



Military Surface Deployment And Distribution Command (SDDC)

Electronic Transportation Acquisition (ETA) Instructions

**15 January 2008
Version 3.3**

Military Surface Deployment and Distribution Command
709 Ward Drive, BLDG 1990, Scott AFB, IL 62225

Issued: March 28, 2006

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Effective: December 3, 2007

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List of Changes

Version No	Description	Revision Date	Page Numbers
1.0	Complied ETA instructions for all users into one document and made some editorial changes	March 28, 2006	3 - 84
2.0	VPC became Role; Inserted new VPC section; HQ Alexandria renamed to SDDC HQ on Registration pages. Made diagram and word changes	Dec 12, 2006	Most pages affected
3.2	Updated Effective Date from TBD to 3 December 2007; Updated all screen shots for new user and additional system registration, as well as drop down diagrams. Additionally, SDDC address changed from Alexandria site to SAFB.	Dec 11, 2007	All pages
3.3	ISA Sender ID description added. Note added: DoD Customer/Alternate under construction.	January 15, 2008	62, 83-88

1.0 Introduction

This document provides ETA instructions for various users to access the Defense Personal Property System (DPS). It provides the first time user of ETA step by step instructions on how to register in ETA and request access to DPS. If you already have an ETA account, this document explains how to request access to DPS. It also provides information on digital certificates.

2.0 ETA Instructions for SDDC HQ to Access the DPS

Depending on the user role, SDDC-HQ users have access to some or all DPS modules to include: User Management, TSP Qualification, Counseling, Rate Filing (access to TSP Rates), Best Value Scores, Shipment Management, SIT Facility Management, Invoicing, Approvals & Costing, Surveys, Claims, Performance Actions, Reports & Analysis, Consignment Guide and DPS System Management.

2.1 Instructions for users without an existing ETA account.

1. Go to the ETA Home Page (<https://eta.sddc.army.mil>).
2. Click on the **Register for First Time** link at the top of the page.



3. The New User Registration page will be displayed.



STOP This form is for first-time registrations only. If you already have an ETA account, please do one of the following:

- If you wish to apply for another system through ETA, do not fill out this form. Instead, [Register for Additional ETA Systems](#).
- If you have forgotten your password, [Request a New Password](#).
- If you have forgotten your user ID, [Contact an ETA Administrator](#).
- If you wish to update your account info (e.g., address, phone number, etc.), [Edit Your User Profile](#).

New User Registration for ETA

Step 1 of 2

Estimated time of completion: both steps together will take about five minutes.

- Please select one or more systems below to register for by checking the square to the left of the system name.
- Select a role if there is a list of roles for the system for which you are requesting access. A role determines the applications within a system that you will be allowed to use. You may only choose one role per system.
- Click an "Info" link in the right-most column to open a pop-up window with a description of that system. There is a question mark icon next to systems that provide additional information. Click the question mark in order to view this information.
- Click the "Generate Request Form" button at the bottom when you've selected all systems, and respective roles, for which you would like access.

4. Scroll down the page until **Personal Property** is displayed.

Personal Property				
Check	System	Description	Roles	Info
<input type="checkbox"/>	2DMSL	2 Dimensional Military Shipping Label	--Select 2DMSL Role--	Info
<input type="checkbox"/>	CWA	Central Web Application	--Select CWA Role--	Info
<input type="checkbox"/>	DPS	Defense Personal Property System	--Select DPS Role--	Info

- Click on the box to the left of **Defense Personal Property System (DPS)**. Select the **SDDC HQ** role from the drop-down list on the right.

<input checked="" type="checkbox"/>	DPS	Defense Personal Property System	--Select DPS Role-- --Select DPS Role-- Transportation Service Provider (TSP) TSP Representative/Business Partner/Agent Military Service Headquarters Transportation Office DOD Customer/Service Member SDDC Pacific/Europe SDDC HQ SDDC VPC SDDC RSMO Other DoD/Government Agency
<input type="checkbox"/>	EWB	Europe Workshop Briefings	
<input type="checkbox"/>	ICSS	Interim Customer Satisfaction Survey	

- Click **Generate Request Form** at the bottom of the page.

