

DODEMALL

[v13.2.0]

January

2013

BML-12-005, Registration Process Improvement

Job Aid

Prepared by

PARTNET

Contents

1	Registration Process Improvement - Overview	4
1.1	New Registration: Back to Basics	4
1.2	Optional Account Setup	4
1.3	Supplier Registration	5
1.4	Automatic Login for Federal Government Employees	5
2	Registration Workflows by User Type	6
2.1	Federal Government Employee	6
2.2	Federal Government Contractor	13
2.3	State Government Employee	21
2.4	Supplier	28
2.5	Foreign National	35
2.6	Advanced Options	39
2.6.1	Request MILSTRIP Payment Type	40
2.6.2	Add a Government Purchase Card	41
2.6.3	Add a Default Ship-To Address	43
2.6.4	Request Non-Standard GPC Payment Type (Federal Government Employees only)	44
2.6.5	Request Corporate Credit Card Payment Type (Federal Government Contractors only)	45
2.6.6	Request State Purchase Card (State Employees only)	46
3	Other Registration Scenarios	48
3.1	Re-associate an Existing Account to a New Certificate	48
3.2	Register a Secondary Account	51
3.3	Expired Accounts	53

Formatting Key for the DOD EMALL User Interface (UI)

UI Element	Example
NAVIGATION MENU	"Select MESSAGES to read your account activation notification."
HYPERLINK	"Click LOGIN/REGISTER to register a new account."
<i>Screen Name or Panel</i>	"The <i>Registration Start</i> screen allow returning users to re-associate existing accounts to new certificates."
Field Name	"Enter a User ID. "
BUTTON or SCREEN TAB	"Click CHECK USER ID to validate."
Icon	"Click the  icon to view rules for entering a User ID. "

1 Registration Process Improvement - Overview

1.1 New Registration: Back to Basics

DOD EMALL v13.2.0 significantly re-factors the registration application and its various user workflows. The intent is to streamline the process and eliminate the common fail points that have frustrated new users in the past.

The new registration model is user-centric and focused on the basic requirements for account creation. The previous model awkwardly tried to combine account creation with account setup tasks—two related, but functionally different processes.

New registration separates these two processes. This results in fewer workflow steps; a cleaner, more user-friendly interface; and more flexibility for users. Also, registration now begins with a full certificate-chain authentication. This prevents users from creating new accounts with invalid certificates.

Other improvements include the removal of one-time login emails for basic registration. Previously, users were required to retrieve a login token (presented as a URL) from their account email address in order to complete registration. In addition to being a highly cumbersome part of the process, the tokens often failed to render as hyperlinks. In other cases, the emails would arrive after the token had already expired. Now, changes to basic registration workflows render the one-time login tokens obsolete.

All of the above contribute to a faster, easier, and less problematic registration process.

1.2 Optional Account Setup

The previous registration process included a number of required steps to setup payment types, request additional permissions, enter *Express Settings*, etc. These steps were extended over several different web pages and forced users to acknowledge them—even if a specific step didn't apply.

These account setup tasks are now entirely optional and easily bypassed within new registration.

New users are provided with an Advanced Options feature upon completion of basic registration. Advanced Options consolidates account setup onto one webpage and allows users to add or request permissions for any of the following:

- MILSTRIP Fund Code Payment
- Default MILSTRIP requisition codes
- Government Purchase Card
- Non-Standard Government Purchase Card (Federal Government Employees only)
- Corporate Credit Card (Federal Government Contractors only)
- State Purchase Card (State Government Employees only)
- Default In-the-clear shipping information

Federal Government Employees may choose to bypass Advanced Options and proceed directly into DOD EMALL as a Shopper. The same account setup features are also available under *My Account* and can be completed at any point after login.

1.3 Supplier Registration

Previously, registration did not provide a process workflow for Supplier users. As a workaround, Suppliers were required to initially register as Shoppers, at which point, an Access Administrator was needed to manually update the account type.

A new Supplier registration workflow is provided with v13.2.0. This process requires users to provide a **CAGE Code** and **DUNS** number corresponding to an active supplier contract on DOD EMALL. Supplier users may proceed into registration only after the **CAGE Code** and **DUNS** number combination provided is successfully validated.

New Supplier **User IDs** are automatically prefixed with the associated **CAGE Code**.

Like Federal Government Contractors and Foreign Nationals, Supplier accounts are not automatically activated. Email notification is automatically sent to DOD EMALL Supplier Account Managers when a new user completes basic Supplier registration. New accounts are then reviewed and forwarded onto the DOD EMALL Registration Authority for activation.

1.4 Automatic Login for Federal Government Employees

New registration provides Federal Government Employees with immediate access to DOD EMALL upon completion of basic registration. Previously, these users were required to end their current session and perform a separate login before being admitted into the site.

Now, a new **HOME PAGE** button is provided allowing Federal Government Employees to navigate directly to the *Shopping Landing Page* from their completed user profile.

Additionally, users are no longer required to enter their *Active Shopping Properties* when entering DOD EMALL for the first time. **Region**, **Postal Code**, and **Country** are now auto-populated from the user's registration form.

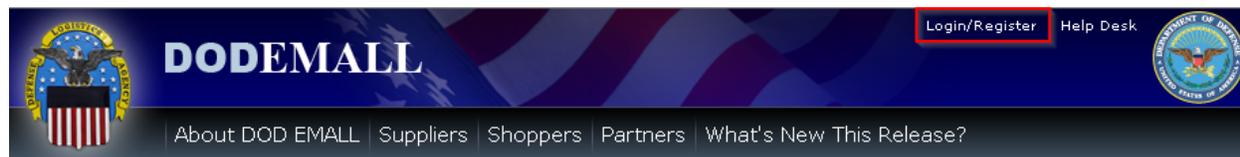
2 Registration Workflows by User Type

2.1 Federal Government Employee

The following demonstrates how to register a new Federal Government Employee account.

User Role: *New User*

Special Conditions: *User presents a valid Common Access Card (or equivalent medium-assurance certificate). User has no active DOD EMALL accounts.*



From the *DOD EMALL homepage* . . .

1. Click LOGIN/REGISTER.

Mandatory DOD Notice For EMALL Use

Standard Mandatory DOD Notice and Consent Banner
Dated/Effective: May 9, 2008

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 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 communications and work product are private and confidential.
- Security protections may be utilized on this IS to protect certain interests that are important to the USG. These protections are not provided for your benefit or privacy and maybe modified or eliminated at the USG's discretion. By signing this document, you acknowledge and consent that when you access Department of Defense (DoD) information systems, you are accessing a U.S. Government information system (as defined in CNSSI 4009) that is provided for U.S. Government-authorized use only.
- That you understand and accept the [user agreement](#).

OK

2. Click OK to acknowledge the *DOD Notice and Consent Banner*.
3. Select a certificate, enter the **PIN**, and click OK.

New Account Registration

User Type

Select the user type that best describes you.

Federal Government Employee (including National Guard and ROTC programs)
I am an employee of the US Federal Government and have an active DOD CAC card or PKI token (Medium Token Assurance certification or Medium Hardware Assurance certificate) issued through one of the 3 approved commercial sources for these certificates: IdenTrust, Inc.; Operational Research Consultants, Inc.; or Symantec Corporation.

Federal Government Contractor
I or the organization I am employed by is under contract with the U.S. Government.

State Government Employee
I am an employee of a State Government and intend to use DOD EMALL under a Federal Government program. I have an ECA hard token.

Supplier
I have my organization's CAGE Code and DUNS and intend to supply products for purchase in DOD EMALL.

Returning Customer

Active DOD EMALL Account

DOD EMALL could not find any active user accounts associated with the certificate provided. One of the following conditions may apply:

- Your account is no longer active
- You are attempting to login with a new certificate

If you are an existing DOD EMALL user, enter your account User ID below. Login instructions will be sent to the email address listed on the account.

User ID

The *Registration Start* screen displays.

See §3.1, *Re-associate an Existing Account* regarding login instructions for returning DOD EMALL customers.

4. Select the **Federal Government Employee** radio button under *New Account Registration*.

New Account Registration

User Type

Registering as **Federal Government Employee (including National Guard and ROTC programs)**. [\[change\]](#)

User ID

Enter a User ID.

