



DEFENSE LOGISTICS AGENCY

RBI eDocs

US Department of Defense Warning Statement

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:

- The 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 for 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, 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.

By clicking either link below, you are consenting to the monitoring and use statements above.

Notification Board

- For access to the RBI eDocs application, [Form 2875](#) must be submitted. If you are unfamiliar with this form or for routing information, instructions are available [here](#).
- RBI eDocs Accounts must be accessed at least once every 30 days to avoid account Deactivation. Please log into your RBI eDocs account once every 30 days to avoid deactivation. Deactivated users will have 90 days from the time they are deactivated to contact the DACSRM Help Desk(J62BBDACS-RM@dla.mil) to have your account reactivated. After that date, you will be required to submit a new DD 2875 for account renewal. By regulation, any account not reactivated by that time will be deleted.
- When authenticating within eDocs, you must use your email certificate. If you are unable to access your browser and reopen, then select your email certificate. If this does not work, please contact the Customer Interaction Center for eDocs at 1-877-352-2255.

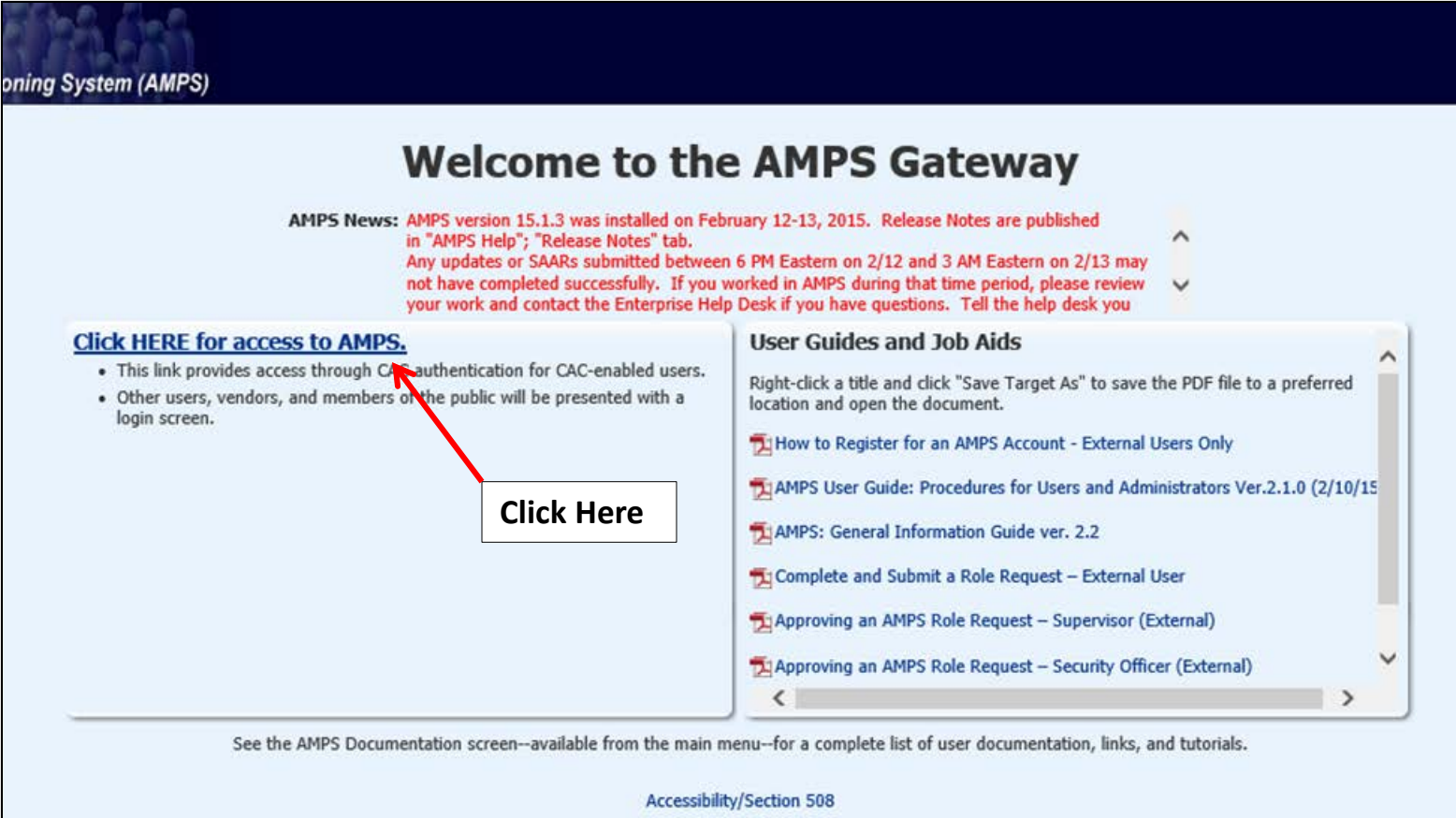
AMPS Guide for the eDocs Search Role

RBI Prod – DACS RBI eDocs WebAPP DACSRBI-4
for users with existing AMPS account

[RBI eDocs Search](#)

