

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

## **Energy Convergence**



**Effective September 2012**



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## Introduction

DLA Enterprise External Business Portal (Portal) provides customers 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 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 customers and 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 customers and 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. Energy Commodity Support customers and business partners

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)



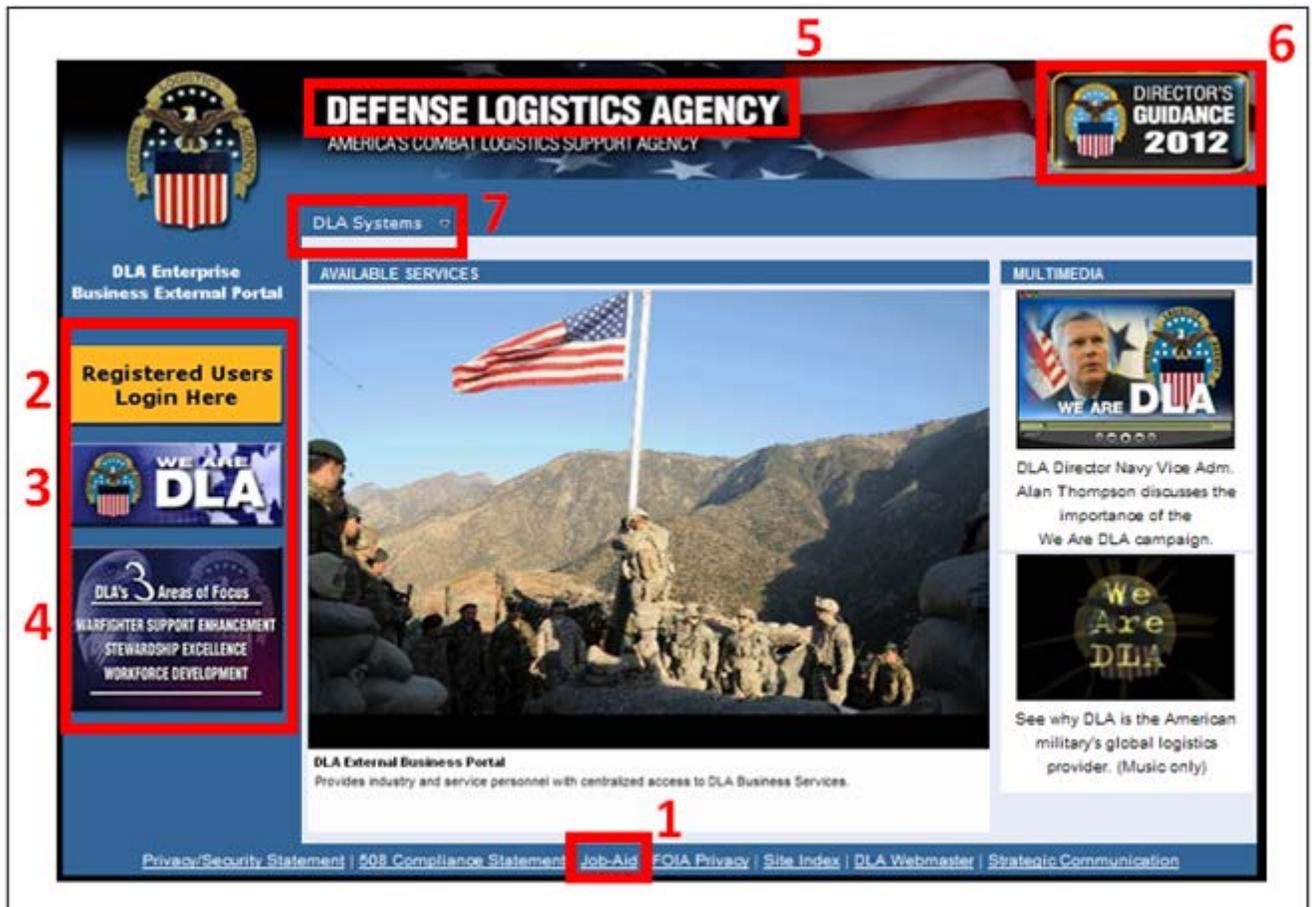
## Accessing the Portal Landing Page

The Portal can be accessed by:

