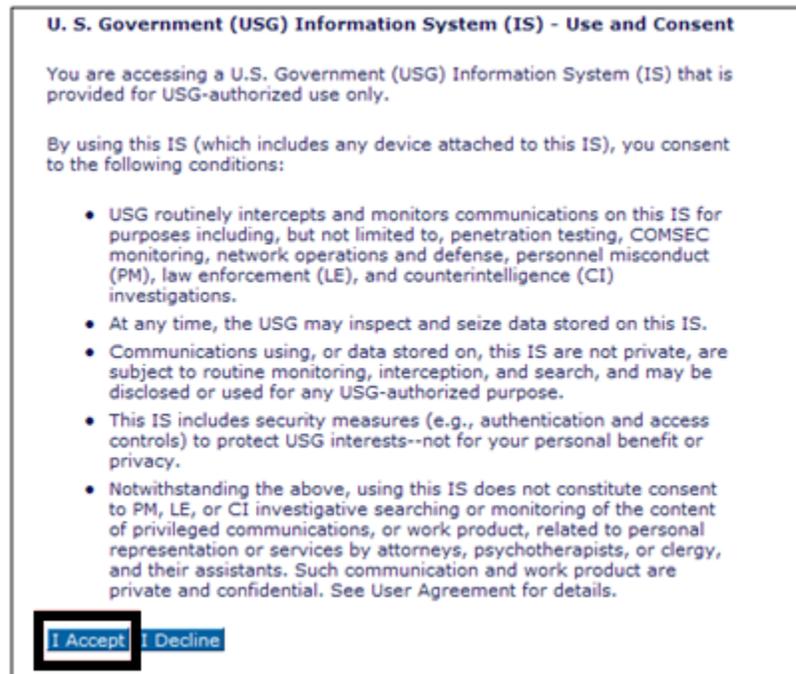
## DLA Enterprise External Business Portal Navigation User Job Aid

- d. A new window will open. When the *Select a Certificate* window opens, select either the **ID** OR **EMAIL certificate** as shown below
- e. Click '**OK**'



*Select a Certificate Pop-up Window*

- f. Read the information in the *U.S. Government (USG) Information System (IS) - Usage and Consent* dialog box and click '**I Accept**'



*U.S. Government Information System – Use and Content*



# DLA Enterprise External Business Portal Navigation User Job Aid

User is now logged into the Portal. The top left portion of the window will display tabs corresponding to all DLA applications for which the user has an account; in this case **ESA**.

g. Click 'ESA' to get started



Inside DLA Enterprise External Business Portal (ESA)

### Non-CAC Users:

- a. Go to the Portal landing page: <https://business.dla.mil>
- b. Click on the 'Registered Users Login Here' icon located on the left of the page



DLA Enterprise External Business Portal Landing Page



- c. Read the information in the *U.S. Government (USG) Information System (IS) - Usage and Consent* dialog box and click **'I Accept'**

**U. S. Government (USG) Information System (IS) - Use and Consent**

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE, or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communication and work product are private and confidential. See User Agreement for details.

*U.S. Government Information System – Use and Content*

- d. Enter username and password in the space provided ([Forgot Username or Password](#))
- e. Click **'Log on'**

**DEFENSE LOGISTICS AGENCY**  
AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

**Welcome to the Enterprise External Business Portal**

Enter your Enterprise Portal user name and password.

Username \*   
Password \*

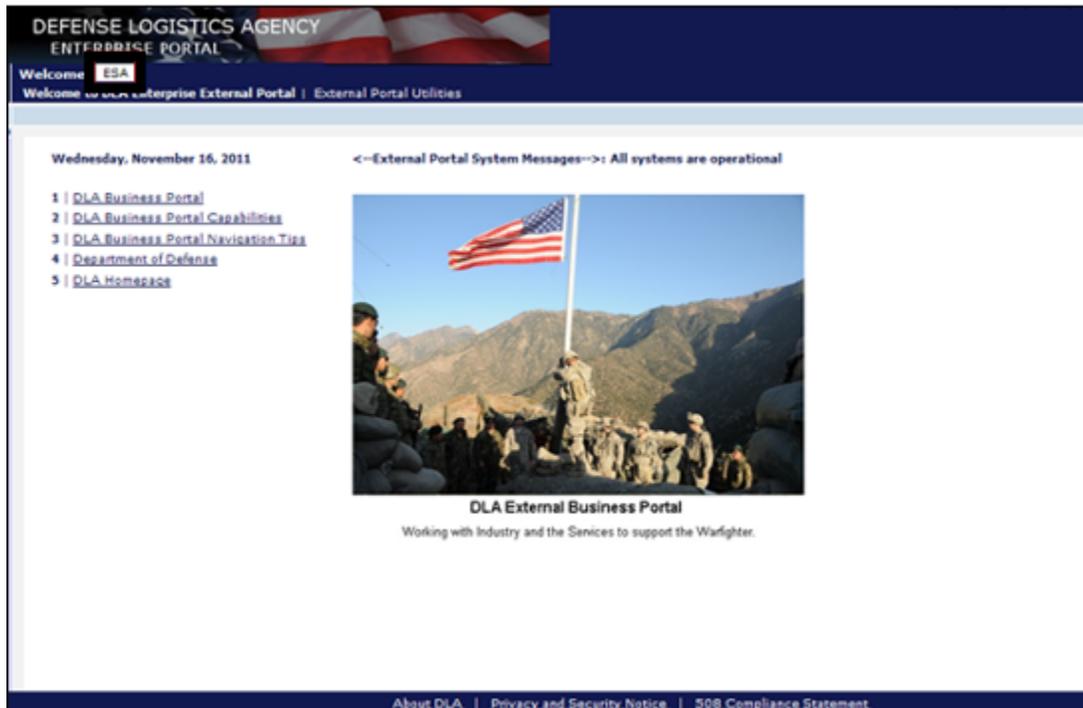
*DLA Enterprise External Business Portal Non-DoD CAC Users Login Page*



## DLA Enterprise External Business Portal Navigation User Job Aid

User is now logged into the Portal. The top left portion of the window will display tabs corresponding to all DLA applications for which the user has an account; in this case **ESA**.

- f. Click '**ESA**' to get started



*Inside DLA Enterprise External Business Portal (ESA)*

### IV. Password Information

This section is for users **WITHOUT** a DoD issued CAC and provides instructions for ESA application users that need to [Change Password](#) or [Forgot Password](#).

#### Change Password:

- a. Go to the Portal homepage <https://business.dla.mil/>
- b. Click the '**Registered User Login Here**' link
- c. Enter **Username** and **Password**
- d. Click '**Log on**'
- e. Once inside the Portal, click '**External Portal Utilities**'



DLA Enterprise External Business Portal Navigation User Job Aid



Inside DLA Enterprise External Business Portal (ESA)

- f. Next to **Old Password**, enter existing password
- g. Next to **New Password**, type in a new password
- h. Next to **Confirm Password**, re-type the new password
- i. Click **'Save'**



Inside DLA Enterprise External Business Portal (ESA) - Change Password

The password has now been changed. The new password can now be used to log into the Portal.

**Forgot Password:**



- a. Call the DLA Enterprise Help Desk at 1-855-352-0001

## V. User Support for Engineering Support Activities (PDMI/ESA)

For 339 Records Management technical support contact the DLA Enterprise Help Desk at: [enterpriseithelpdesk@dla.mil](mailto:enterpriseithelpdesk@dla.mil) Or call: 1-855-352-0001.



## Energy Commodity Support

### I. Accessing Energy Commodity Support

Users may access the Energy Convergence information page two ways: [Clicking Dropdown Arrow](#) and [Clicking the Revolving Pictures](#)

#### Clicking Dropdown Arrow:

- a. Go to the Portal landing page: <https://business.dla.mil>
- b. Click the dropdown arrow next to 'DLA Systems'
- c. Select 'Energy Commodity Support'

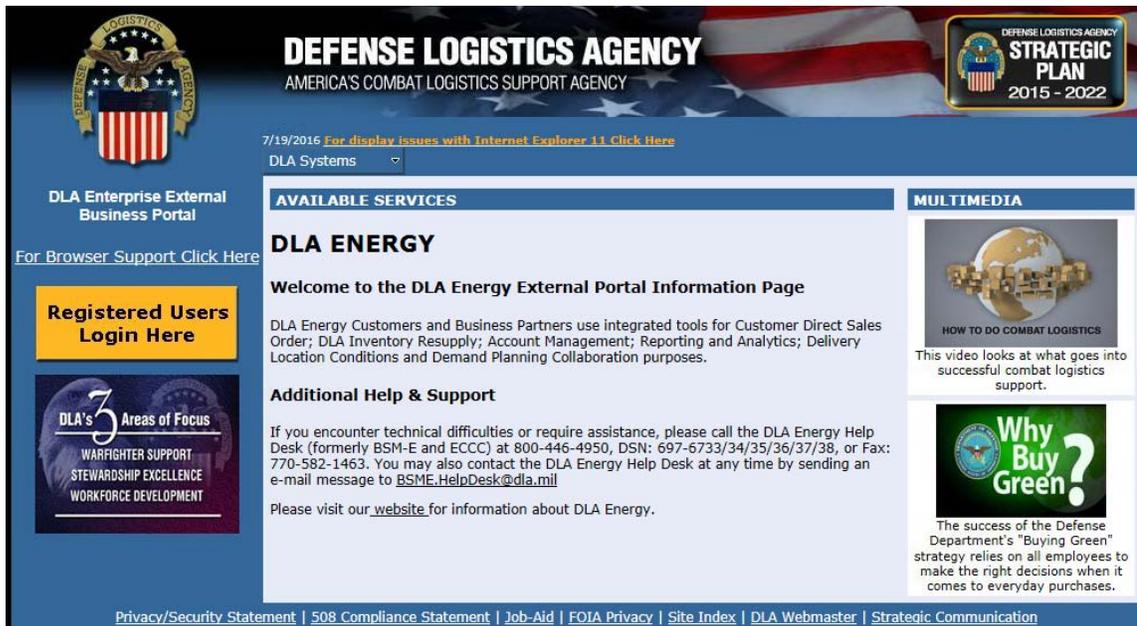


DLA Enterprise External Business Portal Landing Page

- d. The *DLA Energy* information page will open



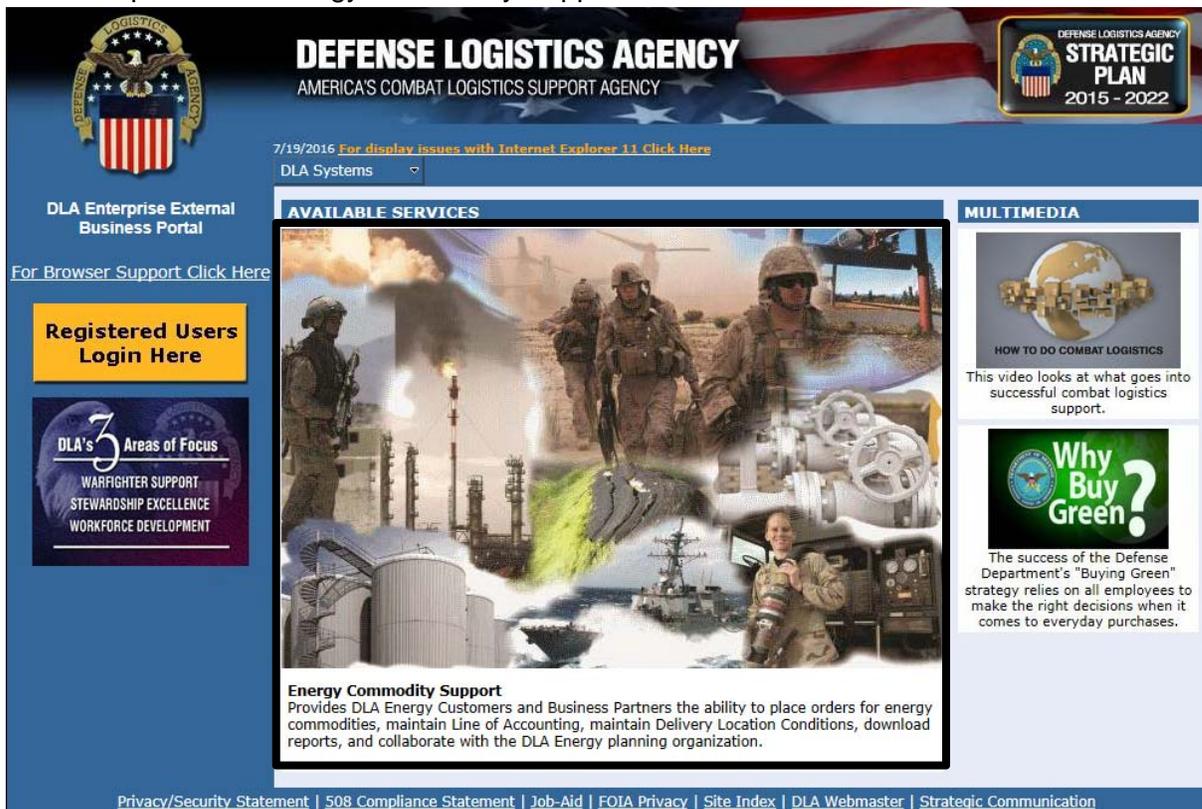
# DLA Enterprise External Business Portal Navigation User Job Aid