User ID

DOD EMALL automatically prompts the users to the next step.

Users may optionally click the RESET button at any point to restart the Registration process, or click the *[change]* link revert to a previous step and reselect.

5. Enter a **User ID**.

Click the icon to view rules for entering a **User ID**.

6. Click CHECK USER ID to verify **User ID** availability.

New Account Registration

User Type

Registering as **Federal Government Employee (including National Guard and ROTC programs)**. [\[change\]](#)

User ID

Selected User ID **NEWDODEMALLUSER** [\[change\]](#)

Optional Information

- I am a Foreign National.
 None.

Submit Reset

Valid **User IDs** are automatically selected.

The **Submit** button now displays in **green**. Green buttons indicate when the user may proceed to the next screen.

Values not meeting **User ID** requirements are highlighted in **red**, as shown below:

Username

7. Select one of the following checkboxes under **Optional Information**:

- **I am a Foreign National**
- **None**

None is selected by default. Reference §2.5, *Foreign National* for additional information on registration procedures for Foreign National users.

Optional Information

- I am a Foreign National.
 None.

Submit Reset

8. Click SUBMIT.

Essential User Information

Register with a valid U.S. Government email address and DOD or Federal Activity Address Code (DODAAC or AAC). Immediate access is granted.

Once you have completed the form, verify all information is correct. If any information is incorrect, make the necessary corrections and then click "Save".

Required fields are denoted by an asterisk (*).

Registration Information

Account Name:	NEWDODEMALLUSER
User Type:	U.S. Government Employee

The *Essential User Information* screen displays the selected **User ID**. Registration instructions display based on the assigned **User Type** (e.g. U.S. Government Employee).

9. Enter the following **Contact Information**:

- **First Name**
- **Middle Initial**
- **Last Name**
- **Email Address**
- **Commercial Phone**
- **DSN Phone**

Contact Information

First Name *	<input type="text" value="John"/>
Middle Initial	<input type="text"/>
Last Name *	<input type="text" value="Doe"/>
Email Address *	<input type="text" value="jdoe@dla.mil"/>
Commercial Phone *	<input type="text" value="555-555-1234"/>
DSN Phone	<input type="text"/>

Red asterisks (*) indicate required fields.

10. Enter/select the following **Organization Information**:

- **Department** (defaults to "Department of Defense")
- **Service/Agency of Assignment**
- **Major Command**
- **Unit of Assignment**
- **DODAAC**
- **Country** (defaults to "United States")
- **ZIP Code**
- **Duty Station/City**
- **State**

Organization Information

Department *	Department of Defense	▼
Service / Agency of Assignment *	Defense Logistics Agency	▼
Major Command *	DLIS	▼
Unit Of Assignment		
DODAAC *	N40084	?
Country *	United States	▼
ZIP Code *	22203	
Duty Station/City *	ARLINGTON	
State *	Virginia	▼

Duty Station/City and **State** are auto-populated when a valid U.S. **ZIP Code** is provided.

Province and **Postal Code** display only when a **Country** other than “United States” is selected.

Available fields may vary based on certain **Service/Agency of Assignment** and **Major Command** selections.

User may click the  icon to view **DODAAC** help text.

11. Enter the following **Supervisor Information**:

- **Supervisor Name**
- **Supervisor Phone**
- **Supervisor Email**

Supervisor Information

Supervisor's Name *	Joe Supervisor
Supervisor's Phone *	801-708-1118
Supervisor's Email *	no-reply@dla.mil



Supervisor Email Address and the user's **Email Address** cannot contain the same value.

The SAVE button now displays in **green**.

12. Click SAVE.

Essential User Information

Registration Information

Account Name:	NEWDODEMALLUSER
User Type:	U.S. Government Employee

Contact Information

First Name*	John
Last Name*	Doe
Email Address*	jdoe@dla.mil
Commercial Phone*	555-555-1234

Organization Information

Department*	Department of Defense
Service / Agency of Assignment*	Defense Logistics Agency
Major Command*	DLIS
DODAAC*	N40084
Country*	US
ZIP Code**	22203
Duty Station/City*	ARLINGTON
State**	VA

Supervisor Information

Supervisor's Name*	Joe Supervisor
Supervisor's Phone*	8015811118
Supervisor's Email*	no-reply@dla.mil



Essential User Information displays as read-only.

13. Review your account information.

Users may optionally click EDIT to return to *Essential User Information* and make any necessary corrections.

14. Click SUBMIT to confirm your account information.

Basic registration is complete. Federal Government Employees accounts are automatically activated.

Supervisor Information

Supervisor's Name*: Joe Supervisor

Supervisor's Phone*: 8015811118

Supervisor's Email*: no-reply@dla.mil

Print

Homepage

Advanced Options

15. Click HOMEPAGE to enter DOD EMALL.

The screenshot displays the DOD EMALL user interface. At the top, there is a navigation bar with the DOD EMALL logo, a search bar, and user information: "Welcome, NEWDODEMALLUSER", "My Account", "Help Desk", and "Logout". Below the navigation bar, there are tabs for "Shop", "Orders", "Tools", "Reports", and "Messages". The main content area features a search section on the left with fields for "Corridor", "Keywords", and "Part Numbers", along with a "Search" button. The central area is titled "Shopping Lists" and includes a promotional banner for re-using lists. To the right, there is a "Did you know...?" section and an "Orders" section with links for "DLA Orders", "Receive Orders/Requisition", "Carts Sent to Another User", and "Orders Waiting to".

U.S. Government Employees are directed to the *Shopping Landing Page* upon login.

Active Shopping Properties are defaulted using the **Country** and **Postal Code** provided on user registration forms.

Other Federal Government Employee registration options include:

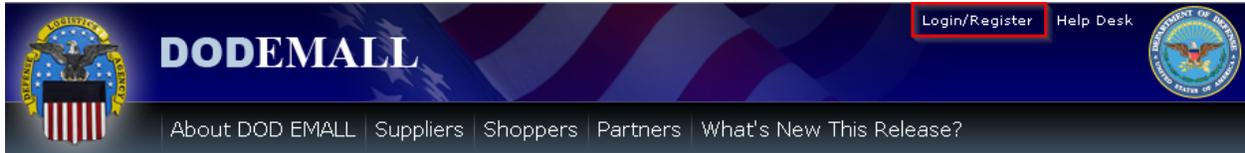
- Click **ADVANCED OPTIONS** on the *Essential User Information* screen to complete account setup (i.e., add payment types or shipping information).
- Click **PRINT** to print a copy of your *Essential User Information*.
- Click **MESSAGES** to access the *Message Center* and read your account activation notification.

2.2 Federal Government Contractor

The following demonstrates how to register a new Federal Government Contractor account.

User Role: *New User*

Special Conditions: *User presents a valid Common Access Card (or equivalent medium-assurance certificate). User has no active DOD EMALL accounts.*



From the *DOD EMALL* homepage . . .

1. Click LOGIN/REGISTER.

Mandatory DOD Notice For EMALL Use

Standard Mandatory DOD Notice and Consent Banner Dated/Effective: May 9, 2008

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 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 communications and work product are private and confidential.
- Security protections may be utilized on this IS to protect certain interests that are important to the USG. These protections are not provided for your benefit or privacy and maybe modified or eliminated at the USG's discretion. By signing this document, you acknowledge and consent that when you access Department of Defense (DoD) information systems, you are accessing a U.S. Government information system (as defined in CNSI 4009) that is provided for U.S. Government-authorized use only.
- That you understand and accept the [user agreement](#).

OK

2. Click OK to acknowledge the *DOD Notice and Consent Banner*.
3. Select a certificate, enter the **PIN**, and click OK.

New Account Registration

User Type

Select the user type that best describes you.

Federal Government Employee (including National Guard and ROTC programs)
I am an employee of the US Federal Government and have an active DOD CAC card or PKI token (Medium Token Assurance certification or Medium Hardware Assurance certificate) issued through one of the 3 approved commercial sources for these certificates: IdenTrust, Inc.; Operational Research Consultants, Inc.; or Symantec Corporation.

Federal Government Contractor
I or the organization I am employed by is under contract with the U.S. Government.