Step 2. Request AMPS eDocs Search Role: RBI Prod – DACS RBI eDocs WebAPP DACSRBI-4

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



oming System (AMPS)

Welcome to the AMPS Gateway

AMPS News: AMPS version 15.1.3 was installed on February 12-13, 2015. Release Notes are published in "AMPS Help"; "Release Notes" tab. Any updates or SAARs submitted between 6 PM Eastern on 2/12 and 3 AM Eastern on 2/13 may not have completed successfully. If you worked in AMPS during that time period, please review your work and contact the Enterprise Help Desk if you have questions. Tell the help desk you

[Click HERE for access to AMPS.](#)

- This link provides access through CAC authentication for CAC-enabled users.
- Other users, vendors, and members of the public will be presented with a login screen.

User Guides and Job Aids

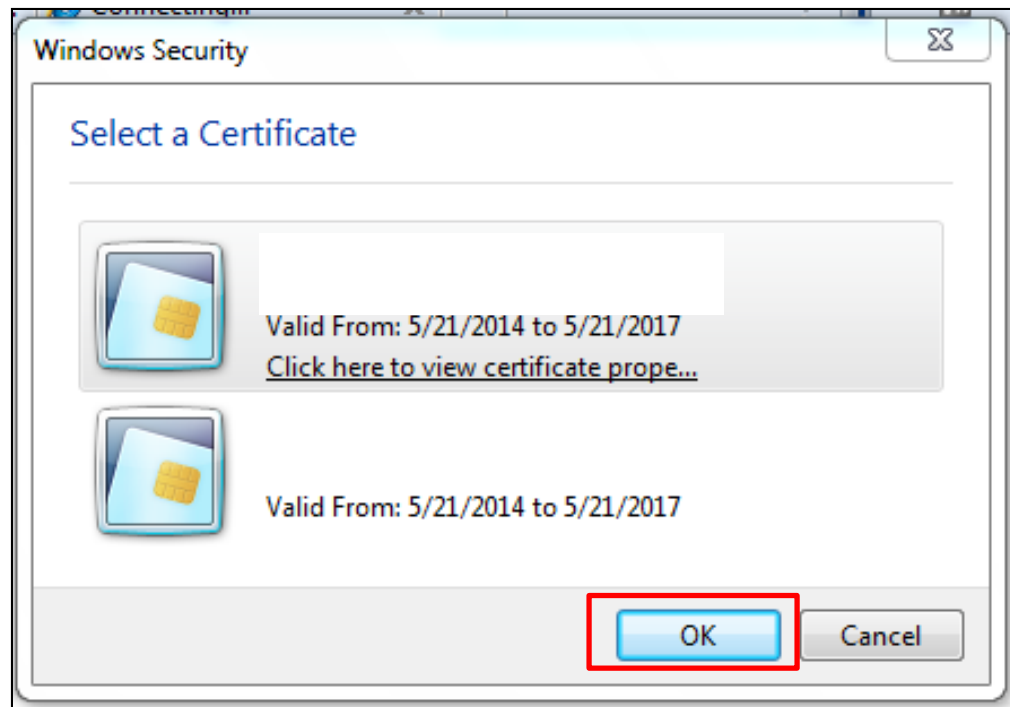
Right-click a title and click "Save Target As" to save the PDF file to a preferred location and open the document.

- How to Register for an AMPS Account - External Users Only
- AMPS User Guide: Procedures for Users and Administrators Ver.2.1.0 (2/10/15)
- AMPS: General Information Guide ver. 2.2
- Complete and Submit a Role Request – External User
- Approving an AMPS Role Request – Supervisor (External)
- Approving an AMPS Role Request – Security Officer (External)

See the AMPS Documentation screen--available from the main menu--for a complete list of user documentation, links, and tutorials.

Accessibility/Section 508

Select CAC email certificate



Select Request Role.

Defense Logistics Agency Account Management and Provisioning System (AMPS)

Home

- Accessibility/Section 5
- My Reports
- AMPS Help

My Profile

- My Information

Requests

- Request Role** ← **Select**
- Pending Approvals

AMPS News

AMPS News: 9/16/16: The DLA AD connector server issue has been resolved.

ector server has not been provisioning new users since 2016, this was unknown until 9/15/2016. User accounts are affected. The AD reconciliation is not provisioning.

If you experience any AMPS issues or have any questions, please contact the DLA Enterprise IT Helpdesk (enterpriseithelpdesk@dla.mil) and report the issues you are seeing along with screen shots that help pinpoint the issue.
-gb

Getting Started Help Topics

- How do I use AMPS?

Fill in the information highlighted by the **red asterisk*** then select Next.