[Generate Request Form](#)

[Clear Selections](#)

[ETA Home](#)



This form is for first-time registrations only. If you already have an ETA account, please do one of the following:

- If you wish to apply for another system through ETA, do not fill out this form. Instead, [Register for Additional ETA Systems](#).
- If you have forgotten your password, [Request a New Password](#).
- If you have forgotten your user ID, [Contact an ETA Administrator](#).
- If you wish to update your account info (e.g., address, phone number, etc.), [Edit Your User Profile](#).

7. The New User Registration form will be displayed.

ETA Electronic Transportation Acquisition	
New User Registration for ETA	
Step 2 of 2	
<ul style="list-style-type: none"> Please complete the following form. Fields marked with an asterisk (*) are REQUIRED elements. All other fields are optional. Click the "Submit Request" button at the bottom when you are finished. 	
<ul style="list-style-type: none"> Your selected applications are: DPS 	
First Name *	<input type="text"/>
Middle Initial	<input type="text"/>
Last Name *	<input type="text"/>
Name Suffix (Sr., Jr., III)	<input type="text"/>
Rank / Grade	<input type="text"/>
Job / Position Title	<input type="text"/>
Mailing Address (Line 1) *	<input type="text"/>
Mailing Address (Line 2)	<input type="text"/>
City *	<input type="text"/>
State *	-- Select State --
Country *	UNITED STATES
Zip / Postal Code *	<input type="text"/>
Commercial Phone *	<input type="text"/> Ext: <input type="text"/>
DSN Phone	<input type="text"/> Ext: <input type="text"/>
FAX Number	<input type="text"/>
DSN FAX	<input type="text"/>
Email Address *	<input type="text"/>
Activity / Company / Organization *	<input type="text"/>
Company Division	<input type="text"/>
Trading Partner Type	--Please Select--
DPS SDDC Alexandria Division *	--Please Select--
DPS SDDC Alexandria Function *	<input type="checkbox"/> Qualifications <input type="checkbox"/> Rates <input type="checkbox"/> BVS <input type="checkbox"/> Survey <input type="checkbox"/> Claims <input type="checkbox"/> Quality Assurance <input type="checkbox"/> Electronic Billing <input type="checkbox"/> Operations <input type="checkbox"/> Reference <input type="checkbox"/> Telephone Surveyor <input type="checkbox"/> Trouble Call <input type="checkbox"/> Financial <input type="checkbox"/> Legal <input type="checkbox"/> Data Analysis
DPS SDDC Manager of Above Function	No
<input type="button" value="Submit Request"/> <input type="button" value="Reset Form"/>	

8. Enter your information on the registration form making sure to complete all the information marked with an asterisk (*) next to it. (**Note:** The email address you provide on the registration form will be used to send you your ETA password. For security reasons, an individual email address must be used.)
9. Select the appropriate division from the **Trading Partner Type** drop-down list.

Trading Partner Type		-Please Select-
DPS SDDC Alexandria Division	*	<input type="text" value="-Please Select-"/> <ul style="list-style-type: none"> -Please Select- POWERTRACK FACTS GENERAL SERVICES ADMINISTRATION COAST GUARD <input type="checkbox"/> Rates <input type="checkbox"/> BVS <input type="checkbox"/> Survey <input type="checkbox"/> Claims

10. Select the appropriate division from the **DPS SDDC Alexandria Division** drop-down list.

Trading Partner Type		-Please Select-
DPS SDDC Alexandria Division	*	<input type="text" value="-Please Select-"/> <ul style="list-style-type: none"> -Please Select- SDPP-PO SDPP-IC-PP SDG6-HelpDesk SDIR SDJA DADD

11. Check the appropriate box (es) for the **DPS SDDC Alexandria Function** which pertains to you. The functions are described below:
 - a. **Qualifications** - accesses information and performs functions with respect to the qualification of a TSP (Transportation Service Provider) (SDPP-PO users only)
 - b. **Rates** - accesses information and performs functions with respect to the rates of a TSP (SDPP-PO users only)
 - c. **BVS** (Best Value Score) - views data and updates a TSPs BVS when necessary (SDPP-PO users only)
 - d. **Survey** - analyzes survey results (SDPP-PO users only)
 - e. **Claims** - accesses claims information (SDPP-PO users only)
 - f. **Quality Assurance** - accesses shipment information, inspection reports, TSP Financials, and performs assessments and review boards (SDPP-PO users only)