DLA Energy Information Page

## Clicking the Revolving Pictures:

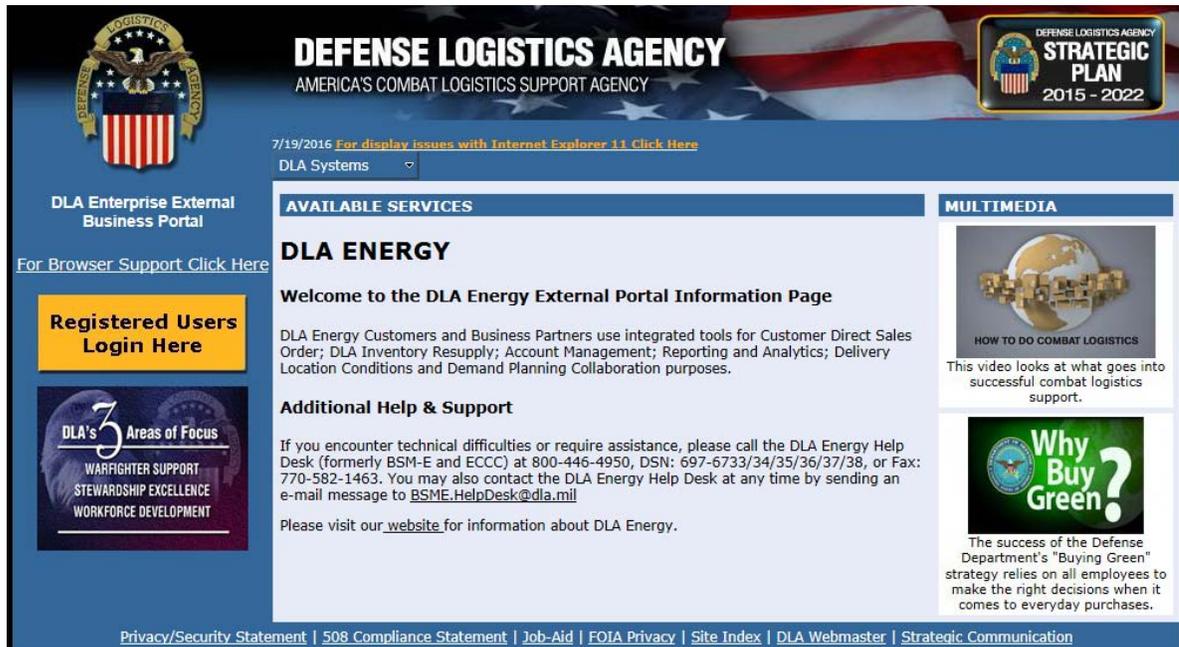
- Go to the Portal landing page: <https://business.dla.mil>
- View the changing pictures under **AVAILABLE SERVICES** and click on the corresponding picture for Energy Commodity Support



DLA Enterprise External Business Portal Landing Page – Energy Commodity Support Picture



- c. The *DLA Energy* information page will open



DLA Energy Information Page

## II. Creating a New Account for Energy Commodity Support

**Note:** Users that already have accounts for Energy Commodity Support may skip to [Section III: Logging into Energy Commodity Support](#)

First time Energy Commodity Support external users will need to request access to the application through the DLA Account Management and Provisioning System (AMPS: <https://amps.dla.mil>).

- a. **Step 1:** Create an account in AMPS. AMPS is DLA's automated application access system that assists with access requests, account creation, and maintenance of DLA user accounts.
- b. **Step 2:** Submit a role request via AMPS. Once an AMPS account has been created, user will submit a role request. The role request specifies the application for which the user is requesting access [Energy].

Follow the detailed instructions listed in the [AMPS User Registration Job Aid](#) on how to create an AMPS account and detailed instructions listed in the [AMPS Role Request Job Aid](#) to request access to Energy Commodity Support.



One of the following **Energy Commodity Support Job Definitions (JDs)** is required to obtain access:

**CAC users with @dla.mil e-mail address (Primary Roles):**

- a. EBS Prod - Energy Customer Direct Order Processor JD-790
- b. EBS Prod - Energy Into-Stock Order Processor JD-791
- c. EBS Prod - Energy Delivery Location Conditions Maintainer JD-792
- d. EBS Prod - Energy Line of Accounting Maintainer JD-793
- e. EBS Prod - Energy Line of Accounting Viewer JD-794
- f. EBS Prod - Energy Planning Collaborator JD-795
- g. EBS Prod - Energy Report Viewer JD-796
- h. EBS Prod - Energy SCP Report Viewer JD-797

**CAC users with @dla.mil e-mail address (Bolt-on Roles):**

- i. EBS Prod Additional- Energy Customer Direct Order Processor JD-790B
- j. EBS Prod Additional - Energy Into-Stock Order Processor JD-791B
- k. EBS Prod Additional - Energy Delivery Location Conditions Maintainer JD-792B
- l. EBS Prod Additional - Energy Line of Accounting Maintainer JD-793B
- m. EBS Prod Additional - Energy Line of Accounting Viewer JD-794B
- n. EBS Prod Additional - Energy Planning Collaborator JD-795B
- o. EBS Prod Additional - Energy Report Viewer JD-796B
- p. EBS Prod Additional - Energy SCP Report Viewer JD-797B

**Non-CAC users and users without @dla.mil e-mail address (Primary Roles):**

- a. EBS Prod External - Energy Customer Direct Order Processor JD-2200
- b. EBS Prod External - Energy Into-Stock Order Processor JD-2201
- c. EBS Prod External - Energy Delivery Locations Conditions Maintainer JD-2202
- d. EBS Prod External - Energy LOA Maintainer JD-2203
- e. EBS Prod External - Energy LOA Viewer JD-2204
- f. EBS Prod External - Energy Planning Collaborator JD-2205
- g. EBS Prod External - Energy Report Viewer JD-2206
- h. EBS Prod External - Energy SCP Report Viewer JD-2207

**Non-CAC users and users without @dla.mil e-mail address (Bolt-on Roles):**

- i. EBS Prod External Additional - Energy Customer Direct Order Processor JD-2200B
- j. EBS Prod External Additional - Energy Into-Stock Order Processor JD-2201B
- k. EBS Prod External Additional - Energy Delivery Locations Conditions Maintainer JD-2202B
- l. EBS Prod External Additional - Energy LOA Maintainer JD-2203B
- m. EBS Prod External Additional - Energy LOA Viewer JD-2204B
- n. EBS Prod External Additional - Energy Planning Collaborator JD-2205B
- o. EBS Prod External Additional - Energy Report Viewer JD-2206B
- p. EBS Prod External Additional - Energy SCP Report Viewer JD-2207B



**Note:** All users are required to request ONE of the “Primary Roles”. In cases where a user has responsibilities for more than one functionality, after a “Primary Role” has been approved, the user may request additional roles from the “Bolt-on Roles” list. It is important to only choose additional roles ending in ‘B’ as requesting another “Primary Role” will delete access to previously approved roles. After the “Primary Role” is approved, you can apply for as many additional “Bolt-on Roles” one-by-one without waiting for each one to be approved.

After the request for access to Energy Commodity Support has been approved, new users can access the application through the Portal as described below in Section III.

### III. Logging into Energy Commodity Support

This section provides instructions for [All CAC Users](#) and [Non-CAC Users](#)

**All CAC Users:**

- a. Go to the Portal landing page: <https://business.dla.mil>
- b. Insert DoD issued CAC and if prompted, enter PIN
- c. Click on the ‘**Registered Users Login Here**’ icon located on the left of the page

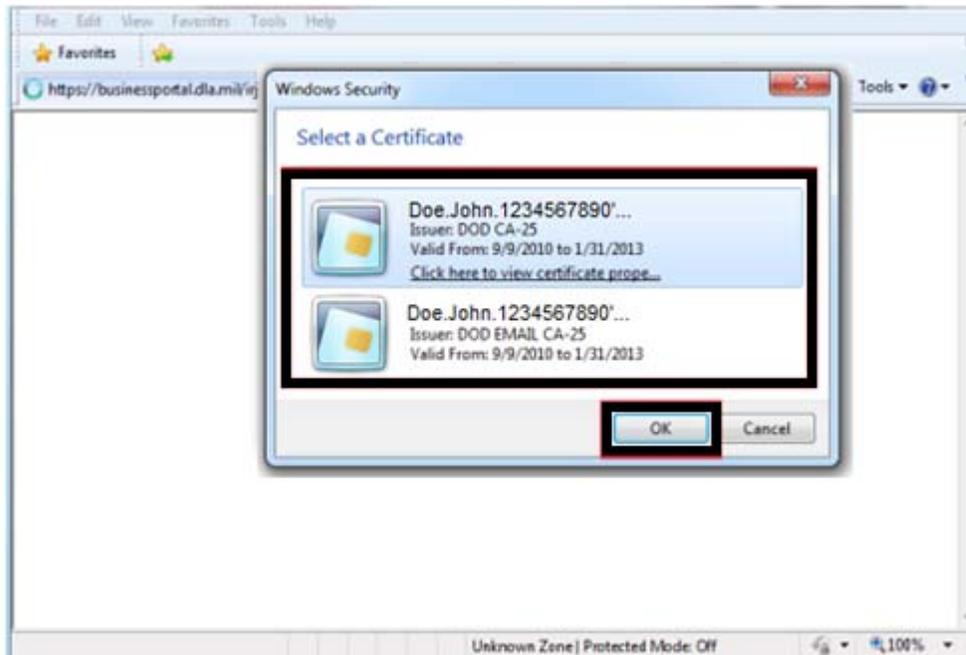


DLA Enterprise External Business Portal Landing Page

- d. A new window will open. When the *Select a Certificate* window opens, select either the **ID OR EMAIL certificate** as shown below
- e. Click ‘**OK**’

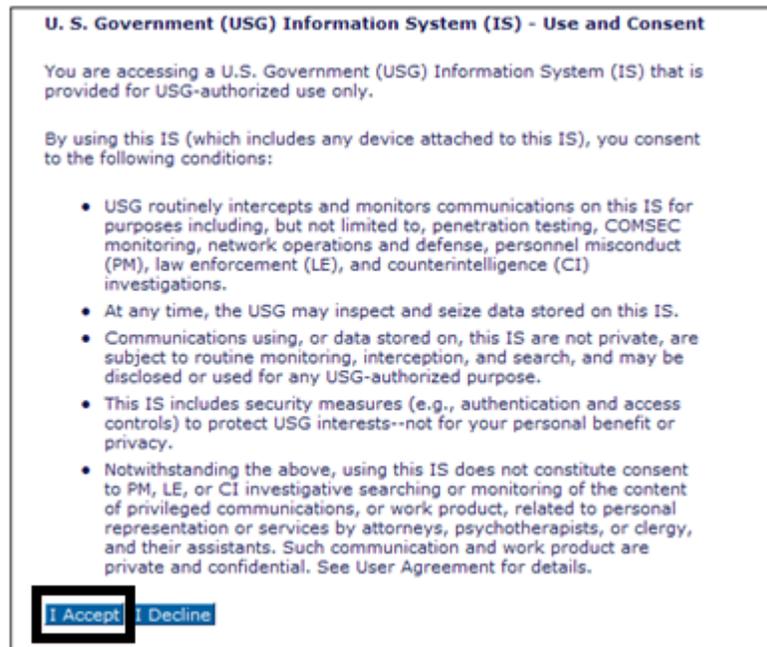


## DLA Enterprise External Business Portal Navigation User Job Aid



Select a Certificate Pop-up Window

- f. Read the information in the *U.S. Government (USG) Information System (IS) - Usage and Consent* dialog box and click '**I Accept**'



U.S. Government Information System – Use and Content

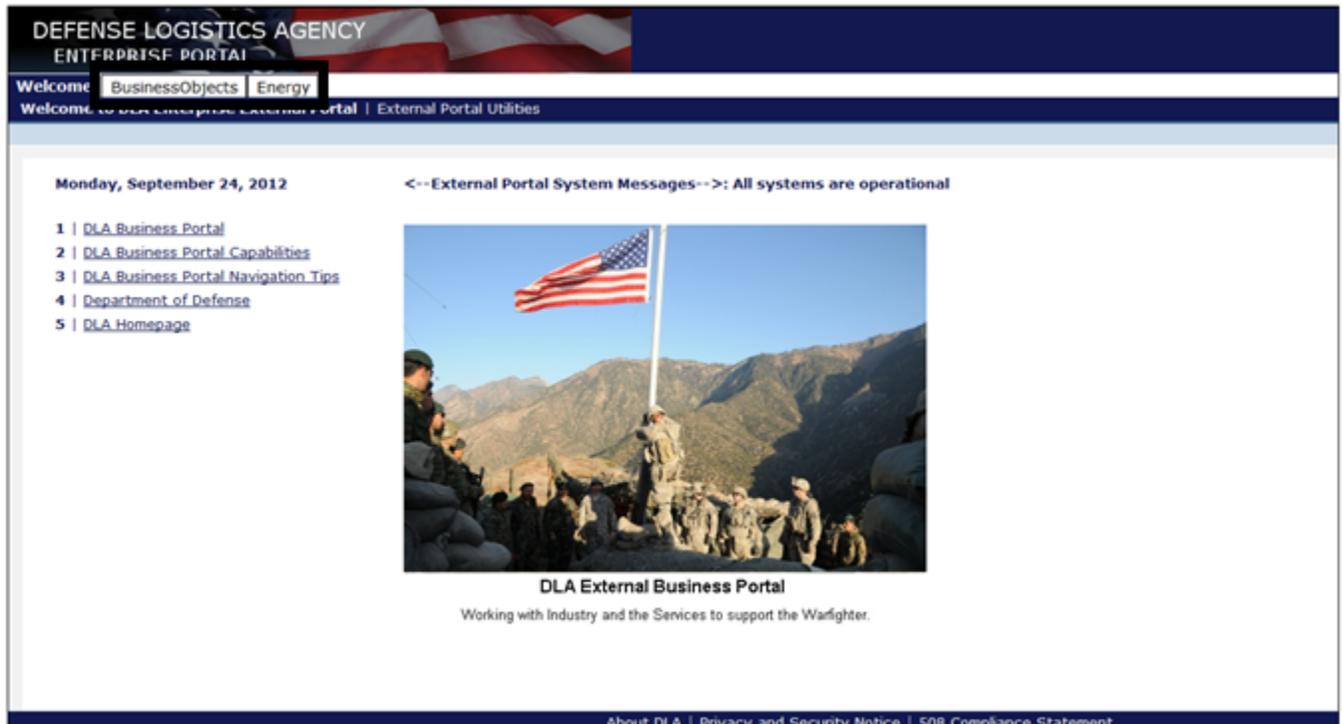
User is now logged into the Portal. The top left portion of the window will display tabs corresponding to all DLA applications for which the user has an account; in this case **Energy**.