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

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

- a. **1** - Access the latest copy of the Portal Navigation Job Aid
- b. **2** - Login to the Portal in order to access DLA applications for which user has an account
  - i. Demand Planning (DDE/Collab)
  - ii. DLA Disposition Services
  - iii. Installation Support (Real Property)
  - iv. Engineering Support Activities (PDMI/ESA)
  - v. Energy Commodity Support
- c. Access other DLA public sites by clicking on the appropriate icons:
  - i. **3** - “We Are DLA” - DLA Director discusses the importance of the We Are DLA campaign
  - ii. **4** - “DLA 3 Areas of Focus” – DLA Director’s Focus Areas
  - iii. **5** - “Defense Logistics Agency” – DLA’s public site (<http://www.dla.mil>)
  - iv. **6** - “Director’s Guidance 2012” – Guidance from DLA Director including initiatives designed to steer employees’ efforts in three focus areas
- d. **7** - View Information on “DLA Systems”
  - i. Demand Planning (DDE/Collab)
  - ii. DLA Disposition Services
  - iii. Installation Support (Real Property)
  - iv. Engineering Support Activities (PDMI/ESA)
  - v. Energy Commodity Support



DLA Enterprise External Business Portal Landing Page



## 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 Navigation User Job Aid – Energy Commodity Support

DLA Enterprise External Business Portal Landing Page

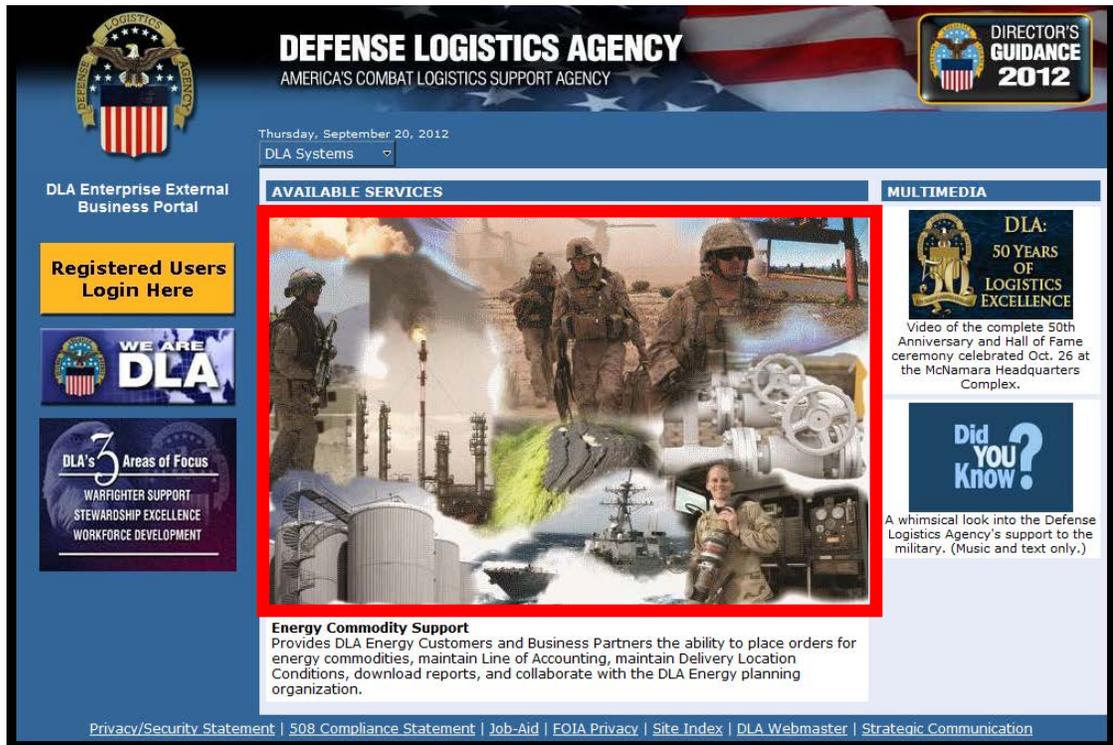
d. The DLA Energy information page will open

DLA Energy Information Page



**Clicking the Revolving Pictures:**

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



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

Wednesday, September 26, 2012  
DLA Systems

**AVAILABLE SERVICES**

**DLA ENERGY**

**Welcome to the DLA Energy External Portal Information Page**

DLA Energy Customers and Business Partners use integrated tools for Customer Direct Sales Order; DLA Inventory Resupply; Account Management; Reporting and Analytics; Delivery Location Conditions and Demand Planning Collaboration purposes.