State Government Employee
I am an employee of a State Government and intend to use DOD EMALL under a Federal Government program. I have an ECA hard token.

Supplier
I have my organization's CAGE Code and DUNS and intend to supply products for purchase in DOD EMALL.

Returning Customer

Active DOD EMALL Account

DOD EMALL could not find any active user accounts associated with the certificate provided. One of the following conditions may apply:

- Your account is no longer active
- You are attempting to login with a new certificate

If you are an existing DOD EMALL user, enter your account User ID below. Login instructions will be sent to the email address listed on the account.

User ID

The *Registration Start* screen displays.

See §3.1, *Re-associate an Existing Account* regarding login instructions for returning DOD EMALL customers.

4. Select the **Federal Government Contractor** radio button under *New Account Registration*.

New Account Registration

User Type

Registering as **Federal Government Contractor**.
[\[change\]](#)

User ID

Enter a User ID.

User ID

DOD EMALL automatically prompts the user to the next step.

Users may optionally click the RESET button at any point to restart the Registration process, or click the *[change]* link revert to a previous step and reselect.

5. Enter a **User ID**.

Click the icon to view rules for entering a **User ID**.

6. Click CHECK USER ID to verify **User ID** availability.

New Account Registration

User Type

Registering as **Federal Government Contractor**.
[change]

User ID

Selected User ID **NEWFEDCONTRACTOR** [change]

Optional Information

- I am a Foreign National.
 None.

Submit

Reset

Valid **User IDs** are automatically selected.

The **Submit** button now displays in **green**. Green buttons indicate when the user may proceed to the next screen.

Values not meeting **User ID** requirements are highlighted in **red**, as shown below:

Username

CPTBOX



CPTBOX is already taken.

Check User ID

7. Select one of the following checkboxes under **Optional Information**:

- **I am a Foreign National**
- **None**

None is selected by default. Reference §2.5, *Foreign National* for additional information on registration procedures for Foreign National users.

Optional Information

- I am a Foreign National.
 None.

Submit

Reset

8. Click SUBMIT.

Essential User Information

Fill out the form presented and follow the instructions on the form. You will need the contract number for which DOD EMALL access is needed, the Contracting Officer's name, email address and phone number, the period of performance during the life of the contract for which you need DOD EMALL access, the Weapon System or Project name you are supporting and a brief statement about why you need access to DOD EMALL to perform against your contract. Note: you may only use DOD EMALL for this account when doing work for the specified contract. If you have another contract, you need another account. You will also be asked to select a contractor type:

- ▶ Employed by US Government as support/administrative staff
- ▶ Call Center employee or Customer Assistance
- ▶ Ordering GFM or CFM in direct contract performance
- ▶ Parts & Supply Research Only

Once you have completed the form, verify all information is correct. If any information is incorrect, make the necessary corrections and then click "Save".

Required fields are denoted by an asterisk (*).

Registration Information

Account Name:	NEWFEDCONTRACTOR
User Type:	Contractor

The *Essential User Information* screen displays the selected **User ID**. Registration instructions display based on the assigned **User Type** (e.g., Contractor).

9. Enter the following **Contact Information**:

- **First Name**
- **Middle Initial**
- **Last Name**
- **Email Address**
- **Commercial Phone**
- **DSN Phone**

Contact Information

First Name *	<input type="text" value="John"/>
Middle Initial	<input type="text"/>
Last Name *	<input type="text" value="Doe"/>
Email Address *	<input type="text" value="jdoe@dla.mil"/>
Commercial Phone *	<input type="text" value="555-555-1234"/>
DSN Phone	<input type="text"/>

Red asterisks (*) indicate required fields.

10. Enter/select the following **Organization Information**:

- **Department** (defaults to “Department of Defense”)
- **Service/Agency of Assignment**
- **Unit of Assignment**
- **DODAAC**
- **Country** (defaults to “United States”)
- **ZIP Code**
- **Duty Station/City**
- **State**

Organization Information

Department *	Department of Defense	▼
Service / Agency of Assignment *	Defense Logistics Agency	▼
Major Command *	Contractor	▼
Unit Of Assignment		
DODAAC *	N40084	?
Country *	United States	▼
ZIP Code *	22203	
Duty Station/City *	ARLINGTON	
State *	Virginia	▼

Major Command auto-populates to “Contractor” when **Service/Agency of Assignment** is selected.

Duty Station/City and **State** are auto-populated when a valid U.S. **ZIP Code** is provided.

Province and **Postal Code** display only when a **Country** other than “United States” is selected.

Available fields may vary based on certain **Service/Agency of Assignment** and **Major Command** selections.

User may click the  icon to view **DODAAC** help text.

11. Enter the following **Supervisor Information**:

- **Supervisor Name**
- **Supervisor Phone**
- **Supervisor Email**

Supervisor Information

Supervisor's Name *	Joe Supervisor
Supervisor's Phone *	801-708-1118
Supervisor's Email *	no-reply@dla.mil

Supervisor Email Address and the user's **Email Address** cannot contain the same value.

12. Enter the following **Contract Information**.

- **Contractor Type**
- **Program Name**
- **Company Name**
- **Contract Number**
- **[Contract] Start Date**
- **[Contract] End Date**
- **Contract Officer Name**
- **Contract Officer Phone**
- **Contract Officer Email**

Contract Information

If ordering GFM or CFM in direct contract performance, you must furnish the designation of the weapons system or other DOD project being supported, e.g., "KC-135".

Contractor Type *	Ordering GFM or CFM in direct contract perform
Program Name *	Project One
Company Name *	Acme Inc.
Contract Number *	SPM00000A00001
Start Date (mm/dd/yyyy) *	01/01/2012
End Date (mm/dd/yyyy) *	12/31/2015
Contract Officer Name *	KO Jones
Contract Officer Phone *	801-555-1234
Contract Officer Email *	no-reply@ko.com

13. Enter **Justification Comments**.

Justification Information

Justification Comments (approx. 400 words) *	I am a contractor supporting an active DOD program.
---	---

Justification Comments should describe the Contractor's purpose and need for using DOD EMALL.

The SAVE button now displays as **green**.

14. Click SAVE.

Contract Information

Contractor Type*	O
Program Name*	Project One
Company Name*	Acme Inc.
Contract Number*	SPM00000A00001
Start Date (mm/dd/yyyy)*	01/01/2012
End Date (mm/dd/yyyy)*	12/31/2015
Contract Officer Name*	KO Jones
Contract Officer Phone*	801-555-1234
Contract Officer Email*	no-reply@ko.mil

Justification Information

Justification Comments
(approx. 400 words)*: I am a contractor supporting an active DOD program.

Edit	Submit
------	--------

Essential User Information displays as read-only.

15. Review your account information.

Users may optionally click EDIT to return to *Essential User Information* and make any necessary corrections.

16. Click SUBMIT to confirm your account information.

DOD EMALL displays instructions for account activation.

17. Click PRINT to print a copy of your Federal Contractor registration form.

Required Signatures

I certify that the above information is true and that I am currently employed by the organization that appears on this letter.

Signature: _____

Supervisor's Signature: _____

Government Contracting Officer
Signature: _____

Print	Advanced Options
-------	------------------

The printed registration form must be signed by the following personnel:

- Federal Government Contractor user
- Supervisor
- Government Contracting Officer

18. Submit the signed registration to the DOD EMALL Registration Authority as outlined in the instructions on the form.

Basic registration is complete. Contractors must wait for their account to be activated by an Access Administrator prior to using DOD EMALL.

Contractors will be notified via email when account activation is complete. Notification will also be posted to the *Message Center*. Prior to activation, Contractors may login to DOD EMALL to view their *Essential User Information* or view account notifications posted in the *Message Center*.

Other Federal Government Contractor registration options:

- Click **ADVANCED OPTIONS** to request payment permissions or add a default shipping address.
- Click **MESSAGES** to access the *Message Center* and read your pending account activation notice.

2.3 State Government Employee

The following demonstrates how to register a new State Government Employee account.

User Role: *New User*

Special Conditions: *User presents a valid Common Access Card (or equivalent medium-assurance certificate). User has no active DOD EMALL accounts.*



From the *DOD EMALL* homepage . . .