DLA Enterprise External Business Portal Navigation User Job Aid

- g. Click **'Business Objects'** or **'Energy'** to get started

**Note:** Tabs will appear based on approved role(s). The 'Energy' tab should be used to access Line of Accounting, Ordering, Demand Planning Collaboration and Delivery Location Conditions. The 'Business Objects' tab should be used to access Reporting functionality.



Inside DLA Enterprise External Business Portal (Energy)

**Non-CAC Users:**

- a. Go to the Portal landing page: <https://business.dla.mil>
- b. Click on the **'Registered Users Login Here'** icon located on the left of the page





*DLA Enterprise External Business Portal Landing Page*

- c. Read the information in the *U.S. Government (USG) Information System (IS) - Usage and Consent* dialog box and click '**I Accept**'

**U. S. Government (USG) Information System (IS) - Use and Consent**

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE, or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communication and work product are private and confidential. See User Agreement for details.

*U.S. Government Information System – Use and Content*

- d. Enter the username that was provided during the AMPS account registration and the password you created in the space provided ([Forgot Username or Password](#))
- e. Click '**Log on**'

**DEFENSE LOGISTICS AGENCY**  
AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

**Welcome to the Enterprise External Business Portal**

Enter your Enterprise Portal user name and password.

Username \*   
Password \*

*DLA Enterprise External Business Portal Non-DoD CAC Users Login Page*

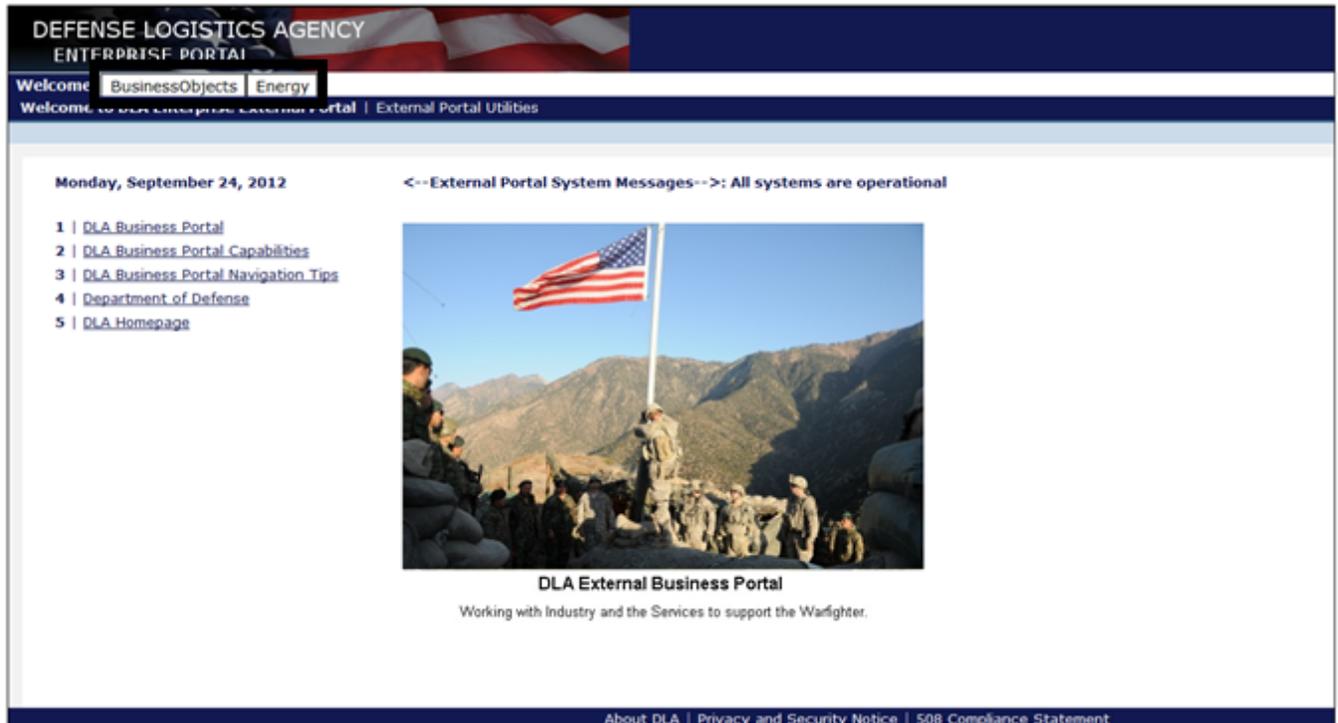


## DLA Enterprise External Business Portal Navigation User Job Aid

User is now logged into the Portal. The top left portion of the window will display tabs corresponding to all DLA applications for which the user has an account; in this case **Energy**.

- f. Click '**Business Objects**' or '**Energy**' to get started

**Note:** Tabs will appear based on approved role(s). The 'Energy' tab should be used to access Line of Accounting, Ordering, Demand Planning Collaboration and Delivery Location Conditions. The 'Business Objects' tab should be used to access Reporting functionality.



*Inside DLA Enterprise External Business Portal (Energy)*

#### IV. Password Information

The user ID provided during the AMPS account registration process and the password you created are the same as the username and password used to log into the Portal. This section is for users WITHOUT a DoD issued CAC and provides instructions for [Expired Password](#), [Change Password](#) and [Forgot Password](#).

##### **Expired Password:**

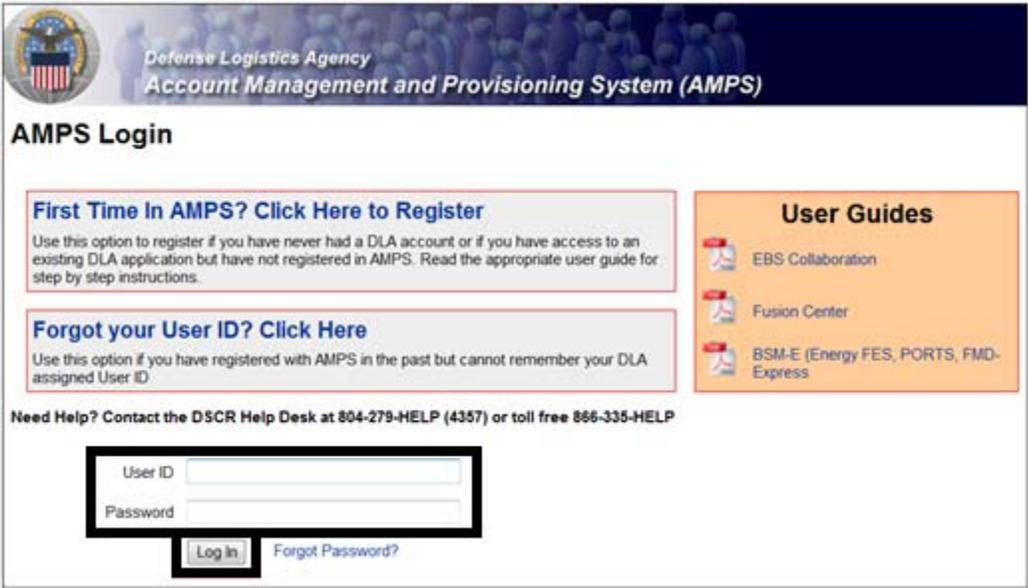
Portal passwords will expire **every 60 days** and are required to be changed via AMPS. In the event a user has not changed their password in 60 days or more, a "password expired" error message will be displayed upon trying to log into the Portal. Follow the instructions below on how to [Change Password](#).



**Change Password:**

Passwords should only be changed in AMPS, not the Portal. Changing a password in the Portal will cause the AMPS and Portal passwords to be out-of-sync. Follow the instructions below which outline how Energy Commodity Support application users should change passwords.

- a. Go to the AMPS homepage: <https://amps.dla.mil>
- b. Enter **User ID** and **Password**
- c. Click **'Log In'**

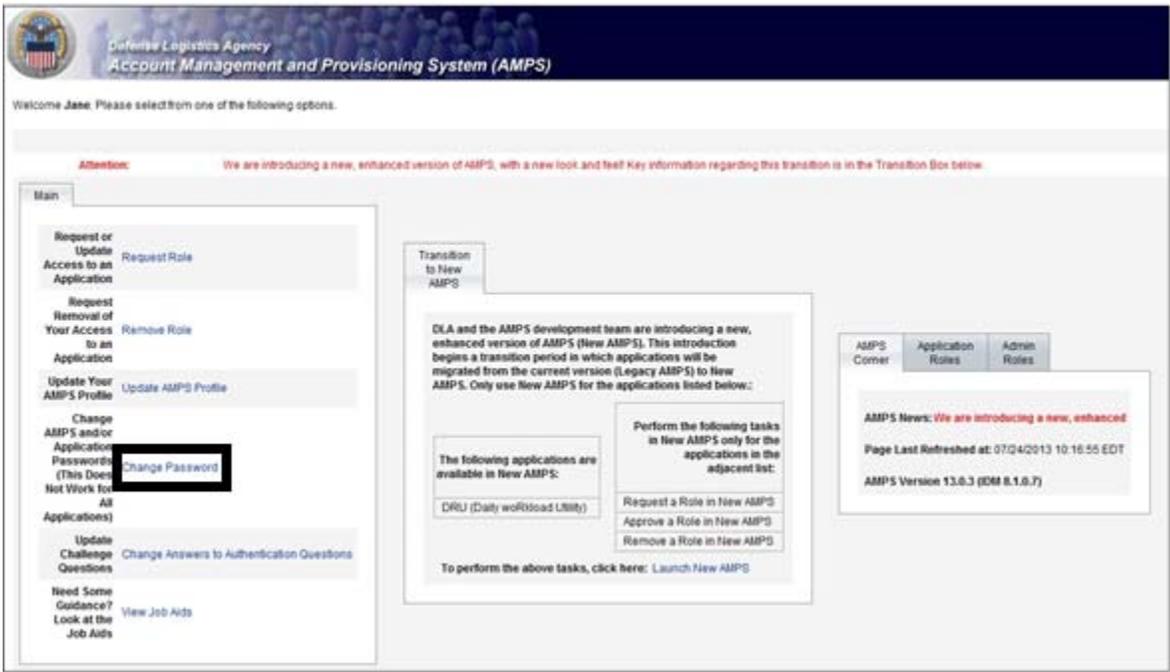


AMPS Login Screen

- d. Click **'Change Password'**

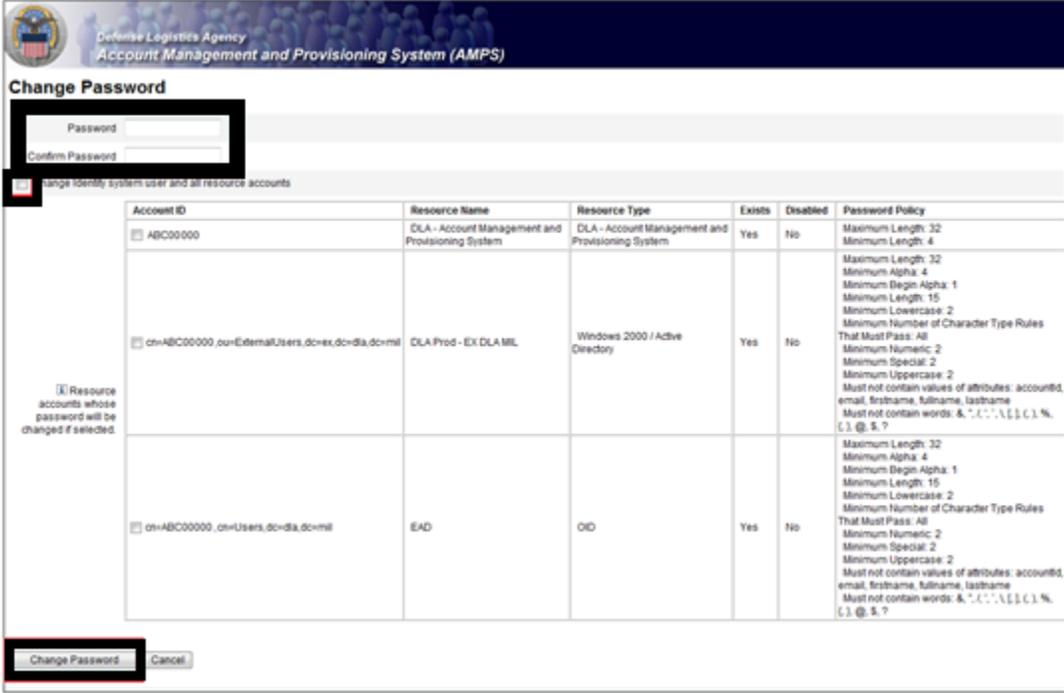


# DLA Enterprise External Business Portal Navigation User Job Aid



AMPS Homepage

- e. Next to **Password**, type in a new password that fits the listed password policy
- f. Next to **Confirm Password**, retype the new password
- g. Check the box next to **Change Identity system user and all resource accounts**
- h. Click '**Change Password**'



Change Password Screen



The password has now been changed and you will be redirected to the AMPS homepage. The new password can now be used to log into both AMPS and Portal.

**Forgot User ID or Password:**

- a. Go to the AMPS homepage: <https://amps.dla.mil>
- b. Enter **User ID**  
*Forgot User ID:* Click the '**Forgot your User ID? Click Here**' link and follow the instructions
- c. Click the '**Forgot Password?**' link



AMPS Login Screen

- d. Answer the three **Authentication Questions** with the answers chosen during the AMPS account registration process  
*Forgotten Answers:* User will have to call the DSCR Help Desk at 1-866-335-HELP (1-866-335-4357)
- e. Click '**Login**'



**Identify User**

Please answer the following questions. Answers will be automatically converted to upper-case.

Account ID: ABC00000

What is your favorite color?

What city were you born in?

What is your favorite movie?

Login Cancel

Authentication Questions Screen

User will then be prompted to **Change Password** (Follow the instructions in the [Change Password](#) section above)

## V. User Support for Energy Commodity Support

If you encounter technical difficulties or require assistance, please call the DLA Energy Help Desk (formerly BSM-E and ECCC) at 800-446-4950, DSN: 697-6733/34/35/36/37/38, or Fax: 770-582-1463. You may also contact the DLA Energy Help Desk at any time by sending an e-mail message to [BSME.HelpDesk@dla.mil](mailto:BSME.HelpDesk@dla.mil).



