

ETA Portal Quick Start Guide For DPS Users

Welcome to the ETA (Electronic Transportation Acquisition) portal. This document provides important information regarding obtaining an ETA Account. The ETA portal serves as a gateway to multiple SDDC applications/systems (Defense Personal Property System (DPS), Global Freight Management System (GFM), Integrated Booking System (IBS), Defense Table of Distances (DTOD) and others); all you need is one ETA User ID and password to access any of the applications/systems behind the ETA portal. Simply request access to additional application(s)/system(s) and upon approval, you will use your same ETA User ID and password to log in.

NOTE: A DPS USER THAT REQUIRES ACCESS TO MORE THAN ONE ROLE/FUNCTION WITHIN DPS MUST OBTAIN A UNIQUE USER ID AND PASSWORD FOR EACH ROLL/FUNCTION (I.E. Transportation Service Providers/Carriers have several roles/functions within DPS that EACH USER requires a unique User ID and Password (I.E. TSP Master, TSP Operations Manager, TSP Claims, TSP Quality/Assurance, TSP Shipping Agent, TSP Rate Filing Agent, TSP Billing Rep, TSP Financial Rep, TSP Insurance Rep and TSP Bond Rep. **Each User that requires access to more than one role/function shall request through ETA a User Id and Password as a "New User" for each function/role within DPS.**

HOW TO OBTAIN A USER ID AND PASSWORD FOR DPS

If you have an **existing ETA User ID and password** for application(s)/system(s) other than DPS (I.E. Global Freight Management System (GFM), Integrated Booking System (IBS), Defense Table of Distances (DTOD) etc.); you may use the existing User ID and Password to request access to a single specific role/function within DPS. This can be accomplished by going to the SDDC ETA website at <https://eta.sddc.army.mil/>.

1. Click on "REGISTER FOR ACCESS."
2. Select "REQUEST ADDITIONAL SYSTEMS."
3. Log in with your ETA User ID and Password or your Digital Certificate (CAC/ECA).
4. Complete the process by updating and submitting your ETA application. (ENSURE E-MAIL ADDRESS IS CORRECT YOUR ADDITIONAL USER ID AND PASSWORD WILL BE SENT TO THE EMAIL ADDRESS YOU SUPPLIED IN YOUR APPLICATION)

If you require access to an **additional role/function with DPS**; you must register as a "New User" for the additional role. This may be accomplished by going to the SDDC ETA website at <https://eta.sddc.army.mil/>

1. Click on "REGISTER FOR ACCESS."
2. Select "FIRST TIME REGISTRATION"
3. Scroll down and select DPS
4. Select applicable role/function
5. Go to bottom page click on "GENERATE REQUEST FORM"
6. Complete new application (ENSURE E-MAIL ADDRESS IS CORRECT YOUR ADDITIONAL USER ID AND PASSWORD WILL BE SENT TO THE EMAIL ADDRESS YOU SUPPLIED IN YOUR APPLICATION)

If you are **new user to ETA and DPS** and, you require access to DPS; you must register as a "New User." This can be accomplished by going to the SDDC ETA Website at <https://eta.sddc.army.mil/>

1. Click on "REGISTER FOR ACCESS."
2. Select "FIRST TIME REGISTRATION"
3. Scroll down and select DPS
4. Select applicable role/function
5. Go to bottom page click on "GENERATE REQUEST FORM"
6. Complete new application (ENSURE E-MAIL ADDRESS IS CORRECT YOUR USER ID AND PASSWORD WILL BE SENT TO THE EMAIL ADDRESS YOU SUPPLIED IN YOUR APPLICATION)

Step 1: Your ETA Credentials

Your account credentials consist of a User ID and password (access key). Your User ID (originally your ETA Request ID) was emailed to you when you initially requested access to an application behind the ETA portal. The ETA User ID and password are used to access the application for which you have been approved.

Step 2: How to Log In

1. From the ETA Home page, click **ETA Applications**.
2. Select the appropriate system category (e.g., Personal Property).
3. Click the link for your approved system (I.E. DPS).
4. Review the DOD Notice and Consent Banner and click the box under ETA Login to show you consent to the terms of use.
5. Enter your applicable ETA User ID.
6. Enter your applicable password (access key).
7. Click the **Log In** button.

Digital Certificate Users (DOD/Government Users)

If you have a digital certificate, follow the instructions under **Support → Register Certificate (CAC/ECA)** to register your digital certificate. You will need your ETA User ID/Password.

After registering, follow the log in instructions. Instead of entering your User Id and Password, click the link under the **Digital Certificate/Smart Card Users** area and follow the instructions to log in using your digital certificate.

Help and Support

Visit the Support section of the ETA Home page to perform common ETA tasks or call the Systems Response Center at 1-800-462-2176 (DSN: 770-SDDC (7332)) if you have questions.

You only need one set of ETA Credentials (User ID/Password) to access the applications/systems behind the ETA Portal.



ETA Applications

- Defense Personal Property System (DPS)
- Global Freight Management (GFM)
- Integrated Booking System (IBS)
- Cargo and Billing System (CAB)
- TFMS-M
- Defense Table of Distances (DTOD)

and more...

Requesting Access to Additional Roles

Since you've already been granted access to an ETA application, requesting access to other applications is easy.

1. From the ETA Home page, click **Register for Access**.
2. Select **Request Additional Systems** from the drop down menu.
3. Log in with your ETA User ID and Password or your Digital Certificate (CAC/ECA).
4. Complete the process by updating and submitting your ETA application.

Your request will be reviewed and processed within 5-7 business days.

Your ETA account(s) will be locked if you do not access it periodically. Therefore, we recommend you log into the application for which you have been approved every 45 days. If your account is inactive for 60 days, it will be locked and subsequently deleted.