



**DEFENSE LOGISTICS AGENCY  
ENERGY  
8725 JOHN J. KINGMAN ROAD  
FORT BELVOIR, VIRGINIA 22060-6222**

Dear DLA Energy Customer:

This communication is part of a series from the Defense Logistics Agency (DLA) Energy to provide you information and updates concerning the DLA Enterprise External Business Portal (EEBP).

The EEBP provides Business Partners at the Defense Fuel Support Points (DFSPs), Customers, Service Control Point Personnel, and Demand Collaborators with a single point of access to DLA applications.

**DLA Enterprise External Business Portal: Line of Accounting (LOA)  
Functionality is Going Live - Attend Facilitated Job Aid Walk-Through**

Line of Accounting (LOA) users that will begin using EEBP on November 21, 2012 are encouraged to attend Job Aid Walk-Throughs via Defense Connect Online (DCO) that will provide instructions on how to use the LOA application. DCO is a web-conferencing tool that will allow you to view the presentation live on your computer via internet connection.

Job Aids that will be reviewed in the Walk-Through include:

1. The [EEBP Login Job Aid](#) provides instructions and screenshots on how to login and access DLA Energy applications through the EEBP.
2. The LOA Navigation Job Aid, embedded below, provides instructions and screenshots on how to use the LOA application in EEBP.

[EEBP Line of Accounting Job Aid](#)

***Steps to Access DCO:***

1. Click the link provided below at the scheduled time
2. Log in as a guest
3. Identify your first and last name when prompted
4. Make sure your computer speakers are turned on so that you can hear the presentation

***LOA Job Aid Walk-Through Schedule:***

Four sessions are scheduled for Tuesday, November 27, 2012 and Thursday, November 29, 2012. Users may dial-in using a touch phone using the numbers provided:

**Session 1: November 27, 2012**

Dial-in Number: (703) 767 - 8537

Time: 0800-1000 EST

The DCO Session can be accessed at: <https://connect.dco.dod.mil/loa1010am>

**Session 2: November 27, 2012**

Dial-in Number: (703) 767 - 8537

Time: 1500-1700 EST

The DCO Session can be accessed at: <https://connect.dco.dod.mil/loa1010pm>

**Session 3: November 29, 2012**

Dial-in Number: (703) 767 - 8557

Time: 0800-1000 EST

The DCO Session can be accessed at: <https://connect.dco.dod.mil/loa1011am>

**Session 4: November 29, 2012**

Dial-in Number: (703) 767 - 0678

Time: 1500-1700 EST

The DCO Session can be accessed at: <https://connect.dco.dod.mil/loa1011pm>

**NOTE:** All LOA users should have already applied for their appropriate roles via AMPS at this time. If you have not applied for your LOA role in AMPS, please do so as soon as possible by following the instructions outlined in the [September 10, 2012](#) communication and/ or attending a Walk-Through session for submitting a role request in AMPS. Users who are approved for LOA functionality will have the ability to maintain and/or view Line(s) of Accounting for their authorized Aerospace and Petroleum billing DoDAAC(s).

***Additional AMPS Walk-Through:*** Line of Accounting (LOA) users that will begin using EEBP on November 21, 2012 are encouraged to attend the following AMPS Walk-Through which will be accessed via Defense Connect Online (DCO).

**1. LOA Users: Submitting a role request in AMPS**

- One session is scheduled for Wednesday, November 14, 2012
- Users may dial-in using a touch phone at: (703) 767 - 8557

Time: 1500-1630 EST

The DCO Session can be accessed at: <https://connect.dco.dod.mil/loasession>

***Remember: Maintaining and/or Viewing LOA in EEBP begins on November 21, 2012. As of November 21, LOA must continue to be maintained in both EEBP and FES until further notice.***

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 [Energy.HelpDesk@dla.mil](mailto:Energy.HelpDesk@dla.mil).

All information regarding EEBP and AMPS will be posted to the [DLA Energy's External Website for EEBP](#).

For additional questions or if this communication has been received in error, please contact [DLAEnergyConvergence@dla.mil](mailto:DLAEnergyConvergence@dla.mil).

Sincerely,

DLA Energy

## Order Fulfillment Job Aid

### EEBP – Line of Accounting Updates (LOA)



**23 October 2012**



## EEBP – Line of Accounting Updates (LOA)



### Activity Overview

**Purpose:**

- The purpose is to allow a Customers to update Line of Accounting (LOA) information into EBS through the EEBP to ensure proper billing.



### Business Scenario

**Business Scenario:**

- Military Customers may be required to update their respective LOA in EBS through the EEBP.