## Enterprise Data Warehouse

### I. Timeout

To comply with DISA regulations, the Enterprise Data Warehouse content has a default 15-minute timeout session setting for user inactivity. To regain your session after it's timed out, you can:

- Refresh the IE11 browser
- Click on the "EDW" Top-Level Navigation link (which will re-launch the page and thereby re-establishing the connection)

### II. Accessing Enterprise Data Warehouse

Users may access the Enterprise Data Warehouse information page two ways: [Clicking Dropdown Arrow](#) and [Clicking the Revolving Pictures](#)

#### Clicking Dropdown Arrow:

- d. Go to the Portal landing page: <https://business.dla.mil>
- e. Click the dropdown arrow next to 'DLA Systems'
- f. Select 'Enterprise Data Warehouse (EDW)'



*DLA Enterprise External Business Portal Landing Page*

- g. The Enterprise Data Warehouse information page will open

#### Clicking the Revolving Pictures:

- a. Go to the Portal landing page: <https://business.dla.mil>



DLA Enterprise External Business Portal Navigation User Job Aid

b. View the changing pictures under **AVAILABLE SERVICES** and click on the corresponding picture for Enterprise Data Warehouse

**DEFENSE LOGISTICS AGENCY**  
AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

7/19/2016 [For display issues with Internet Explorer 11 Click Here](#)  
DLA Systems

**AVAILABLE SERVICES**

**Enterprise Data Warehouse**

**Enterprise Data Warehouse (EDW)**  
Enterprise Data Warehouse (EDW) provides web-based supply chain logistics performance data to DLA employees, contractors, and external service partners. Analysis of information from the EDW enables tracking of key performance metrics and data to support the warfighter and gain insight into where operations can be improved.

**MULTIMEDIA**

**HOW TO DO COMBAT LOGISTICS**  
This video looks at what goes into successful combat logistics support.

**Why Buy Green?**  
The success of the Defense Department's "Buying Green" strategy relies on all employees to make the right decisions when it comes to everyday purchases.

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DLA Enterprise External Business Portal Landing Page – Enterprise Data Warehouse

The Enterprise Data Warehouse information page will open

**DEFENSE LOGISTICS AGENCY**  
AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

7/19/2016 [For display issues with Internet Explorer 11 Click Here](#)  
DLA Systems

**AVAILABLE SERVICES**

**Enterprise Data Warehouse**

**Welcome to the Enterprise Data Warehouse (EDW) Information Page**

Enterprise Data Warehouse (EDW) is a DLA application where DLA operational and performance data is integrated, analyzed, and presented for decision-making. Enterprise Data Warehouse (EDW) provides continuous integrated situational awareness to both internal users and external mission partners in order to monitor the end-to-end supply chain, support decision making, anticipate requirements, and provide agile support to the Warfighter.

**EDW Access**

To gain access to EDW, [Click Here](#)

**Additional Help & Support**

For EDW technical support, contact the Enterprise Helpdesk at:  
Email: [enterprisehelpdesk@dla.mil](mailto:enterprisehelpdesk@dla.mil)  
DSN: 809-4-OFF-DSN(809-463-3376)  
Or call: (toll free) 1-855-352-0001

**MULTIMEDIA**

**HOW TO DO COMBAT LOGISTICS**  
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The Enterprise Data Warehouse Information Page



### III. Creating a New Account for Enterprise Data Warehouse

**Note:** Users that already have accounts for Enterprise Data Warehouse may skip to *Section III: Logging into Enterprise Data Warehouse*

First time Enterprise Data Warehouse external users will need to request access to the application through the DLA Account Management and Provisioning System (AMPS: <https://amps.dla.mil>).

- c. **Step 1:** Create an account in AMPS. AMPS is DLA's automated application access system that assists with access requests, account creation, and maintenance of DLA user accounts.
- d. **Step 2:** Submit a role request via AMPS. Once an AMPS account has been created, user will submit a role request. The role request specifies the application for which the user is requesting access [Enterprise Data Warehouse].

Follow the detailed instructions listed in the [AMPS User Registration Job Aid](#) on how to create an AMPS account and detailed instructions listed in the [AMPS Role Request Job Aid](#) to request access to Enterprise Data Warehouse.

One of the following Enterprise Data Warehouse **Job Definitions (JDs)** is required to obtain access:

**CAC users with @dla.mil e-mail address (Primary Roles):**

- a. EDW-01000 Production External-Air Force Dashboard Reporter
- b. EDW-01001 Production External-Army Dashboard Reporter
- c. EDW-01002 Production External-Marine Corps Dashboard Reporter
- d. EDW-01003 Production External-Navy Dashboard Reporter
- e. EDW-01004 Production External-Other Dashboard Reporter

**CAC users with @dla.mil e-mail address (Bolt-on Roles):**

- a. EDW-01000B Production External-Air Force Dashboard Reporter
- b. EDW-01001B Production External-Army Dashboard Reporter
- c. EDW-01002B Production External-Marine Corps Dashboard Reporter
- d. EDW-01003B Production External-Navy Dashboard Reporter
- e. EDW-01004B Production External-Other Dashboard Reporter

**Non-CAC users and users without @dla.mil e-mail address (Primary Roles):**

- a. EDW-01000 Production External-Air Force Dashboard Reporter
- b. EDW-01001 Production External-Army Dashboard Reporter
- c. EDW-01002 Production External-Marine Corps Dashboard Reporter
- d. EDW-01003 Production External-Navy Dashboard Reporter
- e. EDW-01004 Production External-Other Dashboard Reporter

**Non-CAC users and users without @dla.mil e-mail address (Bolt-on Roles):**

- a. EDW-01000B Production External-Air Force Dashboard Reporter
- b. EDW-01001B Production External-Army Dashboard Reporter



- c. EDW-01002B Production External-Marine Corps Dashboard Reporter
- d. EDW-01003B Production External-Navy Dashboard Reporter
- e. EDW-01004B Production External-Other Dashboard Reporter

**Note:** All users are required to request ONE of the “Primary Roles”. In cases where a user has responsibilities for more than one functionality, after a “Primary Role” has been approved, the user may request additional roles from the “Bolt-on Roles” list. It is important to only choose additional roles ending in ‘B’ as requesting another “Primary Role” will delete access to previously approved roles. After the “Primary Role” is approved, you can apply for as many additional “Bolt-on Roles” one-by-one without waiting for each one to be approved.

After the request for access to Enterprise Data Warehouse has been approved, new users can access the application through the Portal as described below in Section III.

#### IV. Logging into Enterprise Data Warehouse

This section provides instructions for All CAC Users and Non-CAC Users

##### All CAC Users:

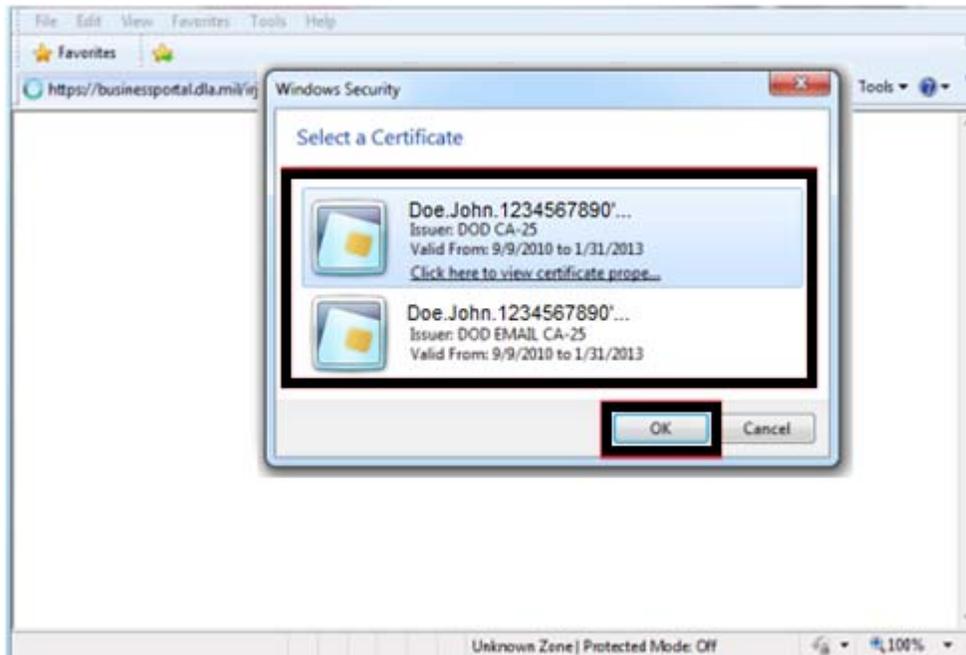
- h. Go to the Portal landing page: <https://business.dla.mil>
- i. Insert DoD issued CAC and if prompted, enter PIN
- j. Click on the ‘**Registered Users Login Here**’ icon located on the left of the page



*DLA Enterprise External Business Portal Landing Page*

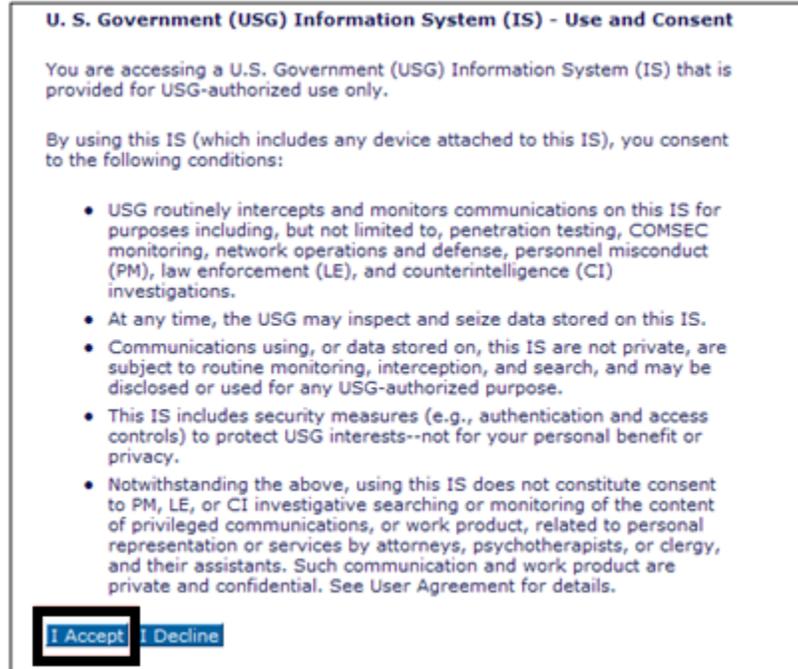
k. A new window will open. When the *Select a Certificate* window opens, select either the **ID OR EMAIL certificate** as shown below

- l. Click ‘**OK**’



Select a Certificate Pop-up Window

m. Read the information in the *U.S. Government (USG) Information System (IS) - Usage and Consent* dialog box and click **'I Accept'**



User is now logged into the Portal. The top left portion of the window will display tabs corresponding to all DLA applications for which the user has an account; in this case **Enterprise Data Warehouse**.



# DLA Enterprise External Business Portal Navigation User Job Aid

n. Click **'Enterprise Data Warehouse'** to get started

**Note:** Tabs will appear based on approved role(s).

*Inside DLA Enterprise External Business Portal (Enterprise Data Warehouse)  
\* Screen may appear differently depending on the Portal User Group the user belongs to*

**Non-CAC Users:**

g. Go to the Portal landing page: <https://business.dla.mil/>

h. Click on the **'Registered Users Login Here'** icon located on the left of the page

*DLA Enterprise External Business Portal Landing Page*



i. Read the information in the *U.S. Government (USG) Information System (IS) - Usage and Consent* dialog box and click '**I Accept**'

**U. S. Government (USG) Information System (IS) - Use and Consent**

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE, or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communication and work product are private and confidential. See User Agreement for details.

*U.S. Government Information System – Use and Content*

j. Enter the username that was provided during the AMPS account registration and the password you created in the space provided (Forgot Username or Password)

k. Click '**Log on**'

**DEFENSE LOGISTICS AGENCY**  
AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

**Welcome to the Enterprise External Business Portal**

Enter your Enterprise Portal user name and password.

Username \*   
Password \*

*DLA Enterprise External Business Portal Non-DoD CAC Users Login Page*

User is now logged into the Portal. The top left portion of the window will display tabs corresponding to all DLA applications for which the user has an account; in this case **Enterprise Data Warehouse**.



I. Click **'Enterprise Data Warehouse'** to get started

**Note:** Tabs will appear based on approved role(s).

*Inside DLA Enterprise External Business Portal (Enterprise Data Warehouse)  
\* Screen may appear differently depending on the Portal User Group the user belongs to*

V. **Password Information**

The user ID provided during the AMPS account registration process and the password you created are the same as the username and password used to log into the Portal. This section is for users WITHOUT a DoD-issued CAC and provides instructions for Expired Password, Change Password and Forgot Password.

**Expired Password:**

Portal passwords will expire **every 60 days** and are required to be changed via AMPS. In the event a user has not changed their password in 60 days or more, a “password expired” error message will be displayed upon trying to log into the Portal. Follow the instructions below on how to Change Password.

**Change Password:**



# DLA Enterprise External Business Portal Navigation User Job Aid

Passwords should only be changed in AMPS, not the Portal. Changing a password in the Portal will cause the AMPS and Portal passwords to be out-of-sync. Follow the instructions below which outline how Enterprise Data Warehouse Center application users should change passwords.