**Additional Help & 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)

Please visit our [website](#) for information about DLA Energy.

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

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 Reference for External Collaboration Users](#) on how to create an AMPS account and 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](#)

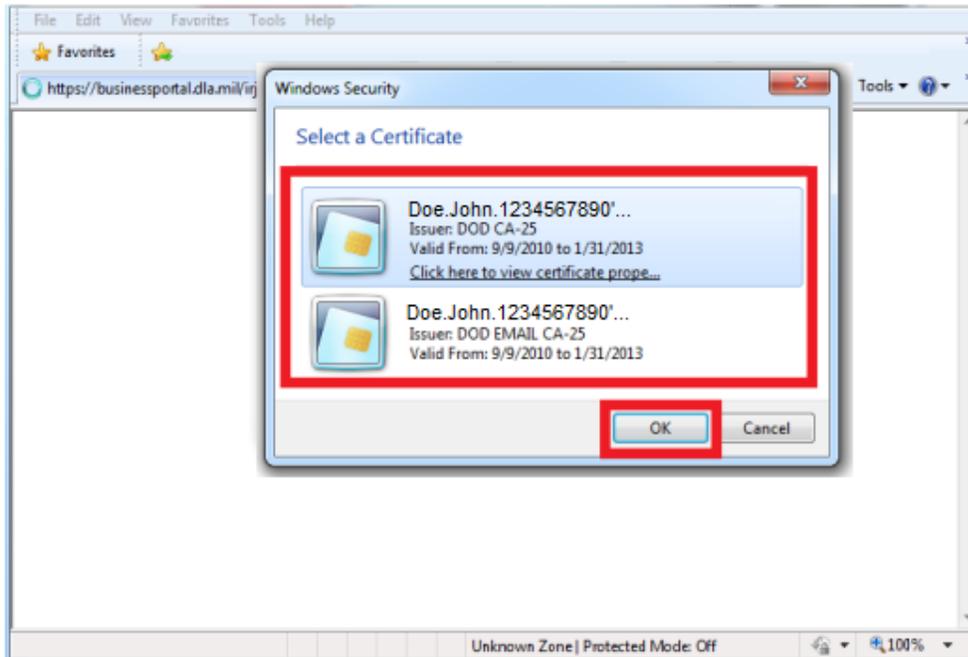
#### All CAC Users:

- 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



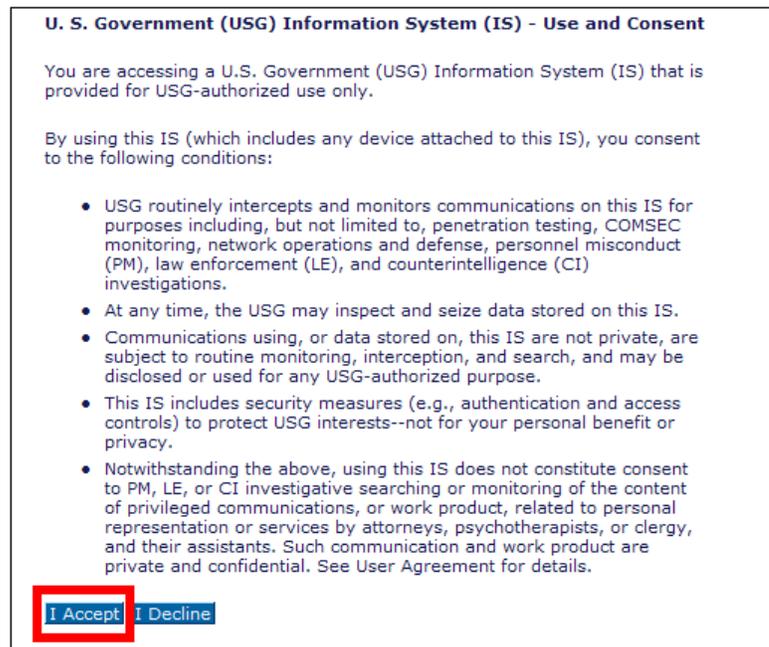
*DLA Enterprise External Business Portal Landing Page*