1. Click LOGIN/REGISTER.

Mandatory DOD Notice For EMALL Use

Standard Mandatory DOD Notice and Consent Banner Dated/Effective: May 9, 2008

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 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 communications and work product are private and confidential.
- Security protections may be utilized on this IS to protect certain interests that are important to the USG. These protections are not provided for your benefit or privacy and maybe modified or eliminated at the USG's discretion. By signing this document, you acknowledge and consent that when you access Department of Defense (DoD) information systems, you are accessing a U.S. Government information system (as defined in CNSSI 4009) that is provided for U.S. Government-authorized use only.
- That you understand and accept the [user agreement](#).

OK

2. Click OK to acknowledge the *DOD Notice and Consent Banner*.
3. Select a certificate, enter the **PIN**, and click OK.

New Account Registration

User Type

Select the user type that best describes you.

Federal Government Employee (including National Guard and ROTC programs)
I am an employee of the US Federal Government and have an active DOD CAC card or PKI token (Medium Token Assurance certification or Medium Hardware Assurance certificate) issued through one of the 3 approved commercial sources for these certificates: IdenTrust, Inc.; Operational Research Consultants, Inc.; or Symantec Corporation.

Federal Government Contractor
I or the organization I am employed by is under contract with the U.S. Government.

State Government Employee
I am an employee of a State Government and intend to use DOD EMALL under a Federal Government program. I have an ECA hard token.

Supplier
I have my organization's CAGE Code and DUNS and intend to supply products for purchase in DOD EMALL.

Returning Customer

Active DOD EMALL Account

DOD EMALL could not find any active user accounts associated with the certificate provided. One of the following conditions may apply:

- Your account is no longer active
- You are attempting to login with a new certificate

If you are an existing DOD EMALL user, enter your account User ID below. Login instructions will be sent to the email address listed on the account.

User ID

The *Registration Start* screen displays.

See §3.1, *Re-associate an Existing Account* regarding login instructions for returning DOD EMALL customers.

4. Select the **State Government Employee** radio button under *New Account Registration*.

New Account Registration

User Type

Registering as **State Government Employee**.
[\[change\]](#)

User ID

Enter a User ID.

User ID

DOD EMALL automatically prompts the users to the next step.

Users may optionally click the RESET button at any point to restart the Registration process, or click the *[change]* link revert to a previous step and reselect.

5. Enter a **User ID**.

Click the ⓘ icon to view rules for entering a **User ID**.

6. Click CHECK USER ID to verify **User ID** availability.

New Account Registration

User Type

Registering as **State Government Employee**.
[change]

User ID

Selected User ID **NEWSTATEUSER** [change]



Valid **User IDs** are automatically selected.

The **Submit** button now displays in **green**. Green buttons indicate when the user may proceed to the next screen.

Values not meeting **User ID** requirements are highlighted in **red**, as shown below:

Username  

7. Click SUBMIT.

Essential User Information

Fill out the form presented and follow the instructions on the form. You will need to supply your US State Point of Contact (SPOC) name, phone number and email address. Your SPOC must already have a valid DOD EMALL account, if not, please instruct them to go through the registration process as well. In addition, if you are the SPOC, you will need to provide your official letter of designation whereby the State recognizes you as the State Point of Contact. This letter should be faxed or emailed to the DOD EMALL Program Management Office at 269-961-7604 or DODEMALL1122@dla.mil

Once you have completed the form, verify all information is correct. If any information is incorrect, make the necessary corrections and then click "Save".

Required fields are denoted by an asterisk (*).

Registration Information

Account Name: NEWSTATEUSER

User Type: U.S. State Employee

The *Essential User Information* screen displays the selected **User ID**. Registration instructions display based on the assigned **User Type** (e.g., U.S. State Employee).

8. Enter the following **Contact Information**:

- **First Name**
- **Middle Initial**
- **Last Name**
- **Email Address**
- **Commercial Phone**
- **DSN Phone**

Contact Information

First Name *	<input type="text" value="John"/>
Middle Initial	<input type="text"/>
Last Name *	<input type="text" value="Doe"/>
Email Address *	<input type="text" value="jdoe@va.gov"/>
Commercial Phone *	<input type="text" value="202-581-1118"/>
DSN Phone	<input type="text"/>

Red asterisks (*) indicate required fields.

9. Enter/select the following **Organization Information**:

- **Department**
- **Service/Agency of Assignment**
- **Major Command**
- **Unit of Assignment**
- **DODAAC**
- **Country** (defaults to “United States”)
- **ZIP Code**
- **Duty Station/City**
- **State**

Organization Information

Department *	<input type="text" value="State Government Under Federal Programs"/>
Service / Agency of Assignment *	<input type="text" value="Virginia"/>
Major Command *	<input type="text" value="1122 Program"/>
Unit Of Assignment	<input type="text"/>
DODAAC *	<input type="text" value="FA1010"/>
Country *	<input type="text" value="United States"/>
ZIP Code *	<input type="text" value="22203"/>
Duty Station/City *	<input type="text" value="ARLINGTON"/>
State *	<input type="text" value="Virginia"/>

Department auto-populates to “State Government Under Federal Programs” by default.

Duty Station/City and **State** are auto-populated when a valid U.S. **ZIP Code** is provided.

Province and **Postal Code** display only when a **Country** other than “United States” is selected.

State employees may select from the following **Major Commands**:

- 1122 Program
- Other

User may click the  icon to view **DODAAC** help text.

10. Enter the following **Supervisor Information**:

- **Supervisor Name**
- **Supervisor Phone**
- **Supervisor Email**

Supervisor Information

Supervisor's Name *	<input type="text" value="Joe Supervisor"/>
Supervisor's Phone *	<input type="text" value="202-708-1118"/>
Supervisor's Email *	<input type="text" value="no-reply@va.gov"/>

Supervisor Email Address and the user's **Email Address** cannot contain the same value.

11. Enter the following **State Government Information**:

- [State] **Point of Contact Name**
- [State] **Point of Contact Phone**
- [State] **Point of Contact Email**

State Government Information

Point Of Contact Name *	<input type="text" value="Jack Virginia"/>
Point Of Contact Phone *	<input type="text" value="202-555-1234"/>
Point Of Contact Email *	<input type="text" value="no-reply@va.gov"/>

12. Enter **Justification Comments**.

Justification Information

Justification Comments (approx. 400 words) *	<input type="text" value="I am a Virginia state employee purchasing through the 1122 program."/>
---	--

Justification Comments should describe the State employee's purpose and need for using DOD EMALL.

13. Click SAVE.

Supervisor Information

Supervisor's Name*	Joe Supervisor
Supervisor's Phone*	202-708-1118
Supervisor's Email*	no-reply@va.gov

State Government Information

Point Of Contact Name*	Jack Virginia
Point Of Contact Phone*	202-555-1234
Point Of Contact Email*	no-reply@va.gov

Justification Information

Justification Comments (approx. 400 words)*	I am a Virginia state employee purchasing through the 1122 program.
--	---

Edit	Submit
------	--------

Essential User Information displays as read-only.

14. Review your account information.

Users may optionally click EDIT to return to *Essential User Information* and make any necessary corrections.

15. Click SUBMIT to confirm your account information.

DOD EMALL displays instructions for account activation.

16. Click PRINT to print a copy of your State Government Employee registration form.

Required Signatures

I certify that the above information is true and that I am currently employed by the organization that appears on this letter.

Signature:	_____
Supervisor's Signature:	_____
State Point of Contact Signature:	_____

Print	Advanced Options
-------	------------------

The printed registration form must be signed by the following personnel:

- State Government Employee user
- Supervisor
- State Point of Contact

17. Submit the signed registration to the DOD EMALL Registration Authority as outlined in the instructions provided on the form.

Basic registration is complete. State employees must wait for their account to be activated by an Access Administrator prior to using DOD EMALL.

State employees will be notified via email when account activation is complete. Notification will also be posted to the *Message Center*. Prior to activation, State employees may login to DOD EMALL to view their *Essential User Information* or view account notifications posted in the *Message Center*.