- i. Go to the AMPS homepage: <https://amps.dla.mil>
- j. Enter **User ID** and **Password**
- k. Click **'Log In'**



AMPS Login Screen

- l. Click **'Change Password'**





AMPS Homepage

- m. Next to **Password**, type in a new password that fits the listed password policy
- n. Next to **Confirm Password**, retype the new password
- o. Check the box next to **Change Identity system user and all resource accounts**
- p. Click '**Change Password**'

Account ID	Resource Name	Resource Type	Exists	Disabled	Password Policy
<input type="checkbox"/> ABC00000	DLA - Account Management and Provisioning System	DLA - Account Management and Provisioning System	Yes	No	Maximum Length: 32 Minimum Length: 4
<input checked="" type="checkbox"/> cn=ABC00000,ou=ExternalUsers,dc=es,dc=dl,dc=ml	DLA-Prod - EX DLA MIL	Windows 2000 / Active Directory	Yes	No	Maximum Length: 32 Minimum Alpha: 4 Minimum Begin Alpha: 1 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 checked="" type="checkbox"/> cn=ABC00000,ou=Users,dc=dl,dc=ml	EAD	OID	Yes	No	Maximum Length: 32 Minimum Alpha: 4 Minimum Begin Alpha: 1 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: & ". ' : ; \   ] [ ] % ( ) @ \$ ?

Change Password Screen

The password has now been changed and you will be redirected to the AMPS homepage. The new password can now be used to log into both AMPS and Portal.

**Forgot User ID or Password:**

- f. Go to the AMPS homepage: <https://amps.dla.mil/>
- g. Enter **User ID**  
*Forgot User ID:* Click the '**Forgot your User ID? Click Here**' link and follow the instructions
- h. Click the '**Forgot Password?**' link

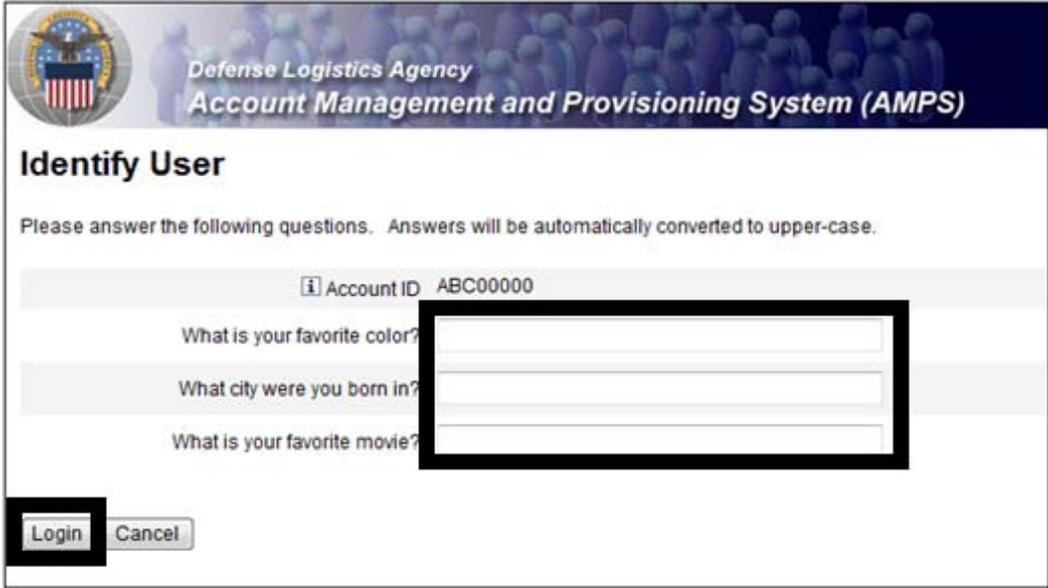


AMPS Login Screen

i. Answer the three **Authentication Questions** with the answers chosen during the AMPS account registration process

*Forgotten Answers:* User will have to call the DSCR Help Desk at 1-866-335-HELP (1-866-335-4357)

j. Click 'Login'



User will then be prompted to **Change Password** (Follow the instructions in the Change Password section above)



## VI. **User Support for Enterprise Data Warehouse**

If you encounter technical difficulties or require assistance, please call the DLA Enterprise Helpdesk at 1-855-352-0001, DSN: (809-463-3376) or call toll-free 1-855-352-0001. You may also contact the DLA Enterprise Helpdesk at any time by sending an e-mail message to [enterpriseithelpdesk@dla.mil](mailto:enterpriseithelpdesk@dla.mil).



## DLA - Handbook

### I. Accessing DLA - Handbook

Users may access the DLA-Handbook information page two ways: [Clicking Dropdown Arrow](#) and [Clicking the Revolving Pictures](#)

#### Clicking Dropdown Arrow:

- c. Go to the Portal landing page: <https://business.dla.mil>
- d. Click the dropdown arrow next to 'DLA Systems'
- e. Select **DLA Customer Assistance Handbook**



*DLA Enterprise External Business Portal Landing Page*

- f. The *DLA Customer Assistance Handbook* information page will open



## DLA Enterprise External Business Portal Navigation User Job Aid

The screenshot shows the DLA Enterprise External Business Portal. At the top, the DLA logo and the text "DEFENSE LOGISTICS AGENCY AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY" are visible. A date "6/5/2017" and a note "For display issues with Internet Explorer 11 Click Here" are present. The page is titled "DLA Customer Assistance Handbook" and includes a "Welcome to the DLA Customer Assistance Handbook Information Page" section. The main content area contains several paragraphs of text explaining the handbook's purpose and access instructions. On the right side, there are two multimedia sections: "HOW TO DO COMBAT LOGISTICS" and "Why Buy Green?". The footer contains various links such as "Privacy/Security Statement", "508 Compliance Statement", "Job-Aid", "FOIA Privacy", "Site Index", "DLA Webmaster", and "Strategic Communication".

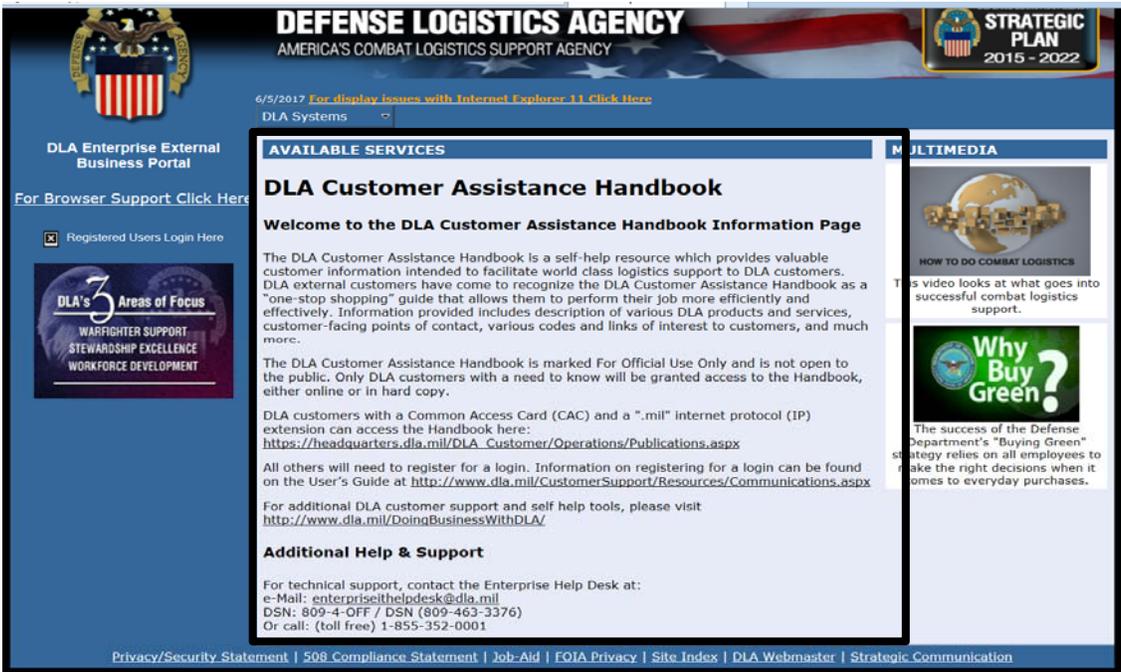
*DLA Handbook Information Page*

### Clicking the Revolving Pictures:

- g. Go to the Portal landing page: <https://business.dla.mil>
- h. View the changing pictures under **AVAILABLE SERVICES** and click on the corresponding picture for DLA-Handbook

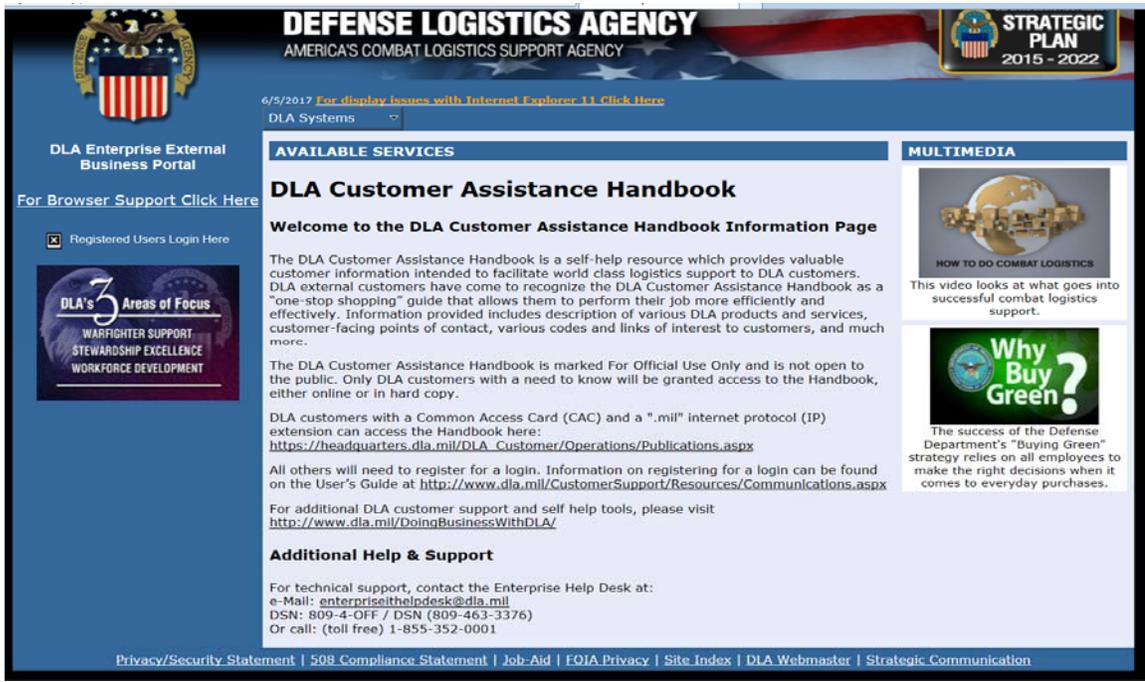


# DLA Enterprise External Business Portal Navigation User Job Aid



DLA Enterprise External Business Portal Landing Page – DLA Customer Assistance Handbook Picture

i. The DLA Customer Assistance Handbook information page will open



DLA Customer Assistance Handbook Information Page



## II. Creating a New Account for DLA - Handbook

**Note:** Users that already have accounts DLA may skip to [Section III: Logging into DLA - Handbook](#)

First time DLA external users will need to request access to the application through the DLA Account Management and Provisioning System (AMPS: <https://amps.dla.mil>).

- c. **Step 1:** Create an account in AMPS. AMPS is DLA's automated application access system that assists with access requests, account creation, and maintenance of DLA user accounts.
- d. **Step 2:** Submit a role request via AMPS. Once an AMPS account has been created, user will submit a role request. The role request specifies the application for which the user is requesting access [Energy].

Follow the detailed instructions listed in the [AMPS User Registration Job Aid](#) on how to create an AMPS account and detailed instructions listed in the [AMPS Role Request Job Aid](#) to request access to DLA-Handbook.

One of the following **DLA Job Definitions (JDs)** is required to obtain access:

DLA - Handbook

**Non-CAC users with @dla.mil e-mail address (Primary Roles):**

- a. EBS Prod External – Handbook User JD-00902

**CAC users with @dla.mil e-mail address (Primary Roles):**

- b. EBS Prod External Additional - **TBD**

**CAC users with @dla.mil e-mail address (Bolt-on Roles):**

- c. EBS Prod External Additional - **TBD**

**Note:** All users are required to request ONE of the “Primary Roles”. In cases where a user has responsibilities for more than one functionality, after a “Primary Role” has been approved, the user may request additional roles from the “Bolt-on Roles” list. It is important to only choose additional roles ending in ‘B’ as requesting another “Primary Role” will delete access to previously approved roles. After the “Primary Role” is approved, you can apply for as many additional “Bolt-on Roles” one-by-one without waiting for each one to be approved.

After the request for access to DLA-Handbook has been approved, new users can access the application through the Portal as described below in Section III.