- 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**’



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

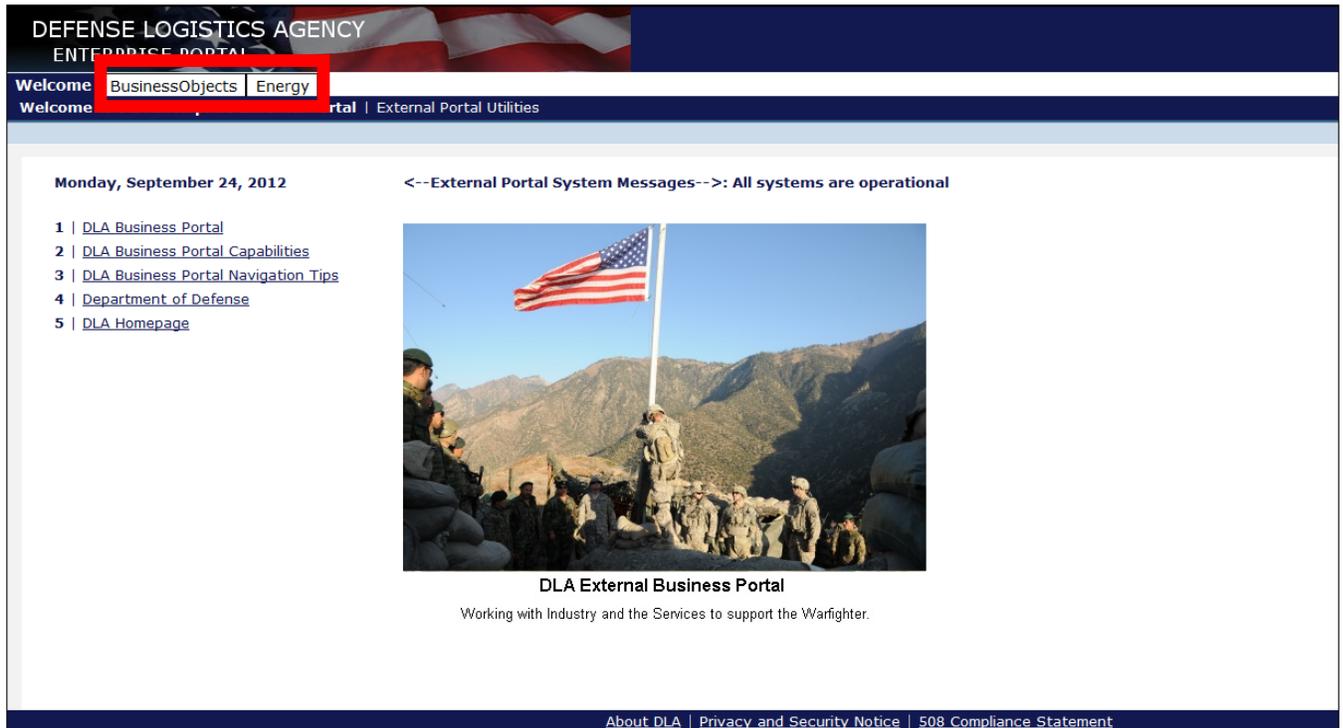
User is now logged into the Portal. The top left portion of the window will display tabs corresponding to all DLA applications for which the user has an account; in this case **Energy**.



DLA Enterprise External Business Portal Navigation User Job Aid – Energy Commodity Support

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'**

The screenshot shows the login page for the DLA Enterprise External Business Portal. On the left is the DLA logo. The main heading is "DLA Enterprise External Business Portal". Below this, a warning states: "Do not use your DLA system userid/password. This may lock your account. Please contact your DLA system helpdesk." The login form contains two input fields: "Username \*" and "Password \*", both of which are highlighted with a red box. A "Log on" button is located to the right of the password field. At the bottom, the copyright notice reads: "© 2011 Defense Logistics Agency. All rights reserved."