**Audience:**

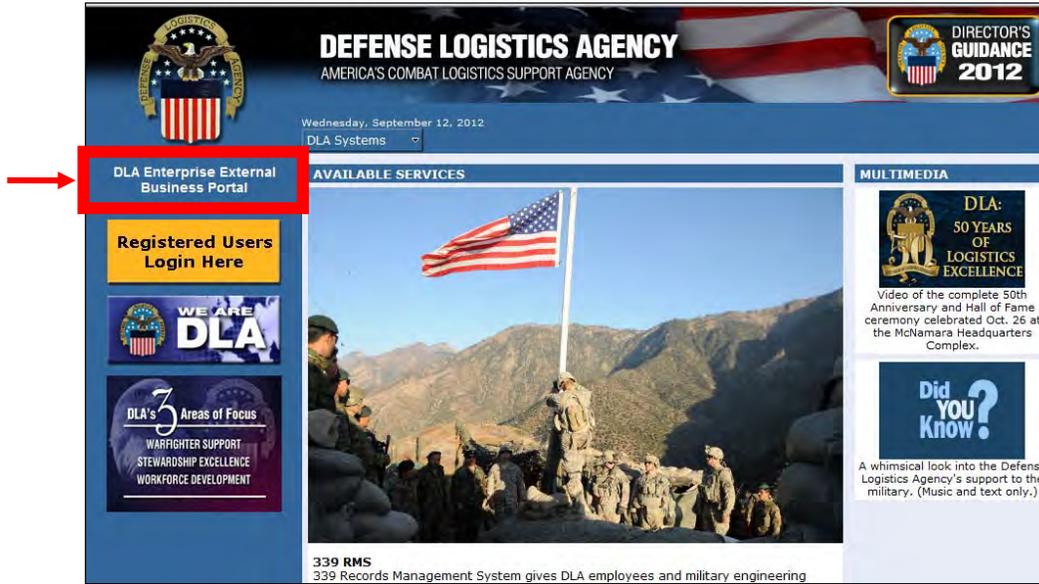
- DLA Customers



# Steps - Update a Line of Accounting (LOA)

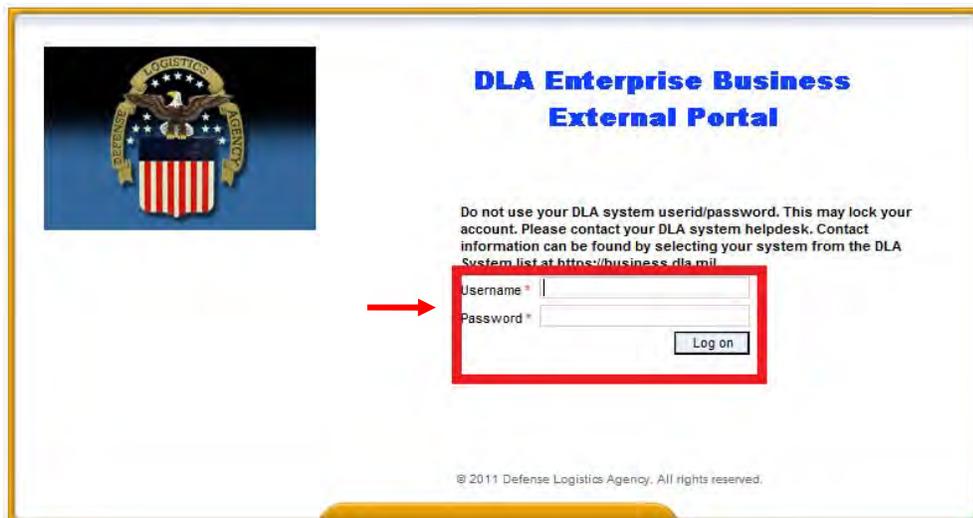
## I. Log into EEBP Portal <https://business.dla.mil/landing/index.jsp>

- a. Click on the **DLA Enterprise External Business Portal** link



- b. Type in **Username** and **Password**
- c. Click the **Logon** button

**Note:** For non-CAC users, the user name and password is same as AMPS login credentials. **For CAC USERS ONLY:** The user is prompted to select certificate. Either certificate can be selected.