Other State Government Employee registration options:

- Click **ADVANCED OPTIONS** to request payment permissions or add a default shipping address.
- Click **MESSAGES** to access the *Message Center* and read your pending account activation notice.

2.4 Supplier

The following demonstrates how to register a new Supplier account.

User Role: *New User*

Special Conditions: *User presents a valid Common Access Card (or equivalent medium-assurance certificate). User has no active DOD EMALL accounts. User is associated to a DOD EMALL supplier with at least one active contract.*



From the *DOD EMALL* homepage . . .

1. Click LOGIN/REGISTER.

Mandatory DOD Notice For EMALL Use

Standard Mandatory DOD Notice and Consent Banner Dated/Effective: May 9, 2008

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 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 communications and work product are private and confidential.
- Security protections may be utilized on this IS to protect certain interests that are important to the USG. These protections are not provided for your benefit or privacy and maybe modified or eliminated at the USG's discretion. By signing this document, you acknowledge and consent that when you access Department of Defense (DoD) information systems, you are accessing a U.S. Government information system (as defined in CNSI 4009) that is provided for U.S. Government-authorized use only.
- That you understand and accept the [user agreement](#).

OK

2. Click OK to acknowledge the *DOD Notice and Consent Banner*.
3. Select a certificate, enter the **PIN**, and click OK.

New Account Registration

User Type

Select the user type that best describes you.

Federal Government Employee (including National Guard and ROTC programs)
I am an employee of the US Federal Government and have an active DOD CAC card or PKI token (Medium Token Assurance certification or Medium Hardware Assurance certificate) issued through one of the 3 approved commercial sources for these certificates: IdenTrust, Inc.; Operational Research Consultants, Inc.; or Symantec Corporation.

Federal Government Contractor
I or the organization I am employed by is under contract with the U.S. Government.

State Government Employee
I am an employee of a State Government and intend to use DOD EMALL under a Federal Government program. I have an ECA hard token.

Supplier
I have my organization's CAGE Code and DUNS and intend to supply products for purchase in DOD EMALL.

Returning Customer

Active DOD EMALL Account

DOD EMALL could not find any active user accounts associated with the certificate provided. One of the following conditions may apply:

- Your account is no longer active
- You are attempting to login with a new certificate

If you are an existing DOD EMALL user, enter your account User ID below. Login instructions will be sent to the email address listed on the account.

User ID

The *Registration Start* screen displays.

See §3.1, *Re-associate an Existing Account* regarding login instructions for returning DOD EMALL customers.

4. Select the **Supplier** radio button under *New Account Registration*.

New Account Registration

User Type

Registering as **Supplier**. [\[change\]](#)

Username

Enter your CAGE Code and DUNS to generate a User ID.

CAGE Code

DUNS

DOD EMALL automatically prompts the users to the next step.

Users may optionally click the RESET button at any point to restart the Registration process, or click the *[change]* link revert to a previous step and reselect.

5. Enter the **CAGE Code** and **DUNS** number for the associated DOD EMALL supplier.

Username

Enter your CAGE Code and DUNS to generate a User ID.

CAGE Code

DUNS

6. Click CONTINUE to verify the **CAGE Code** and **DUNS** combination.

Username

Provided CAGE Code: **JED22**; DUNS: **051619800**.
[\[change\]](#)

DOD EMALL automatically selects the **CAGE Code** and **DUNS** combination, if valid.

Invalid **CAGE Code** or **DUNS** values are highlighted **red**, as show below:

Username

Enter your CAGE Code and DUNS to generate a User ID.

CAGE Code

DUNS

Invalid DUNS.
Invalid Input: DUNS number must be 9 numbers in length.

- You are attempting to login with a new ce

If you are an existing DOD EMALL user, enter ID below. Login instructions will be sent to the listed on the account.

7. Enter a **User ID**.

Click the  icon to view rules for entering a **User ID**.

8. Click CHECK USER ID to verify **User ID** availability.

User ID

Selected User ID **ACME** [\[change\]](#)

Valid **User IDs** are automatically selected.

The **Submit** button now displays in **green**. Green buttons indicate when the user may proceed to the next screen.

Values not meeting **User ID** requirements are highlighted in **red**, as shown below:

Username  CPTBOX is already taken.

9. Click SUBMIT.

Essential User Information

Fill out the form presented and follow the instructions on the form. Once you have completed the form, verify all information is correct. If any information is incorrect, make the necessary corrections and then click "Save". An email will be sent to your DOD EMALL Supplier Account Manager (SAM) notifying them of your registration.

You will receive email confirmation that your account has been activated within 5 work days of receipt of your letter. If you have questions: Email dlisacctgmt@dla.mil

Once you have completed the form, verify all information is correct. If any information is incorrect, make the necessary corrections and then click "Save".

Required fields are denoted by an asterisk (*).

Registration Information

Account Name:	JED22.ACME
User Type:	Supplier

The *Essential User Information* screen displays the supplier **User ID**. Supplier **User IDs** are automatically prefixed with the associated supplier **CAGE Code**, separated by a period.

Account Name:	JED22.ACME
---------------	------------

Registration instructions display based on the assigned **User Type** (e.g., U.S. State Employee).

10. Enter the following **Contact Information**:

- **First Name**
- **Middle Initial**
- **Last Name**
- **Email Address**
- **Commercial Phone**

Contact Information

First Name *	<input type="text" value="John"/>
Middle Initial	<input type="text"/>
Last Name *	<input type="text" value="Doe"/>
Email Address *	<input type="text" value="jdoe@supplier.com"/>
Commercial Phone *	<input type="text" value="202-555-1234"/>

Red asterisks (*) indicate required fields.

11. Enter/select the following **Organization Information**:

- **Country** (defaults to “United States”)
- **ZIP Code**
- **Duty Station/City**
- **State**

Organization Information

DODAAC *	SC4210	?
Country *	United States	▼
ZIP Code *	22203	
Duty Station/City *	ARLINGTON	
State *	Virginia	▼

DODAAC is read-only and auto-populates to “SC4210”, by default.

Duty Station/City and **State** are auto-populated when a valid U.S. **ZIP Code** is provided.

Province and **Postal Code** display only when a **Country** other than “United States” is selected.

User may click the ? icon to view **DODAAC** help text.

12. Enter **Justification Comments**.

Justification Information

Justification Comments (approx. 400 words) *	I am an order representative with Acme Inc.--an active DOD EMALL supplier.
---	--

Save	Reset
-------------	-------

Justification Comments should describe the Supplier’s purpose and need for using DOD EMALL.

13. Click SAVE.

Essential User Information

Registration Information

Account Name: JED22.ACME
User Type: Supplier

Contact Information

First Name*: John
Last Name*: Doe
Email Address*: jdoe@supplier.com
Commercial Phone*: 202-555-1234

Organization Information

DODAAC*: SC4210
Country*: US
ZIP Code:** 22203
Duty Station/City*: ARLINGTON
State:** VA

Justification Information

Justification Comments
(approx. 400 words)*: I am an order representative with Acme Inc.--an active DOD EMALL supplier.

[Edit](#) [Submit](#)

Essential User Information displays as read-only.

14. Review your account information.

Users may optionally click EDIT to return to *Essential User Information* and make any necessary corrections.

15. Click SUBMIT to confirm your account information.

Basic registration is complete. Suppliers must wait for their account to be activated by an Access Administrator prior to using DOD EMALL.

Suppliers will be notified via email when account activation is complete. Notification will also be posted to the *Message Center*. Prior to activation, Suppliers may login to DOD EMALL to view their *Essential User Information* or view account notifications posted in the *Message Center*.

DOD EMALL sends email notification to the DOD EMALL Supplier Account Manager mail group.

ADVANCED OPTIONS are not available on Supplier accounts.

Other Supplier registration options:

- Click **MESSAGES** to access the *Message Center* and read your pending account activation notice.
- Click **PRINT** to print a copy of the Supplier registration form.

2.5 Foreign National

The following demonstrates additional registration steps for new Foreign National users.

User Role: New user
Special Conditions: User presents a valid Common Access Card (or equivalent medium-assurance certificate). User has no active DOD EMALL accounts. User is NOT a Supplier.

From the *Registration Start* screen . . .

New Account Registration

User Type

Select the user type that best describes you.