### III. Logging into DLA - Handbook

This section provides instructions for [All CAC Users](#) and [Non-CAC Users](#)

#### All CAC Users:

- h. Go to the Portal landing page: <https://business.dla.mil>
- i. Insert DoD issued CAC and if prompted, enter PIN
- j. Click on the '**Registered Users Login Here**' icon located on the left of the page

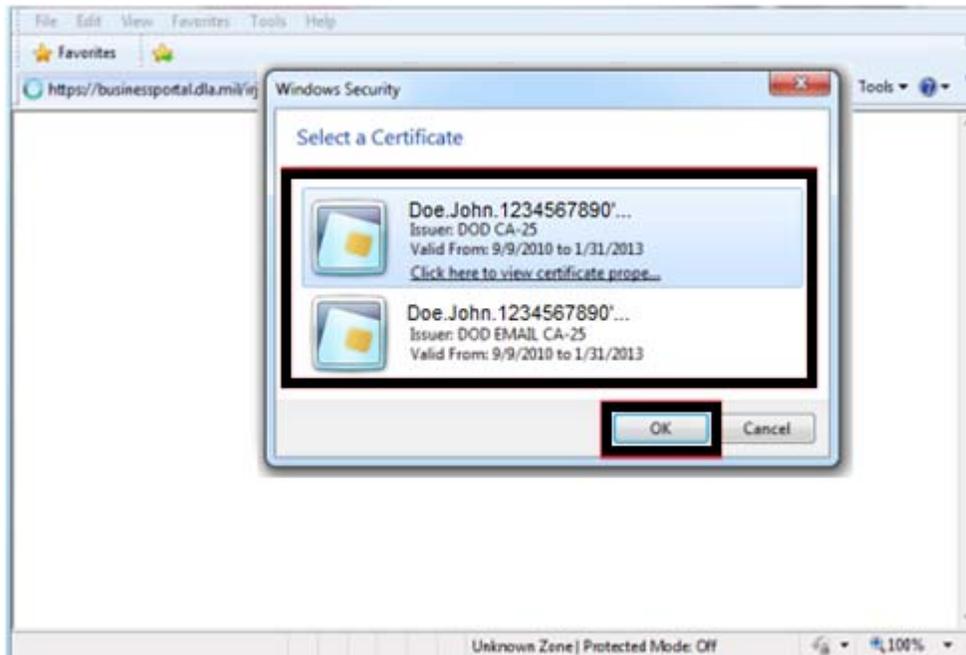


*DLA Enterprise External Business Portal Landing Page*

- k. A new window will open. When the *Select a Certificate* window opens, select either the **ID** OR **EMAIL certificate** as shown below
- l. Click '**OK**'

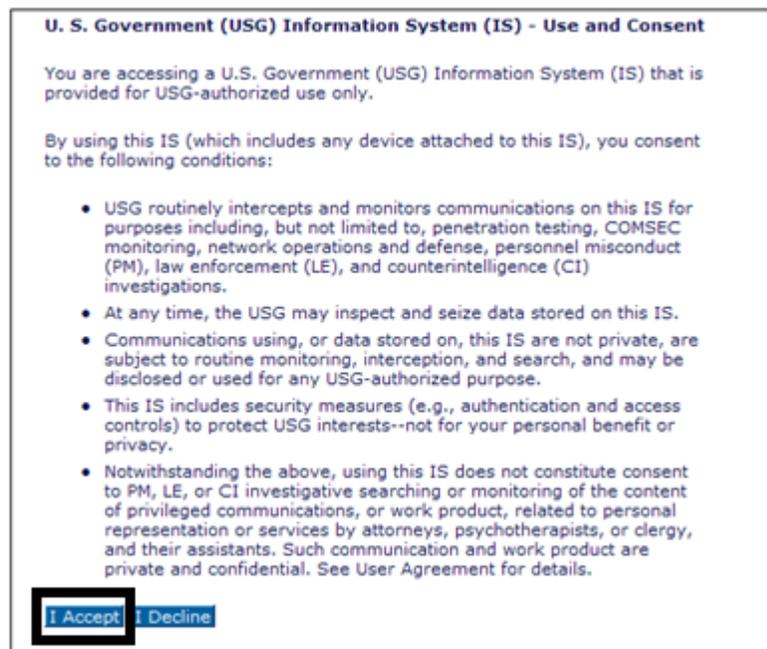


## DLA Enterprise External Business Portal Navigation User Job Aid



Select a Certificate Pop-up Window

- m. Read the information in the *U.S. Government (USG) Information System (IS) - Usage and Consent* dialog box and click '**I Accept**'



U.S. Government Information System – Use and Content

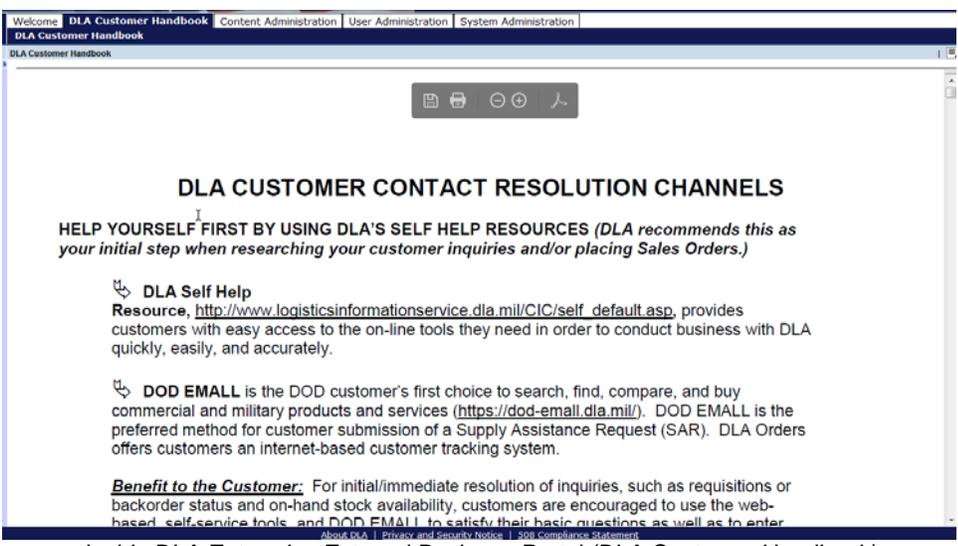
User is now logged into the Portal. The top left portion of the window will display tabs corresponding to all DLA applications for which the user has an account; in this case **DLA Customer Handbook**.



DLA Enterprise External Business Portal Navigation User Job Aid

n. Click 'DLA Customer Handbook' to get started

Note: Tabs will appear based on approved role(s). The 'DLA Customer Handbook' tab should be used.



Inside DLA Enterprise External Business Portal (DLA Customer Handbook)

Non-CAC Users:

- g. Go to the Portal landing page: https://business.dla.mil
h. Click on the 'Registered Users Login Here' icon located on the left of the page



DLA Enterprise External Business Portal Landing Page

i. Read the information in the U.S. Government (USG) Information System (IS) - Usage and Consent dialog box and click 'I Accept'



DLA Enterprise External Business Portal Navigation User Job Aid

**U. S. Government (USG) Information System (IS) - Use and Consent**

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE, or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communication and work product are private and confidential. See User Agreement for details.

U.S. Government Information System – Use and Content

- j. Enter the username that was provided during the AMPS account registration and the password you created in the space provided ([Forgot Username or Password](#))
- k. Click 'Log on'

**DEFENSE LOGISTICS AGENCY**  
AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

**Welcome to the Enterprise External Business Portal**

Enter your Enterprise Portal user name and password.

Username \*

Password \*

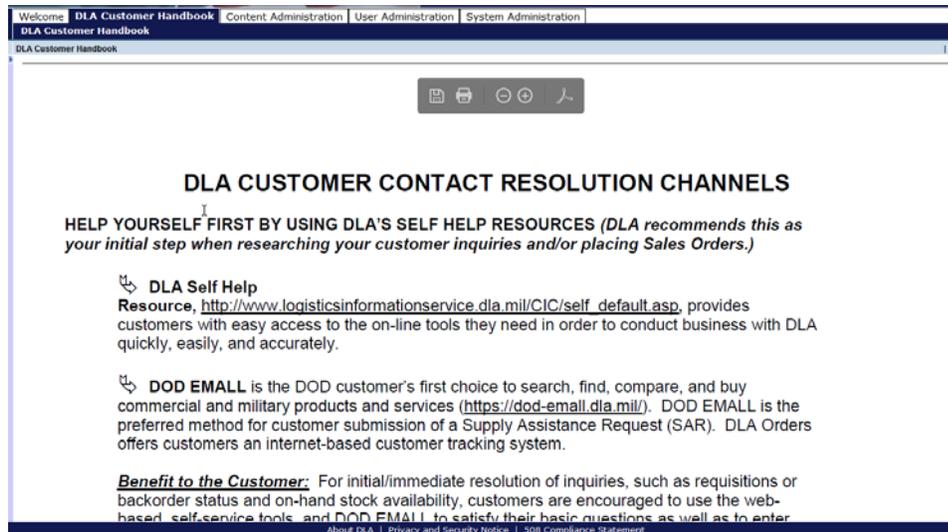
DLA Enterprise External Business Portal Non-DoD CAC Users Login Page

User is now logged into the Portal. The top left portion of the window will display tabs corresponding to all DLA applications for which the user has an account; in this case **DLA Customer Handbook**.

- a. Click 'DLA Customer Handbook' to get started



**Note:** Tabs will appear based on approved role(s). The 'DLA Customer Handbook' tab should be used.



Inside DLA Enterprise External Business Portal (DLA Customer Handbook)

#### IV. Password Information

The user ID provided during the AMPS account registration process and the password you created are the same as the username and password used to log into the Portal. This section is for users WITHOUT a DoD issued CAC and provides instructions for [Expired Password](#), [Change Password](#) and [Forgot Password](#).

##### Expired Password:

Portal passwords will expire **every 60 days** and are required to be changed via AMPS. In the event a user has not changed their password in 60 days or more, a "password expired" error message will be displayed upon trying to log into the Portal. Follow the instructions below on how to [Change Password](#).

##### Change Password:

Passwords should only be changed in AMPS, not the Portal. Changing a password in the Portal will cause the AMPS and Portal passwords to be out-of-sync. Follow the instructions below which outline how DLA-Handbook application users should change passwords.

- i. Go to the AMPS homepage: <https://amps.dla.mil>
- j. Enter **User ID** and **Password**
- k. Click '**Log In**'



**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
- BSM-E (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?](#)

AMPS Login Screen

I. Click 'Change Password'

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

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

**Attention:** We are introducing a new, enhanced version of AMPS, with a new look and feel! Key information regarding this transition is in the Transition Box below.

**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](#)

**Transition to New AMPS**

DLA and the AMPS development team are introducing a new, enhanced version of AMPS (New AMPS). This introduction begins a transition period in which applications will be migrated from the current version (Legacy AMPS) to New AMPS. Only use New AMPS for the applications listed below:

The following applications are available in New AMPS:

DRU (Daily workload Utility)

Perform the following tasks in New AMPS only for the applications in the adjacent list:

- [Request a Role in New AMPS](#)
- [Approve a Role in New AMPS](#)
- [Remove a Role in New AMPS](#)

To perform the above tasks, click here: [Launch New AMPS](#)

**AMPS News: We are introducing a new, enhanced**

Page Last Refreshed at: 07/04/2013 10:16:55 EDT

AMPS Version 13.6.3 (EDM 8.1.6.7)

AMPS Homepage

- m. Next to **Password**, type in a new password that fits the listed password policy
- n. Next to **Confirm Password**, retype the new password



- o. Check the box next to **Change Identity system user and all resource accounts**
- p. Click **'Change Password'**

**Change Password**

Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

Change identity, system user and all resource accounts

Account ID	Resource Name	Resource Type	Exists	Disabled	Password Policy
<input type="checkbox"/> ABC00000	DLA - Account Management and Provisioning System	DLA - Account Management and Provisioning System	Yes	No	Maximum Length: 32 Minimum Length: 4
<input checked="" type="checkbox"/> cn=ABC00000,ou=ExternalUsers,dn=es,dc=dl,dc=ml	DLA Prod - EX DLA ML	Windows 2000 / Active Directory	Yes	No	Maximum Length: 32 Minimum Alpha: 4 Minimum Begin Alpha: 1 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 checked="" type="checkbox"/> cn=ABC00000,ou=Users,dc=dl,dc=ml	EAD	OID	Yes	No	Maximum Length: 32 Minimum Alpha: 4 Minimum Begin Alpha: 1 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: & ^ . ' : \   ] [ { } % ( ) ! @ \$ %

Change Password Screen

The password has now been changed and you will be redirected to the AMPS homepage. The new password can now be used to log into both AMPS and Portal.

**Forgot User ID or Password:**

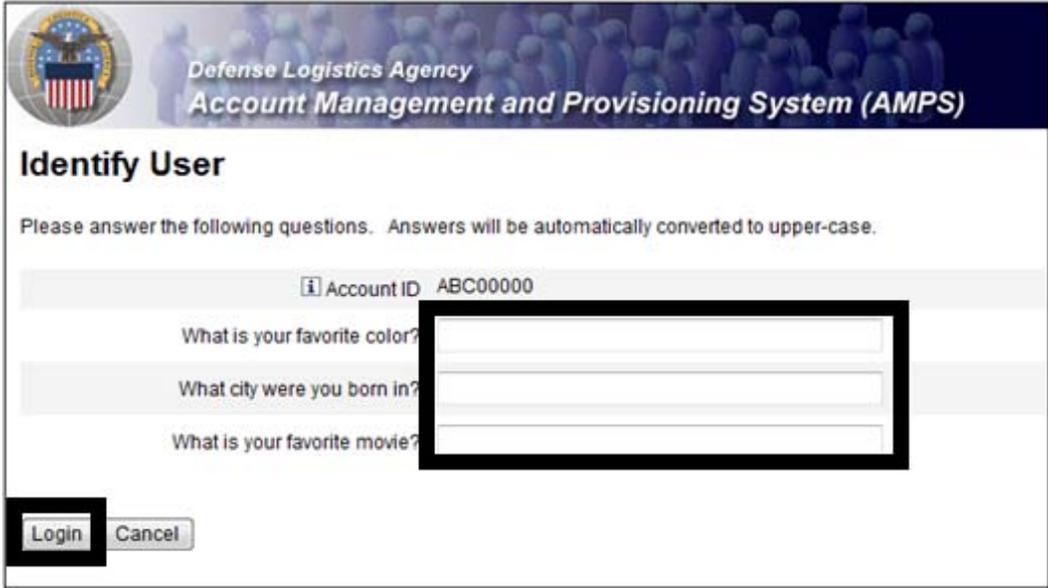
- f. Go to the AMPS homepage: <https://amps.dla.mil>
- g. Enter **User ID**  
*Forgot User ID:* Click the **'Forgot your User ID? Click Here'** link and follow the instructions
- h. Click the **'Forgot Password?'** link



The AMPS Login screen features the Defense Logistics Agency logo and the title "Account Management and Provisioning System (AMPS)". It includes a "First Time In AMPS? Click Here to Register" link with instructions, a "Forgot your User ID? Click Here" link with instructions, and a "User Guides" section with links for "EBS Collaboration", "Fusion Center", and "BSM-E (Energy FES, PORTS, FMD-Express)". A "Need Help?" section provides contact information for the DSCR Help Desk. The login form contains fields for "User ID" and "Password", with "Forgot Password?" and "Log In" buttons.