Defense Logistics Agency Account Management and Provisioning System (AMPS) Accessibility Sign Out

Home My Information Request Role

User Information Select Roles Justification Summary Cancel **Next**

User Information

User ID	User Type Public
* First Name	* Country of Citizenship US
Middle Name	
* Last Name	
EDIPI/UPN	
* Email	
* Title Prop Disposal Specialist	

Contact Information

* Official Telephone	Office/Cube
Official Fax	* Street 74 N. Washington
DSN Phone	PO Box
DSN Fax	* City Battle Creek
Mobile	* State Michigan
Site	* Postal Code 49037
	* Country UNITED STATES

Organization Information Update Organization

Organization Name DLA External

Choose **DACS Applications**. Type 'EDOCS' in Role Name. Click Search. eDocs roles will appear.

Request Role

User Information **Select Roles** Justification Summary

Cancel Back Next

Browse Roles by Application

- AMPS Administrative
- DACS Applications**
- DFAS Applications
- DLA Aviation Applications
- DLA Enterprise Applications
- DLA Enterprise Business System (EBS)
- DLA Logistics Information Services Applications
- EAGLE Enterprise Applications
- Energy Applications
- Information Operations

Select Roles

Role Name: eDOCS

Role Description: [Empty]

Enterprise Application: [Empty]

Application: [Empty]

Environment: [Dropdown]

Primary Role: [Dropdown]

Search Reset

Select a Role

Display Admin Roles (for Supervisor and Approval Access)

Role Name	Selected Roles
RBI Prod - DACS RBI EDOCS Uploader DACSRBI-2	
RBI Prod - DACS RBI EDOCS WebAPP DACSRBI-4	

Type "eDocs" in Role Name. Chose Production Click Search

Select the eDocs ***RBI Prod – DACS RBI EDOCS WebAPP DACSRBI-4 Role*** and Click on the →

Home Request Role

User Information **Select Roles** Justification Summary

Cancel Back **Next**

Browse Roles by Application

- AMPS Administrative
- DACS Applications**
- DFAS Applications
- DLA Aviation Applications
- DLA Enterprise Applications
- DLA Enterprise Business System (EBS)
- DLA Logistics Information Services Applications
- EAGLE Enterprise Applications
- Energy Applications
- Information Operations

Search Roles

Role Name eDOCS

Role Description

Enterprise Application

Application

Environment

Primary Role

Search Reset

Select a Role

Display Admin Roles (for Supervisor and Approval Access)

Role Name	Selected Roles
RBI Prod - DACS RBI EDOCS Uploader DACSRBI-2	
RBI Prod - DACS RBI EDOCS WebAPP DACSRBI-4	RBI Prod - DACS RBI EDOCS WebAPP DACSRBI-4

**Only select the RBI Prod – DACS RBI eDocs WebAPP DACSRBI-4 role.
Do Not Select any other Role.**

Enter Justification, Select "Next".
On the Summary Screen, Select "Submit"

Home Request Role

User Information Select Roles **Justification** Summary

Cancel Back **Next**

Request Justification & Supporting Details

* **Justification** Need access to search for documents

Optional Information

Attachment 1 Browse

Attachment 2

Attachment 3 Attachment each

Home Request Role

User Information Select Roles Justification **Summary**

Cancel Back **Submit**

Role Request Summary

Please review the information below before submitting this request.
Use the Back button to change any information, and use the Submit button to complete this request.

User		User Type	Civilian
User ID		Grade	GS-12
Supervisor			
Organization			
Cyber Awareness Certification Date	3/4/2016		
Requested Role(s)	RBI Prod - DACS RBI EDOCS WebAPP DACSRBI-4		
Justification	Need access to search for documents	Comments	
Attachments			

AMPS Role Request Confirmation

Defense Logistics Agency Account Management and Provisioning System (AMPS) Accessibility Sign Out EJP1073

Home My Information Request Role

Role Request Confirmation

Your request has been submitted to your supervisor for approval. The following SAARs have been created:

SAAR	Role	Status
449681	DACS RBI EDOCS WebAPP DACSRBI-4	SUBMITTED

AMPS will notify you by email message regarding the status of each SAAR.
If you have questions about this request, please contact the Enterprise Help Desk:
Email: DLAEnterpriseHelpDesk@dla.mil
Phone: 855.352.0001

OK

You will be granted eDocs search access when approved by the Data Owner. Allow a few days for your account request to be processed. To access eDocs:
<https://www.dacspr.documentservices.dla.mil/eDocs>

Have a Question?

Contact:

Enterprise Help Desk:

For **AMPS** questions, navigation, technical issues, accessing the portal, AMPS password resets, authentication or error messages:

- 1-855-352-0001 or send an email to enterprisehelpdesk@dla.mil Accessible 24 hours a day, 7 days a week.

DLA Customer Interaction Center:

For all other (eDocs Roles, Registering in eDocs) or general questions:

- 1-877-DLA-CALL (1-877-352-2255) or send an email to DLAContactCenter@dla.mil Accessible 24 hours a day, 7 days a week.