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

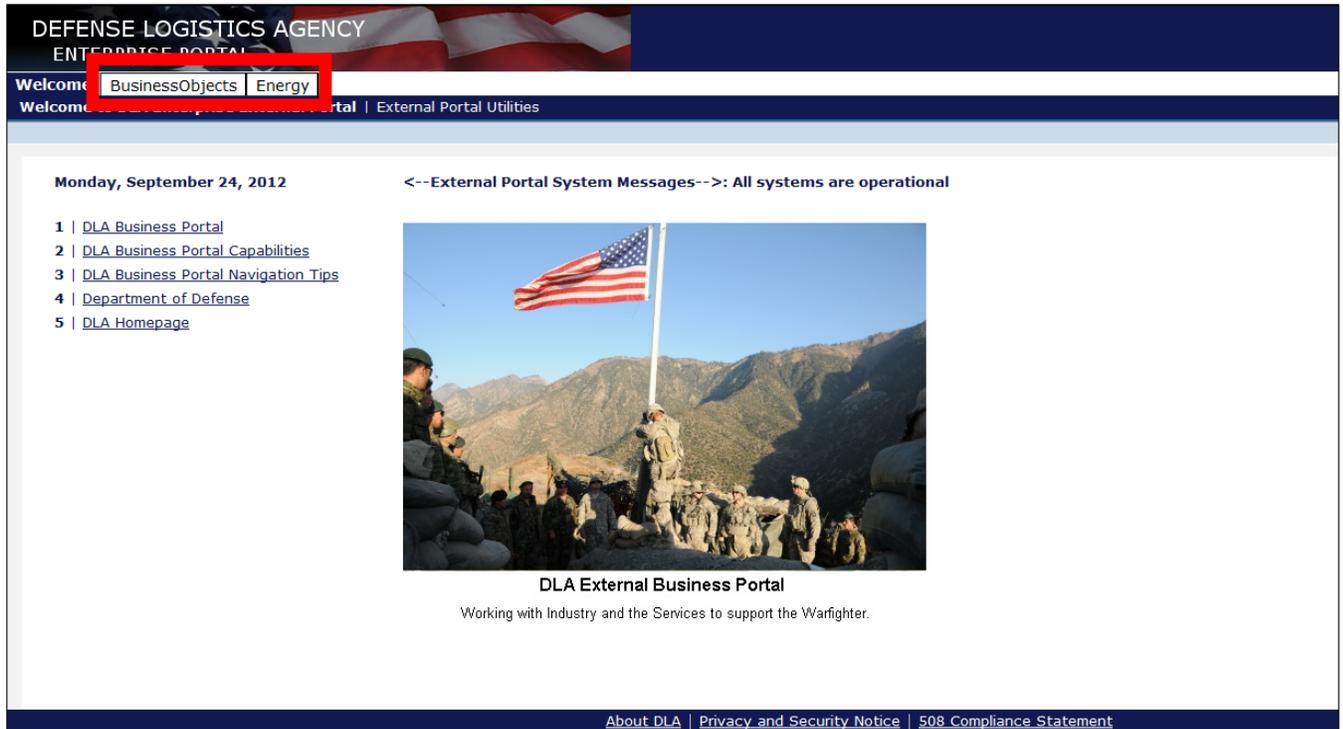


DLA Enterprise External Business Portal Navigation User Job Aid – Energy Commodity Support

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](#).