AMPS Login Screen

- i. Answer the three **Authentication Questions** with the answers chosen during the AMPS account registration process  
*Forgotten Answers:* User will have to call the DSCR Help Desk at 1-866-335-HELP (1-866-335-4357)
- j. Click **'Login'**



The Authentication Questions screen displays the Defense Logistics Agency logo and the title "Account Management and Provisioning System (AMPS)". It prompts the user to answer three questions: "What is your favorite color?", "What city were you born in?", and "What is your favorite movie?". The account ID "ABC00000" is shown. The "Login" button is highlighted with a black box.

Authentication Questions Screen



User will then be prompted to **Change Password** (Follow the instructions in the [Change Password](#) section above)

## V. User Support for DLA - Handbook

If you encounter technical difficulties or require assistance, please call the DLA Enterprise Helpdesk at 1-855-352-0001, DSN: (809-463-3376) or call toll-free 1-855-352-0001. You may also contact the DLA Enterprise Helpdesk at any time by sending an e-mail message to [enterpriseithelpdesk@dla.mil](mailto:enterpriseithelpdesk@dla.mil).



## Internet Explorer 11 Compatibility Settings

### I. Accessing IE11 Compatibility View

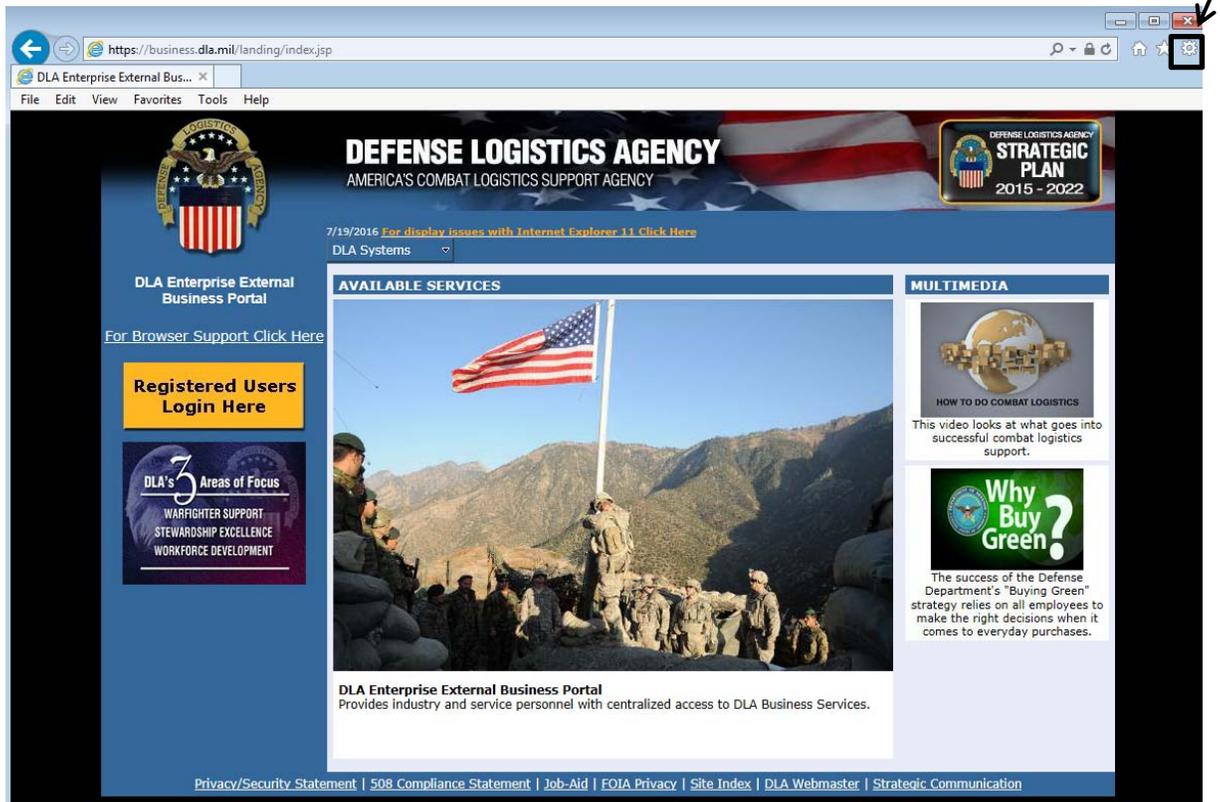
The DLA EEBP does not support Internet Explorer Version 11 (IE11) in “native mode” (the default view). To use EEBP with IE11, “Compatibility View (Enterprise Mode)” must be used. By enabling Compatibility View, IE11 is able to mimic IE8 that is currently supported.

Below are:

- Instructions on how to turn on IE11 Compatibility View
- Explanation of look and feel changes in the EEBP when using IE11 via Compatibility View

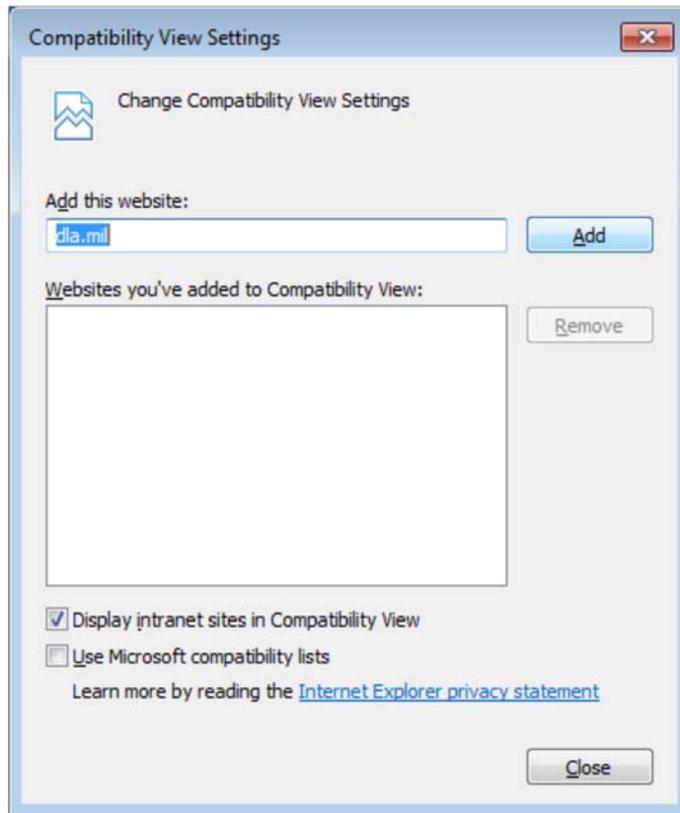
### I. Instructions on how to turn on IE11 Compatibility View

- a. Open the Internet Explorer 11 web browser
- b. Click on the **gear**  icon in the top right corner and select “**Compatibility View settings**”

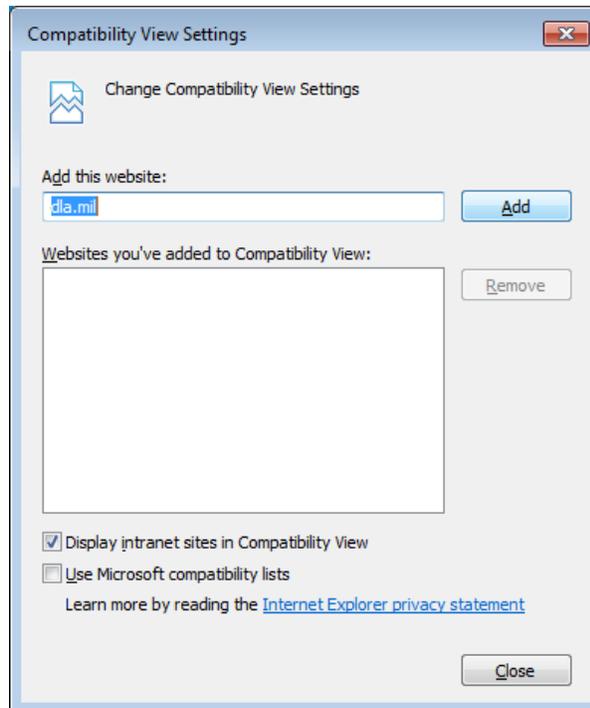




- c. Type ***dla.mil*** into text box labeled 'Add this website'



- d. Click **Add** button
- e. Click the **Close** button



**Note:** if you do not have access to do this function, you may need to contact your local help desk or administrator to have them do this.

## II. Look and feel changes in the EBS portal when using IE11

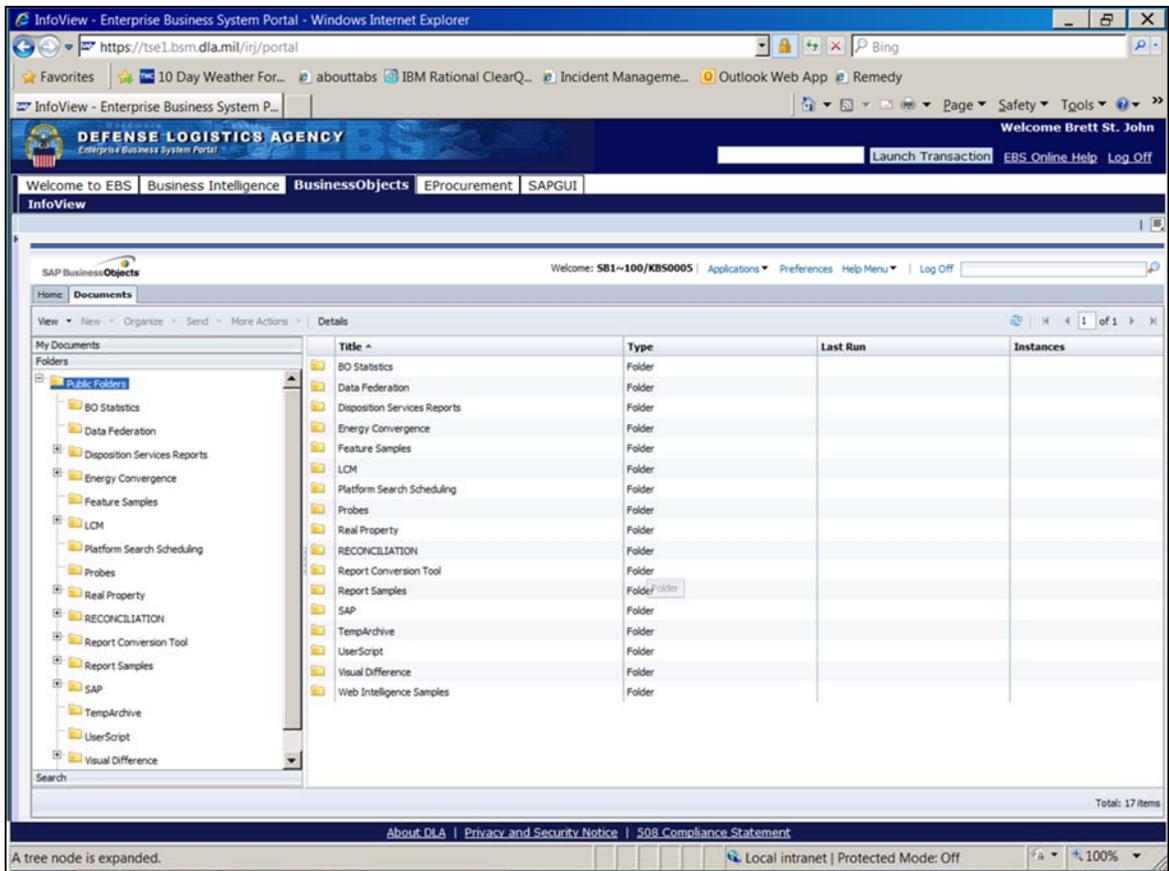
There are some differences between Compatibility View using IE11 and what your browser looks like using IE8. This section helps explain and identify these differences.

### 1. BusinessObjects tab:

- a. After clicking on the **Business Object** tab, **Business Objects** will open in a separate window



# DLA Enterprise External Business Portal Navigation User Job Aid

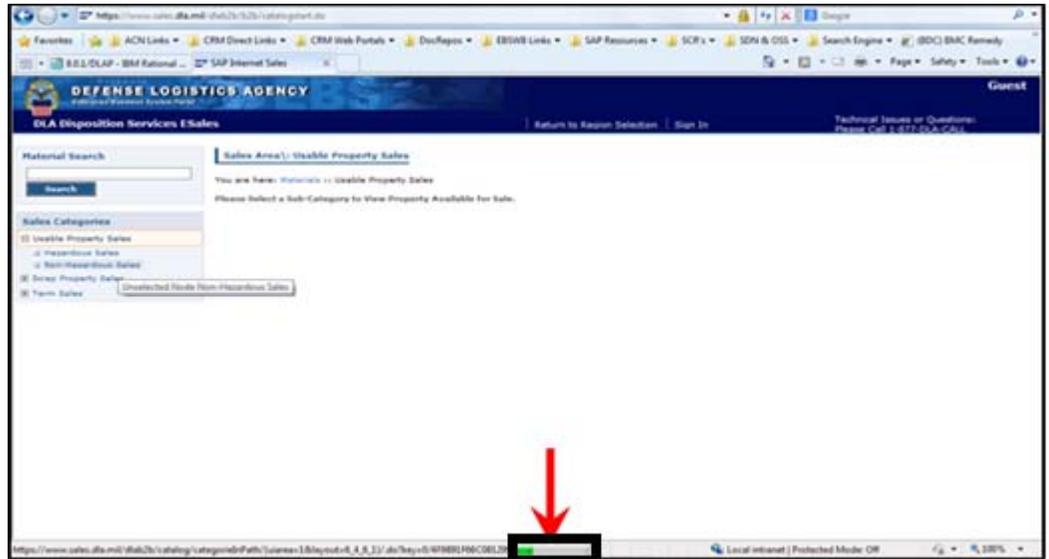


A **spinning progress wheel** will be shown in IE11, opposed to a **progress bar**. Below are examples:

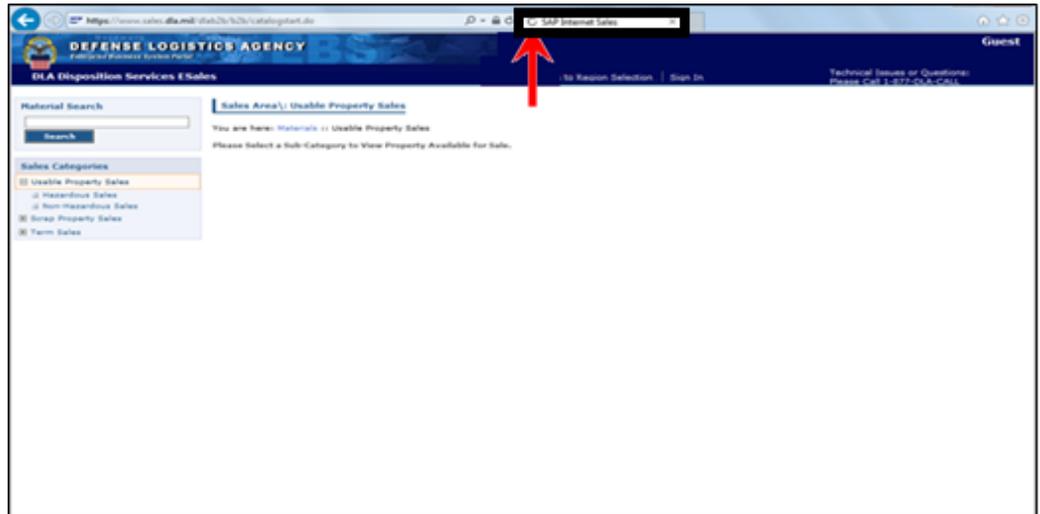
- i. In IE8, when navigating on the CRM [eSales site](#), a **progress bar** is visible at the bottom of the screen when processing a transaction:



# DLA Enterprise External Business Portal Navigation User Job Aid



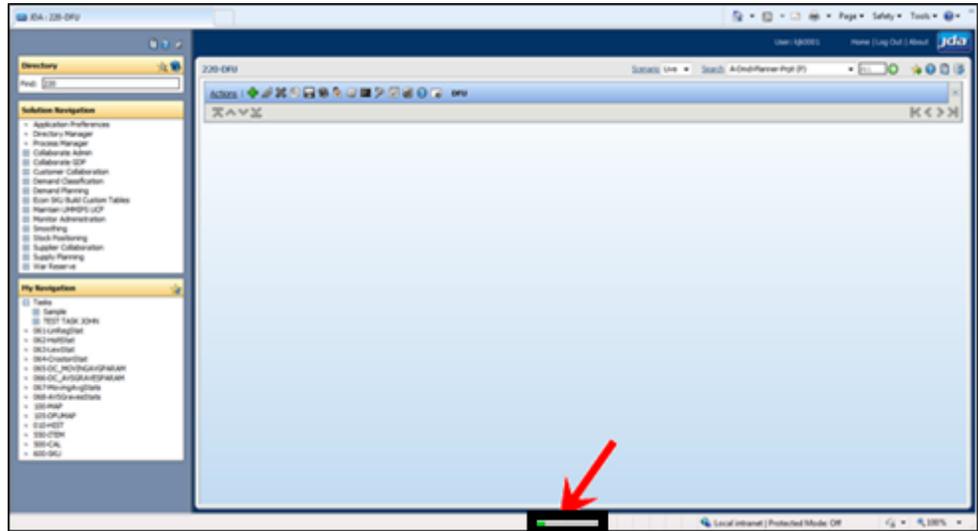
- ii. Visiting the same page in IE11 there is no progress bar, but rather a spinning wheel in the active IE tab:



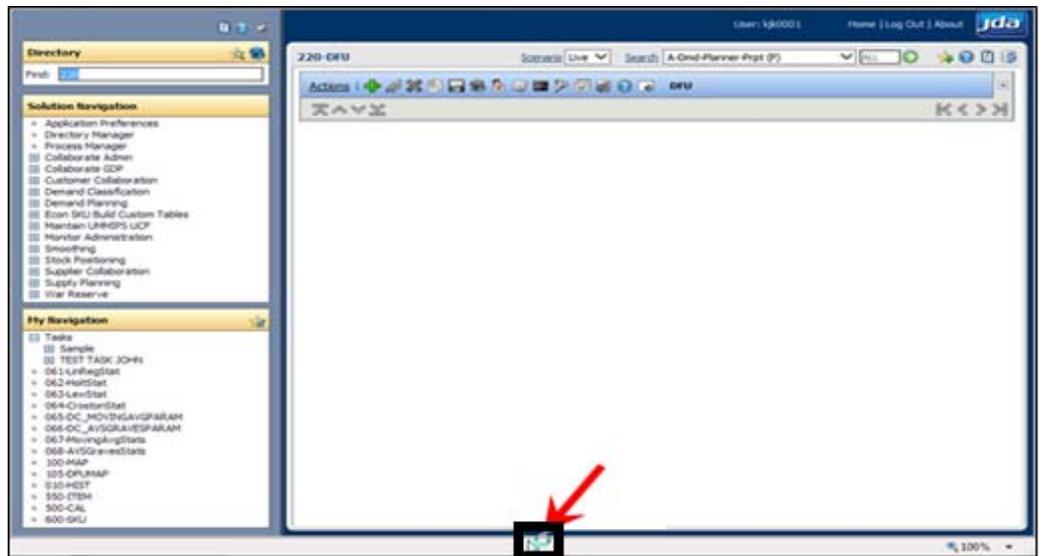


# DLA Enterprise External Business Portal Navigation User Job Aid

- iii. In IE8, a progress bar shows the status of executing a search in JDA Manugistics



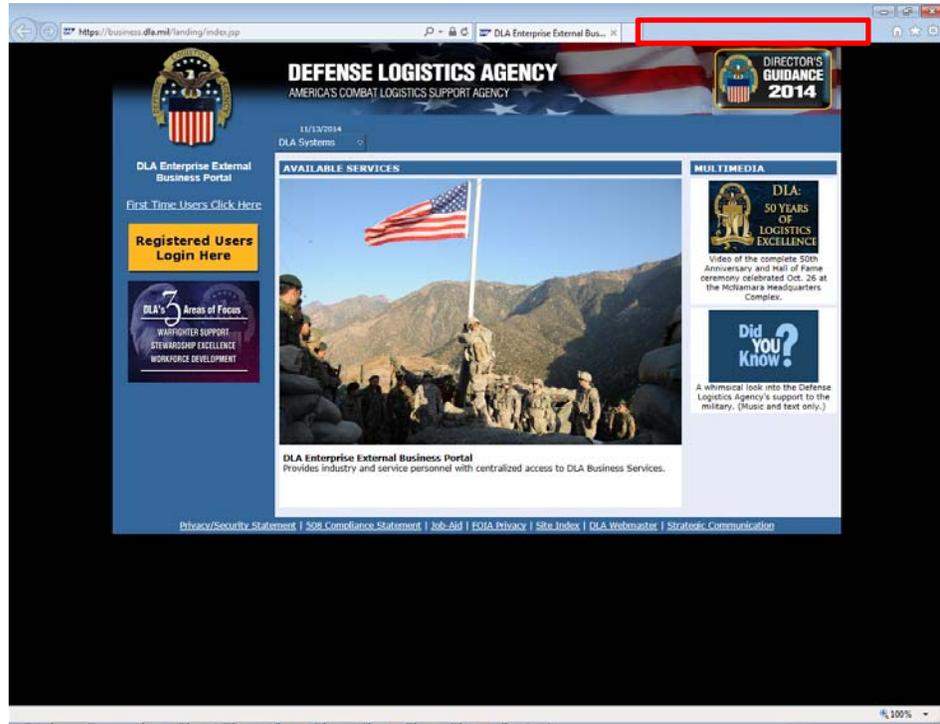
- iv. In IE11, a **spinning progress wheel** appears when executing a search in JDA Manugistics if the user hovers the mouse over the Status Bar when the status bar is enabled.





## DLA Enterprise External Business Portal Navigation User Job Aid

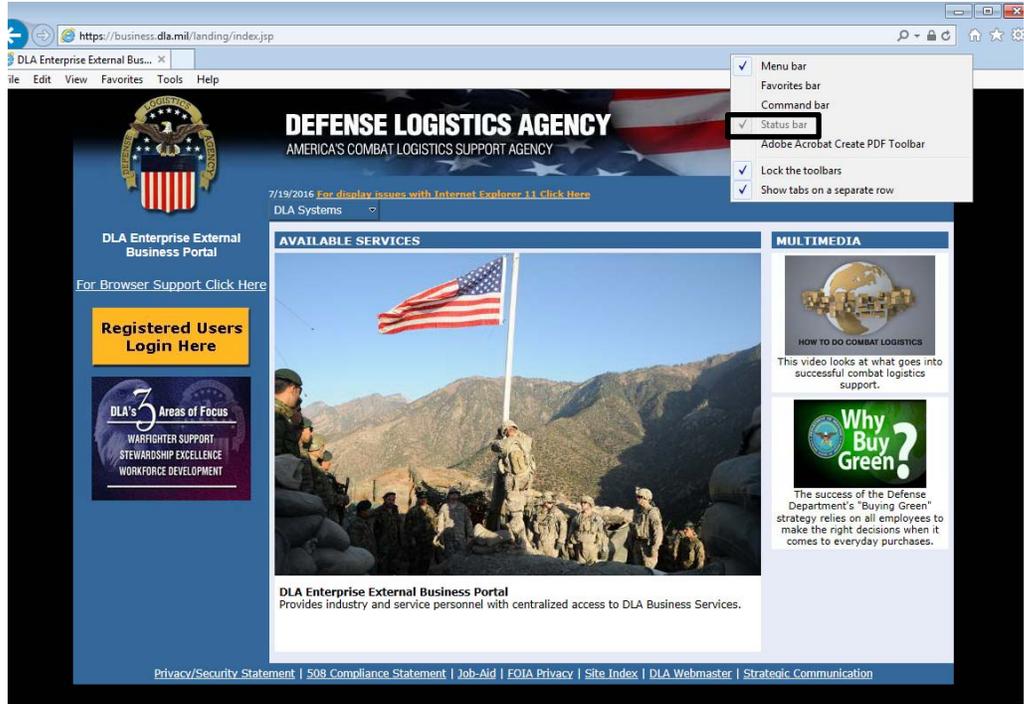
- v. To check if the Status Bar is enabled and/or enable it, right-click in the blue bar at the top of IE11 (don't right-click on an open tab).



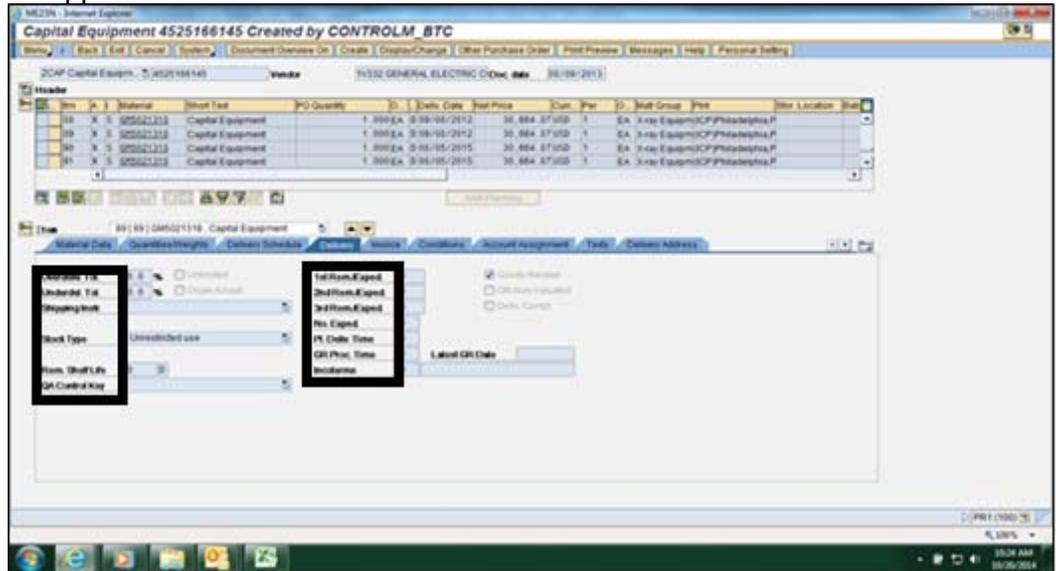
- vi. In the menu that appears, if there is not a checkmark next to "Status bar", left-clicking "Status bar" so a checkmark displays.



# DLA Enterprise External Business Portal Navigation User Job Aid



Field name headers now appear in bold font



vii. There is a very slight change to the color of the scroll bars in IE11



# DLA Enterprise External Business Portal Navigation User Job Aid

Display Purchase Order - Enterprise Business System Portal - Internet Explorer

Display Purchase Order

AWD Ver. Admin KN7 HA03754 Dan Dierio

Show My Tasks Edit Close Refresh Check Export System Information Create Memory Snapshot

Overview Header Items Notes and Attachments Approval Tracking

**General Header Data**

Smart Number: SPC30013M0001 Manual Selection

Purchase Order Number: 8500031482

Supplier: 00E55 Basic Agreement CARDINAL HEALTH INC.

Requester: 5000000370 SRM\_USER SRM\_USER

Recipient: 5000000370 SRM\_USER SRM\_USER

Location: 5004601336 Susquehanna\_PA

Ship-To Address: 5000000014 Susquehanna\_PA

Purch. Organization: DLA Purchasing Organization

Purchasing Group: PGC KN7 - Dan Dierio Show Members

Total Value (Net): 127,900.00 USD

Note to Supplier:

Internal Note:

**Item Overview**

Line Number	Deleted	Item Number	Product ID	Description	Product Category	Quantity	Unit	Gross Price	Currency	Per	Net Price	Option Type	Order Type	Item Type	Total
0001		1	011161622	POWER SUPPLY	6130	50.000	EA	2,558.00	USD	1	2,558.00			Direct Material	127,900.00

Show My Tasks Edit Close Refresh Check Export System Information Create Memory Snapshot



## DLA Enterprise External Business Portal Navigation User Job Aid

- viii. After entering data into an input field, a small 'X' will appear within the field. If you click this 'X', you will clear out currently entered values in that field