- Federal Government Employee (including National Guard and ROTC programs)
I am an employee of the US Federal Government and have an active DOD CAC card or PKI token (Medium Token Assurance certification or Medium Hardware Assurance certificate) issued through one of the 3 approved commercial sources for these certificates: IdenTrust, Inc.; Operational Research Consultants, Inc.; or Symantec Corporation.
- Federal Government Contractor
I or the organization I am employed by is under contract with the U.S. Government.
- State Government Employee
I am an employee of a State Government and intend to use DOD EMALL under a Federal Government program. I have an ECA hard token.
- Supplier
I have my organization's CAGE Code and DUNS and intend to supply products for purchase in DOD EMALL.

Submit Reset

Returning Customer

Active DOD EMALL Account

DOD EMALL could not find any active user accounts associated with the certificate provided. One of the following conditions may apply:

- Your account is no longer active
- You are attempting to login with a new certificate

If you are an existing DOD EMALL user, enter your account User ID below. Login instructions will be sent to the email address listed on the account.

User ID

Submit

1. Select a **User Type**, as appropriate.
2. Enter a **User ID** and click CHECK USER ID to validate.

New Account Registration

User Type

Registering as **Federal Government Employee (including National Guard and ROTC programs)**. [\[change\]](#)

User ID

Selected User ID NEWFOREIGNATIONAL. [\[change\]](#)

Optional Information

I am a Foreign National.

None.

Submit Reset

3. Check **“I am a Foreign National”** under **Optional Information**.

Optional Information is not available for Supplier **User Types**.

4. Click SUBMIT.

Essential User Information

Fill out the form presented and follow the instructions on the form. You will need to supply your citizenship, and Agency Point of Contact name, email address and phone number. In addition you will need to supply information about the type of security investigation that the agency you are working for performed, the full name of the investigating security officer with their email address and phone number, a brief statement as to why access to DOD EMALL is needed and signatures from your U.S. Government Agency POC and the Security Officer.

Once you have completed the form, verify all information is correct. If any information is incorrect, make the necessary corrections and then click "Save".

Required fields are denoted by an asterisk (*).

Registration Information

Account Name:	NEWFOREIGNATIONAL
User Type:	U.S. Government Employee (and Foreign National)

The *Essential User Information* screen displays the **User ID**. Registrations instructions display based on the assigned **User Type** and Foreign National designation.

5. Complete **Contact, Organization, and Supervisor Information**.

Red asterisks (*) indicate required fields.

6. Complete one of the following, additional sections if NOT registering as a Federal Government Employee:

- **Contract Information** (Contractors only)
- **State Government Information** (State Employees only)

7. Enter the following **Security Background Information**, as required.

- **Citizenship**
- **Type of Agency Investigation Performed**
- **Name of Security Officer Official**
- **Official Title/Grade**
- **Date [of Investigation]**
- **Commercial Phone**
- **Email Address**
- **Fax**

Security Background Information

Citizenship *	Japan
Type of Agency Investigation Performed *	DOD IT-2
Name of Security Officer Official *	Alan Smithee
Official Title/Grade *	CPT O3
Date (mm/dd/yyyy) *	12/01/2012
Commercial Phone Number *	202-555-2134
Email Address *	asmithee@dod.mil
Fax	

8. Enter **Justification Comments**.

Justification Information

Justification Comments (approx. 400 words) *	I am a Japanese foreign national with a DOD Level 2 IT security clearance.
---	--

Save	Reset
-------------	-------

9. Click SAVE.

Security Background Information

Citizenship*	JP
Type of Agency Investigation Performed*	DOD IT-2
Name of Security Officer Official*	Alan Smithee
Official Title/Grade*	CPT O3
Date (mm/dd/yyyy)*	12/01/2012
Commercial Phone Number*	202-555-2134
Email Address*	asmithee@dod.mil

Justification Information

Justification Comments (approx. 400 words)*	I am a Japanese foreign national with a DOD Level 2 IT security clearance.
--	--

Edit	Submit
-------------	---------------

Essential User Information displays as read-only.

10. Review your account information.

Users may optionally click EDIT to return to *Essential User Information* and make any necessary corrections.

11. Click SUBMIT to confirm your account information.

DOD EMALL displays instructions for account activation.

12. Click PRINT to print a copy of your Foreign National registration form.

Required Signatures

I certify that the above information is true and that I am currently employed by the organization that appears on this letter.

Signature: _____

Supervisor's Signature: _____

Security Official's Signature: _____

Print

Advanced Options

The printed registration form must be signed by the following personnel:

- Foreign National user
- Supervisor
- Security Official
- Government Contracting Officer (Federal Government Contractors only)
- State Point of Contact (State Government Employees only)

13. Submit the signed registration to the DOD EMALL Registration Authority as outlined in the instructions provided on the form.

Basic registration is complete. Foreign Nationals must wait for their account to be activated by an Access Administrator prior to using DOD EMALL.

Foreign Nationals will be notified via email when account activation is complete. Notification will also be posted to the *Message Center*. Prior to activation, Foreign Nationals may login to DOD EMALL to view their *Essential User Information* or view account notifications posted in the *Message Center*.

Other Foreign National registration options:

- Click ADVANCED OPTIONS to request payment permissions or add a default shipping address.
- Click **MESSAGES** to access the *Message Center* and read your pending account activation notice.

2.6 Advanced Options

The following demonstrates how to add payment options and default shipping information to newly-registered user accounts.

User Role: New user
Special Conditions: User has completed basic registration.

From the *Essential User Information* screen . . .

Contact Information

First Name* :	John
Last Name* :	Doe
Email Address* :	jdoe@dla.mil
Commercial Phone* :	555-555-1234

Organization Information

Department* :	Department of Defense
Service / Agency of Assignment* :	Defense Logistics Agency
Major Command* :	DLIS
DODAAC* :	N40084
Country* :	US
ZIP Code** :	22203
Duty Station/City** :	ARLINGTON
State** :	VA

Supervisor Information

Supervisor's Name* :	Joe Supervisor
Supervisor's Phone* :	8015811118
Supervisor's Email* :	no-reply@dla.mil



1. Click ADVANCED OPTIONS.

ADVANCED OPTIONS allows users to optionally complete account setup prior to logging in to DOD EMALL. Users may complete their account setup—including addition of payment types, shipping addresses, and permission requests—at any point after initial login.

Supplemental User Information

MILSTRIP	<input type="checkbox"/> I want to provide MILSTRIP Information
Non-standard GPC	<input type="checkbox"/> I want to provide Non-standard GPC Information
Government Purchase Card	<input type="checkbox"/> I want to provide Government Purchase Card Information
Default Ship-To Address	<input type="checkbox"/> I want to provide Default Ship-To Address Information

[Back](#)

[Homepage](#)

The *Supplemental User Information* screen allows new users to add or request permission for the following advanced options:

- **MILSTRIP** [Fund Code Payment]
- **Government Purchase Card**
- **Default Ship-To Address**
- **Non-standard GPC** (Federal Government Employees only)
- **Corporate Credit Card** (Federal Government Contractors only)
- **State Purchase Card** (State Government Employees only)

Other options on the *Supplemental User Information* screen:

- Click **HOMEPAGE** to go to the *DOD EMALL Shopping Landing Page* (not available for Contractor, Foreign National, State User, or Supplier **User Types**).
- Click **BACK** to return to *Essential User Information*.

2.6.1 Request MILSTRIP Payment Type

1. Check “**I want to provide MILSTRIP Information**” on the *Supplemental User Information* screen.

MILSTRIP

I want to provide MILSTRIP Information

2. Enter/select the following **MILSTRIP** information:

- **Fund Code**
- **Signal Code**
- **Priority Code**
- **Supplemental Address**
- **Media/Status Code**
- **Demand Code**
- **Distribution Code**
- **Advice Code**
- **Project Code**
- **RDD 999**

MILSTRIP

I want to provide MILSTRIP Information

Permission to use the MILSTRIP payment type is not automatically granted, but you may apply submit the form and you'll be notified once MILSTRIP payment permission has been granted.