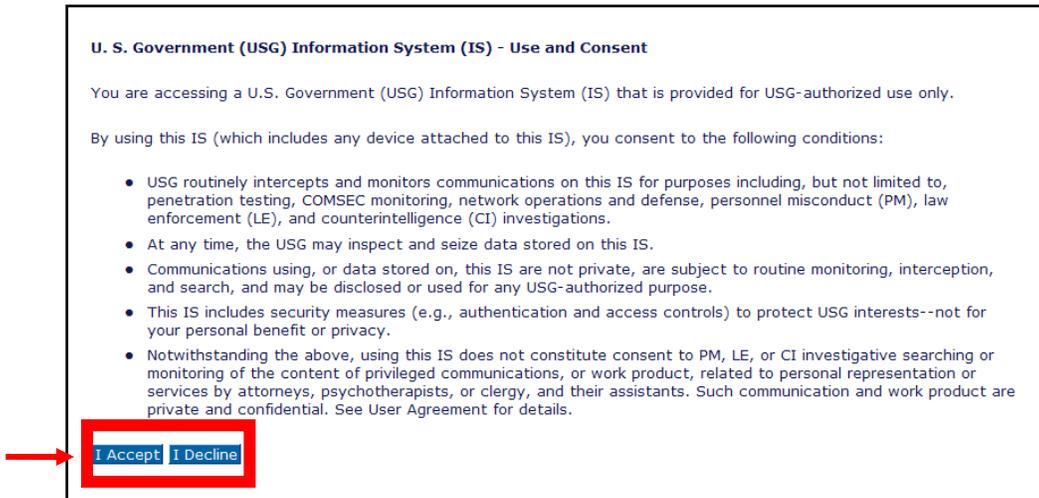


- d. Click on the appropriate Certificate for CAC Enabled Users
- e. Click the **Ok** button

**Note:** For CAC USERS ONLY: The user is prompted to select certificate. Either certificate can be selected.



- f. Click the **I Accept** button on the Log-In Consent Page





## II. Update Line of Accounting

a. Click the **Energy** Tab

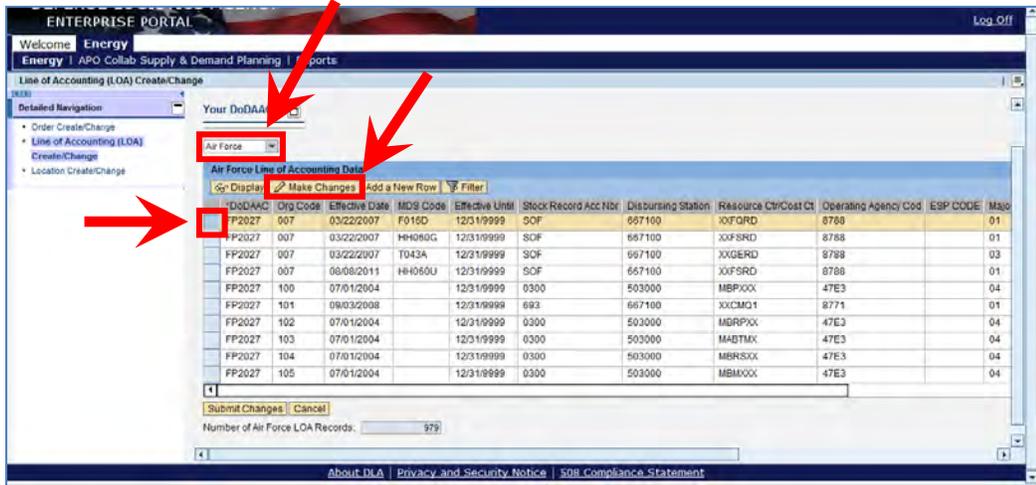


b. Click **Line of Accounting (LOA)**



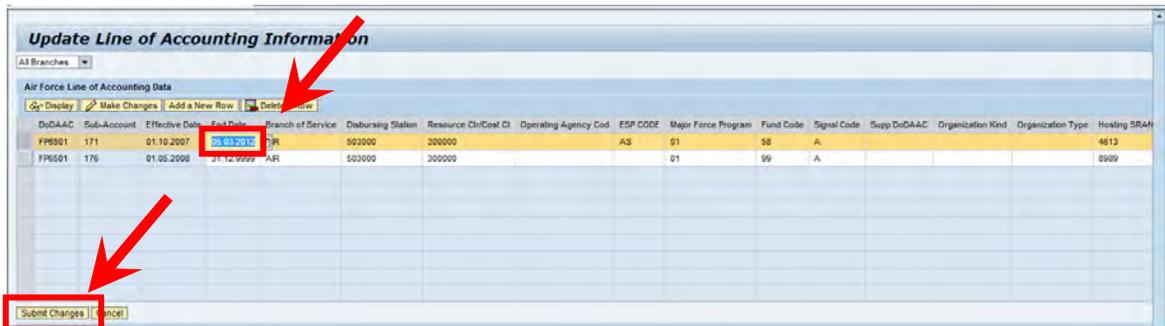


- c. Select the appropriate Service from the drop down menu (if necessary)
- d. Select line item to be changed
- e. Click button



**Note:** This example shows how to change the **End Date**. However, you have the option to change any of the white fields. Your specific functionality is determined by your service.

- f. Click in the **End Date** field and make your changes
- g. Click on the button to view LOA with new date



**Note:** Upon completion, the system will post a message stating that the modification was successfully updated