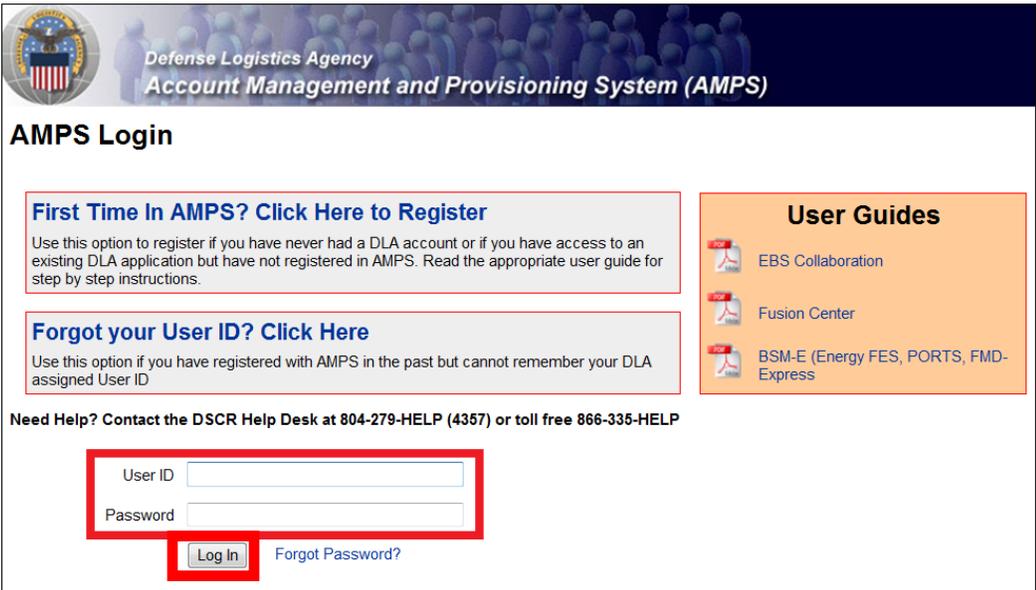
**Expired Password:**

Portal passwords will expire **every 60 days** and 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**’

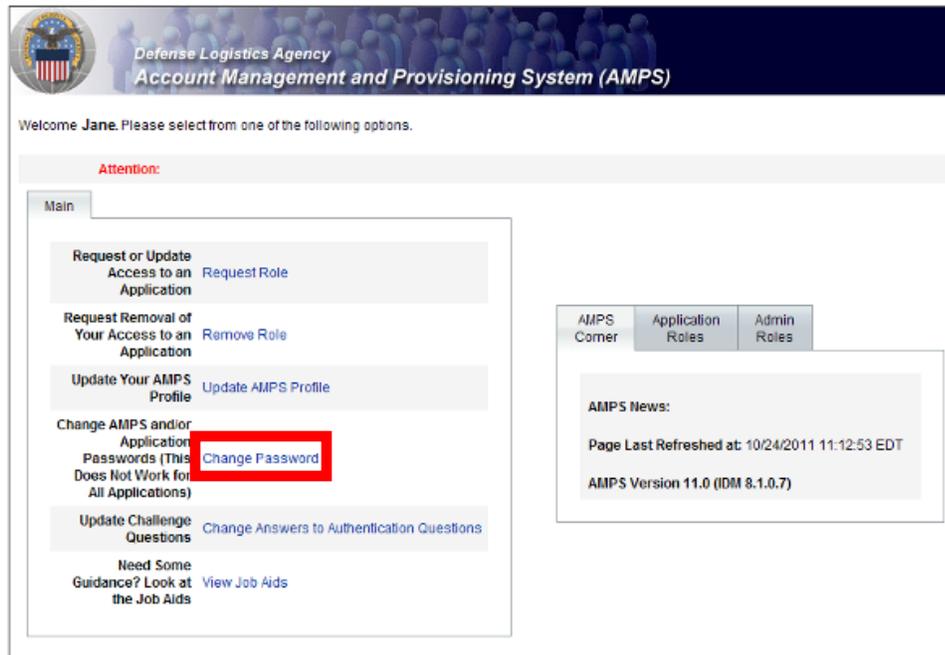


AMPS Login Screen

- d. Click ‘**Change Password**’