Fund Code *	<input type="text" value="XP"/>
Signal Code	<input type="text" value="(A) Ship and Bill to Requisitioner"/>
Priority Code	<input type="text" value="03"/>
Supplemental Address	<input type="text" value="FA1010"/>
Media/Status Code	<input type="text" value="--- Make Selection ---"/>
Demand Code	<input type="text" value="--- Make Selection ---"/>
Distribution Address	<input type="text"/>
Advice Code	<input type="text" value="--- Make Selection ---"/>
Project Code	<input type="text"/>

RDD 999
Checking this box will cause "999" to be inserted into your MIL requirement is urgent.

Only **Fund Code** is required.

3. Click PRINT PREVIEW to generate a MILSTRIP Fund Code Payment permission request form.

DOD EMALL displays a print preview of the request form.

The printed form must be signed and submitted to the DOD EMALL Registration Authority. Access Administrators are automatically notified by email when new permissions are requested.

4. PRINT the form and click CLOSE to return to the *Supplemental User Information* screen.



5. Click HOMEPAGE to enter DOD EMALL as a Shopper.

– OR –

Proceed to **Government Purchase Card**, as desired.

2.6.2 Add a Government Purchase Card

1. Check “**I want to provide Government Purchase Card Information**” on the *Supplemental User Information* screen.

Government Purchase Card

 I want to provide Government Purchase Card Information

2. Enter the following information, as required:

- [GPC] **Number**
- **Name on Card**
- **Expiration Date** (Month, Year)
- **Business Name**
- [Billing] **Address**
- **Country**
- **ZIP Code**
- **City**
- **State**

Government Purchase Card I want to provide Government Purchase Card Information

Number * 4716111111111110

Name on Card * John Doe

Expiration Date * January (▼) 2015 (▼)

Business Name * DLIS-DLA

Billing Address * 123 Government Ave

Country * United States (▼)

ZIP Code * 22203

City * ARLINGTON

State * Virginia (▼)

[GPC] **Number** must contain a valid, 16-character account number. GPCs are validated via Pay.gov using a \$0 authorization request. GPC payment permission will NOT be granted if an expired or invalid account number is provided.

Name on Card must include two names separated by a space.

State displays only when “United States” is the selected **Country**. **Province** and **Postal Code** display only when a **Country** other than “United States” is selected.

3. Click SAVE to validate the GPC.

 GPC validated and prepared for use in DOD EMALL.

Supplemental User Information

- MILSTRIP** I want to provide MILSTRIP Information
- Non-standard GPC** I want to provide Non-standard GPC Information
- Government Purchase Card** I want to provide Government Purchase Card Information

Number* :	4716111111111110
Name on Card* :	John Doe
Expiration Month:	1
Expiration Year:	2015
Business Name* :	DLIS-DLA
Billing Address* :	123 Government Ave
Country* :	US
ZIP Code**:	22203
City* :	ARLINGTON
State**:	VA

DOD EMALL automatically updates the user's **Account Type** to Orderer.

Valid GPCs are automatically saved to the user's *Credit Card List* and set as the default credit card in *User Express Settings*.



4. Click HOMEPAGE to enter DOD EMALL as an Orderer

– OR –

Proceed to **Default Ship-to Address**, as desired.

2.6.3 Add a Default Ship-To Address

1. Check “I want to provide Default Ship-To Address Information” on the *Supplemental User Information* screen.

Default Ship-To Address I want to provide Default Ship-To Address Information

2. Enter/select the following information, as required:

- **Address**
- **Country**
- **ZIP Code**
- **City**
- **State**

Default Ship-To Address

I want to provide Default Ship-To Address Information

Address * 123 Government Ave

Country * United States

ZIP Code * 22203

City * ARLINGTON

State * Virginia

Save Reset

State displays only when “United States” is the selected **Country**. **Province** and **Postal Code** display only when a **Country** other than “United States” is selected.

3. Click SAVE.

DOD EMALL automatically updates *User Express Settings* and sets the default shipping address using the information provided.

Back **Homepage**

4. Click HOMEPAGE to enter DOD EMALL (Federal Government Employees only).

2.6.4 Request Non-Standard GPC Payment Type (Federal Government Employees only)

1. Check “**I want to provide Non-standard GPC Information**” on the *Supplemental User Information* screen.

Non-standard GPC

I want to provide Non-standard GPC Information

2. Enter the following information, as required:

- **Card Expiration Date**
- **Service/Agency of Assignment**
- **Card Issuing Official Name**
- **Card Issuing Official Phone**
- **Card Issuing Official Email**

Non-standard GPC

I want to provide Non-standard GPC Information

Expiration Date *

Service / Agency Name *

Card Issuing Official's Name *

Card Issuing Official's Phone *

Card Issuing Official's Email *

3. Click PRINT PREVIEW to generate a Non-Standard Government Purchase Card Authorization form.

DOD EMALL displays a print preview of the authorization form.

The printed form must be signed by all required parties and submitted to the DOD EMALL Registration Authority. Access Administrators are automatically notified by email when new permissions are requested.

4. Print the form and click CLOSE to return to the *Supplemental User Information* screen.



5. Click HOMEPAGE to enter DOD EMALL as a Shopper.

2.6.5 Request Corporate Credit Card Payment Type (Federal Government Contractors only)

1. Check "I want to provide [Corporate] Credit Card Information" on the *Supplemental User Information* screen.

Credit Card

I want to provide Credit Card Information

2. Verify the following information:

- Contract Start Date
- Contract End Date
- Company Name
- Contract Number
- Contracting Officer Name
- Contracting Officer Phone
- Contracting Officer Email

Credit Card

I want to provide Credit Card Information

Company Name *	Acme, Inc.
Contract Start Date *	January 2012
Contract End Date *	December 2015
Contract Number *	SPM12300A1234
Contracting Officer's Name *	KO Jones
Contracting Officer's Phone *	801-555-1234
Contracting Officer's Email *	no-reply@ko.mil

Print Preview

Values are auto-populated using the information from the Contractor's *Essential User Information*.

3. Click PRINT PREVIEW to generate a Corporate Credit Card Authorization request form.

DOD EMALL displays a print preview of the authorization form.

The printed form must be signed by all required parties and submitted to the DOD EMALL Registration Authority. Access Administrators are automatically notified by email when new permissions are requested.

4. PRINT the form and click CLOSE to return to the *Supplemental User Information* screen.

2.6.6 Request State Purchase Card (State Employees only)

1. Check "**I want to provide State Purchase Card Information**" on the *Supplemental User Information* screen.

State Purchase Card

I want to provide State Purchase Card Information

2. Verify the following information:

- **U.S. State**
- **State Point of Contact Name**
- **State Point of Contact Phone**
- **State Point of Contact Email**

State Purchase Card

I want to provide State Purchase Card Information

U.S. State *	Virginia
State Point of Contact Name *	Joe Virginia
State Point of Contact Phone *	202-555-1234
State Point of Contact Email *	no-reply@virginia.gov

[Print Preview](#)

Values are auto-populated using the information from the State employee's *Essential User Information*.

3. Click PRINT PREVIEW to generate a State Purchase Card Authorization request form.

DOD EMALL displays a print preview of the authorization form.

The printed form must be signed by all required parties and submitted to the DOD EMALL Registration Authority. Access Administrators are automatically notified by email when new permissions are requested.

4. PRINT the form and click CLOSE to return to the *Supplemental User Information* screen.

3 Other Registration Scenarios

3.1 Re-associate an Existing Account to a New Certificate

The following demonstrates how one-time login tokens are used to re-associate an existing, active DOD EMALL user account to a new certificate. Expiration of a prior certificate frequently triggers this event.

User Role: Returning user

Special Conditions: User presents a NEW, valid Common Access Card (or equivalent medium-assurance certificate). User has one or more existing, active accounts.



From the *DOD EMALL* homepage . . .

1. Click LOGIN/REGISTER.
2. Click OK to acknowledge the *DOD Notice and Consent Banner*.
3. Select a certificate, enter the **PIN**, and click OK.

New Account Registration

User Type

Select the user type that best describes you.

