How to Register in the Account Management and Provisioning System (AMPS) for WebFLIS Access

The purpose of this How to is to provide instructions on requesting a role in AMPS for access to the Federal Logistics Information System web system (WebFLIS).

**NOTE:** “Enable Editing” in this document for hyperlinks to work.

To request access to WebFLIS access through AMPS follow these instructions:

1) Log into [AMPS](#).

2) Select **DOD EMAIL Certificate** when Windows Security window appears.

3) Click **Ok**.
4) Click on **Click Here for Access to AMPS** link.

![AMPS Gateway Home Screen]

5) Select the **DOD EMAIL Certificate** when Windows Security window appears.

![Windows Security Screen]

6) Click **Ok**.

![Windows Security Screen]
7) Click **OK** when the Single Sign-On Authentication window appears.

8) Click **Request Role** located under the Requests heading.

9) Click **Accept** button when the DLA Privacy Act Statement screen appears.
10) Update User Information.  
NOTE: All mandatory fields are marked with an asterisk (*) and must be completed.  
NOTE: The new DLA Enterprise Organizations have not been updated in AMPS.  
**DO NOT change the organization code listed in your AMPS Profile at this time.**  
Be sure the Cyber Awareness Certification Date is current and correct.

![User Information Screen](image)

11) Click **Next** when updates and mandatory fields are completed.

![User Information Screen](image)
12) Click on the **arrow** next to the DLA Logistics Information Services Applications to expand the hidden list of specific systems.

![Role Request by Application screen](image)

13) Click on **WebFLIS PROD**

![WebFLIS Role Request](image)

14) Select a Role window will appear.

![WebFLIS Prod Role Request](image)
15) Select role required for your position.

NOTE: See table below for listing of WebFLIS roles and description.

<table>
<thead>
<tr>
<th>Role</th>
<th>Role Name in AMPS</th>
<th>Who Can Apply</th>
<th>Role Description &amp; Available Tabs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic</td>
<td>WebFLIS Prod – Basic User FPDW-WF002</td>
<td>Users with External Certificate Authority (ECA), or Common Access Cards (CAC)</td>
<td>Restricted end-user access to WebFLIS queries. No Weapon System or proprietary data. Tab displayed: Queries.</td>
</tr>
<tr>
<td>Standard</td>
<td>WebFLIS Prod – Standard User FPDW-WF001</td>
<td>Users with Common Access Cards (CAC)</td>
<td>Unrestricted end-user access to all WebFLIS queries and data. No access to statistics reports. Tabs displayed: Queries and Bill of Materials.</td>
</tr>
</tbody>
</table>

WebFLIS Roles and Descriptions Table

16) Click on Move arrow. Ensure that the role selected is placed in the Selected Roles box.
17) Click **Next**
18) Complete Justification box. Type summary indicating why access to WebFLIS is required.

19) Click Next

20) Click Submit
21) Click **OK** when the Role Request Confirmation window appears.

![Role Request Confirmation Screen](image)

NOTE: You have now submitted your request for a WebFLIS Production Role. Please note the following steps in the approval process indicated below. Each level of approval must be obtained for your role to be authorized.

- Supervisor
- Security Officer (SO)
- Data Owner (DO)
- Information Assurance Officer (IAO)

You will receive an email confirmation at each step in the approval process.

**NOTE:** DLA employees will not receive an email confirmation at the Security Officer (SO) step or Information Assurance Officer (IAO) step. Each authorizing point of contact (POC) listed above has 20 days to approve your request before it expires. If your request is not approved within the allotted timeframe at each step, it will expire and you will have to re-register. If you notice your request has been sitting at the supervisor or security officer level for multiple days, please follow up with the POC to ensure they know your request is awaiting their approval. If you are unsure of who your security officer POC is, please ask your supervisor or look at the list of security officer POCs listed in your AMPS profile.

Your access request is complete when you receive an email from AMPS stating that your account has been fully approved and provisioned. You should now be able to access the [WebFLIS application](#).

**Additional Questions?**

Contact the Enterprise Help Desk:

Call: 855-352-0001  
Email: [Enterprise Help Desk](#)  
Website: [Enterprise Help Desk Portal](#)