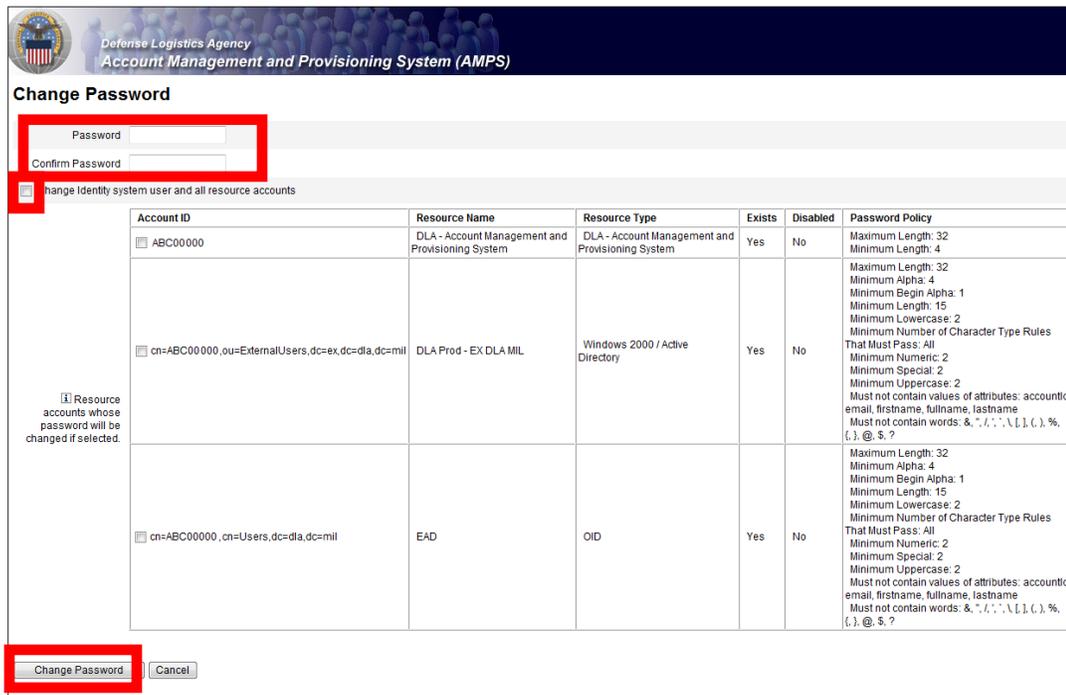


# DLA Enterprise External Business Portal Navigation User Job Aid – Energy Commodity Support



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**'



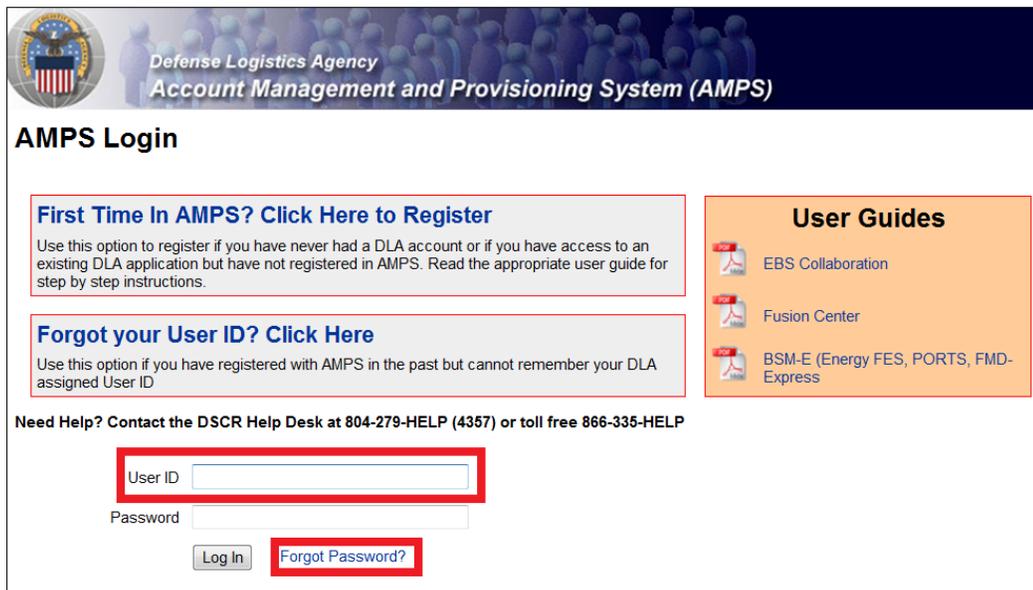
Change Password Screen



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?

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).