- Federal Government Employee (including National Guard and ROTC programs)
I am an employee of the US Federal Government and have an active DOD CAC card or PKI token (Medium Token Assurance certification or Medium Hardware Assurance certificate) issued through one of the 3 approved commercial sources for these certificates: IdenTrust, Inc.; Operational Research Consultants, Inc.; or Symantec Corporation.
- Federal Government Contractor
I or the organization I am employed by is under contract with the U.S. Government.
- State Government Employee
I am an employee of a State Government and intend to use DOD EMALL under a Federal Government program. I have an ECA hard token.
- Supplier
I have my organization's CAGE Code and DUNS and intend to supply products for purchase in DOD EMALL.

Returning Customer

Active DOD EMALL Account

DOD EMALL could not find any active user accounts associated with the certificate provided. One of the following conditions may apply:

- Your account is no longer active
- You are attempting to login with a new certificate

If you are an existing DOD EMALL user, enter your account User ID below. Login instructions will be sent to the email address listed on the account.

User ID

The *Registration Start* screen displays when the user presents a certificate with no active, associated accounts—either the result of an disabled account, or the because the user has presented a new certificate.

4. Enter the **User ID** associated to your existing account (under *Returning Customer*).

Active DOD EMALL Account

DOD EMALL could not find any active user accounts associated with the certificate provided. One of the following conditions may apply:

- Your account is no longer active
- You are attempting to login with a new certificate

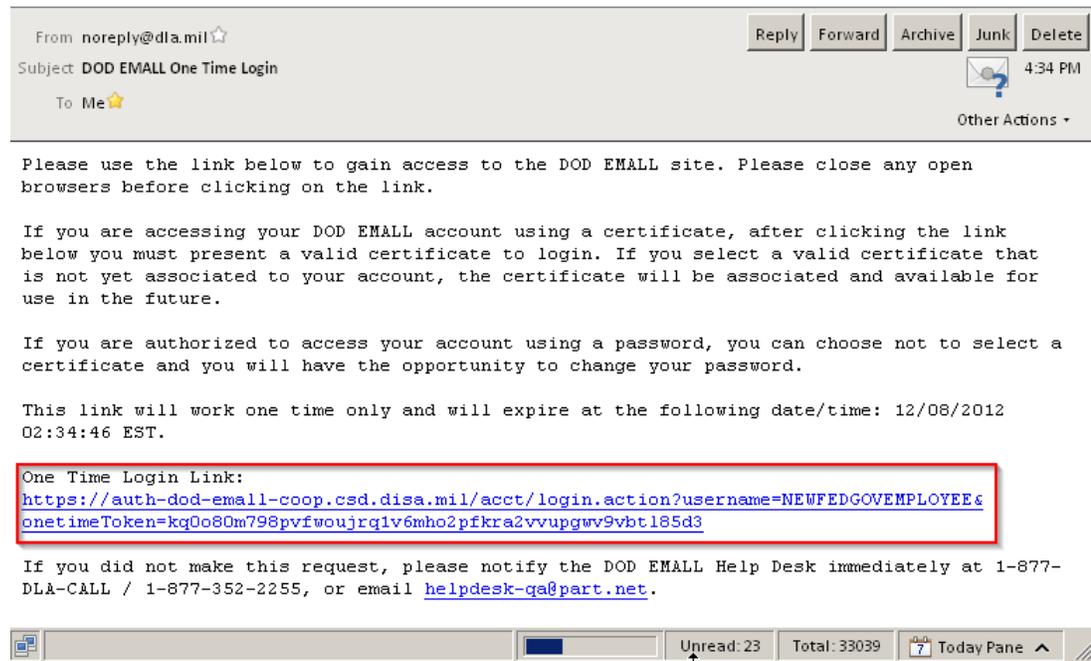
If you are an existing DOD EMALL user, enter your account User ID below. Login instructions will be sent to the email address listed on the account.

User ID



5. Click SUBMIT and close your web browser.

DOD EMALL sends the following email notification to the address associated with the **User ID** provided.



The **One Time Login Link** is time-sensitive and expires after 24 hours.

6. Retrieve and open the email (Subject: *DOD EMALL One Time Login*) from your inbox.

DOD EMALL One Time Login is sent only if the associated user account is active. If the account has expired (see §3.3, *Expired Accounts*), users must contact DOD EMALL Customer Service.

7. Click the **One Time Login Link** contained in the email.

-- OR --

Copy the URL and paste it into your web browser.

DOD EMALL launches in a new browser window and prompts the user to select their certificate.

8. Select the certificate you wish to associate your account to and click OK.

The screenshot displays the DOD EMALL website interface. At the top, there is a navigation bar with the DOD EMALL logo, a search bar, and user account information: "Welcome, NEWFEDGOVEMPLOYEE", "My Account", "Help Desk", and "Logout". Below the navigation bar, there is a "COOP Testing" banner. The main content area shows the user's account details, including the last accessed timestamp "12/07/2012 18:16:52 EST" and the login duration "41:30". The page is divided into several sections: "Search" with a "Multiple Search" option, "Shopping Lists" with a promotional image and text "Re-use lists of commonly used items!", "Saved Searches", "Orders" with a "DLA Orders" link, and a "Did you know...?" sidebar with a tip about saving addresses to an address book. The "Refinements" section at the bottom left shows "Keep" and "Discard" options.

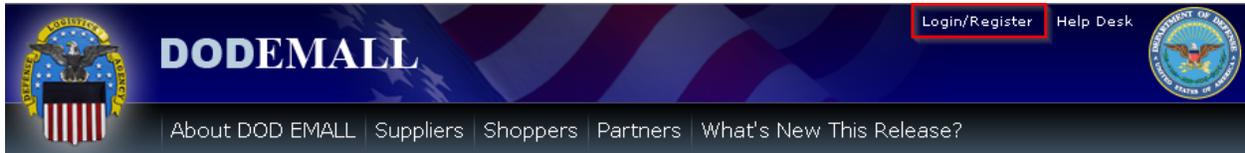
DOD EMALL associates the selected certificate and logs the user into their account. The user's default landing page displays.

3.2 Register a Secondary Account

The following demonstrates how to register for a secondary DOD EMALL user account.

User Role: Returning user

Special Conditions: User presents a valid Common Access Card (or equivalent medium-assurance certificate). User has one or more existing, active accounts.



From the *DOD EMALL* homepage . . .

9. Click LOGIN/REGISTER.
10. Click OK to acknowledge the *DOD Notice and Consent Banner*.
11. Select a certificate, enter the **PIN**, and click OK.



The *Certificate Authentication* screen displays. Click the  icon for additional login and registration details.

12. Select the **New Account Registration** radio button.

New Account Registration

User Type

Select the user type that best describes you.

- Federal Government Employee (including National Guard and ROTC programs)
I am an employee of the US Federal Government and have an active DOD CAC card or PKI token (Medium Token Assurance certification or Medium Hardware Assurance certificate) issued through one of the 3 approved commercial sources for these certificates: IdenTrust, Inc.; Operational Research Consultants, Inc.; or Symantec Corporation.
- Federal Government Contractor
I or the organization I am employed by is under contract with the U.S. Government.
- State Government Employee
I am an employee of a State Government and intend to use DOD EMALL under a Federal Government program. I have an ECA hard token.
- Supplier
I have my organization's CAGE Code and DUNS and intend to supply products for purchase in DOD EMALL.

The *Registration Start* screen displays.

13. Proceed with registration according to the selected **User Type**.

3.3 Expired Accounts

DOD Security and Technical Implementation Guidelines (STIG) require that DOD EMALL disable user accounts not accessed after 30 days. Per STIG-APP6420:

“The IAO will ensure all user accounts are disabled which are authorized to have access to the application but have not authenticated within the past 30 days.”

DOD EMALL will notify users with accounts set to expire after 25 days of inactivity (based on the account **Last Accessed Timestamp**). An email is sent on the 25th day and recurs each day until the user logs into DOD EMALL (which refreshes the **Last Accessed Timestamp**); or until DOD EMALL disables the account, whichever occurs first.

Users registered with a **Major Command** value of “Foreign Military Sales” are exempt from the policy. All other users are advised to contact the DLA Customer Interaction Center.

DOD EMALL Customer Service
1-877-DLA-CALL / 1-877-352-2255
OCONUS Users: 1-269-961-7766
dlacontactcenter@dla.mil