- g. **Electronic Billing** - accesses electronic billing information (SDPP-PO users only)
 - h. **Operations** - accesses various operational data (SDPP-PO users only)
 - i. **Reference** - accesses and updates reference data (SDPP-IC-PP users only)
 - j. **Telephone Surveyor** - accesses Customer Satisfaction Survey (CSS) information and inputs CSS responses as a result of customer contact (SDG6-Help Desk only)
 - k. **Trouble Call** - accesses shipment, survey, and claims information to troubleshoot DPS user issues (SDG6-Help Desk only)
 - l. **Financial** - accesses TSP financial data and qualification information (SDIR only)
 - m. **Legal** - accesses DPS data needed for investigating legal issues/court cases (SDJA only)
 - n. **Data Analysis** - accesses DPS reports for analytical purposes (SDG5, Deployment and Distribution Analysis Division only)
12. Select '**Yes**' next to **DPS SDDC Manager** if you serve as a manager in your functional area.
 13. When all applicable fields are entered, click **Submit Request**.
 14. Confirm your email address is correct by clicking **OK** on the pop-up window that is displayed.
 15. A page will be displayed with a Request ID in red letters. This Request ID will become your ETA User ID upon approval. Make a note of the User ID that is listed on the page. A confirmation message containing the information on this page will be emailed to you.
 16. Your request will be forwarded to the SDDC Systems Response Center (SRC) for approval. You will receive an email with your password once it has been approved.*

*If you have not received an email within one week approving your request to the application, please contact the **SDDC SRC at 1-800-331-7348, DSN 328-3230.**

2.2 Instructions for users with an existing ETA account

1. Go to the ETA Home Page (<https://eta.sddc.army.mil>).

2. Click on the **Register for Additional Systems** link at the top of the page. The following screen will appear:

ETA Electronic Transportation Acquisition

[Forgot Password](#) · [Contact ETA](#) · [Help](#) · [Home](#)

ETA Login

To log into ETA, you now have two options:

1. Use your user ID and password.
2. Use your digital certificate/smart card.

Note: In the future you will be required to have a digital certificate in order to log into ETA or any ETA-protected system. We are currently in a transition period in which you may use either method. [Click here to learn more about digital certificates.](#)
[Click here to register your digital certificate.](#)

Option 1:

User ID

Password

Option 2 (Digital Certificate / Smart Card Users):

 [Click here to log in with your digital certificate](#)

3. Enter your ETA User ID and Password. (**Note:** If you have forgotten your ETA password, click on the **Forgot Password** link at the top of the page and follow the on-screen instructions to obtain a new password.)
4. Click **Submit**. The Register for Additional ETA Systems page will be displayed.

ETA Electronic Transportation Acquisition

Register for Additional ETA Systems

Step 1 of 2
Estimated time of completion: both steps together will take about five minutes.

- Please select one or more systems below to register for by checking the square to the left of the system name.
- Select a role if there is a list of roles for the system for which you are requesting access. A role determines the applications within a system that you will be allowed to use. You may only choose one role per system.
- Click an "Info" link in the right-most column to open a pop-up window with a description of that system. There is a question mark icon next to systems that provide additional information. Click the question mark in order to view this information.
- Click the "Generate Request Form" button at the bottom when you've selected all systems, and respective roles, for which you would like access.
- Applications you are currently approved for: No Applications

5. Scroll down the page until **Personal Property** is displayed.

Personal Property				
Check	System	Description	Roles	Info
<input type="checkbox"/>	2DMSL	2 Dimensional Military Shipping Label	--Select 2DMSL Role--	Info
<input type="checkbox"/>	CWA	Central Web Application	--Select CWA Role--	Info
<input type="checkbox"/>	DPS	Defense Personal Property System	--Select DPS Role--	Info
<input type="checkbox"/>	EWB	Europe Workshop	--Select FWR Role--	

6. Click on the box to the left of **Defense Personal Property System (DPS)**.
7. Select the **SDDC HQ** role from the drop-down list on the right.

<input checked="" type="checkbox"/>	DPS	Defense Personal Property System	<div style="border: 1px solid black; padding: 5px;"> --Select DPS Role-- --Select DPS Role-- Transportation Service Provider (TSP) TSP Representative/Business Partner/Agent Military Service Headquarters Transportation Office DOD Customer/Service Member SDDC Pacific/Europe SDDC HQ  SDDC VPC SDDC RSMO Other DoD/Government Agency </div>	
<input type="checkbox"/>	EWB	Europe Workshop Briefings		
<input type="checkbox"/>	ICSS	Interim Customer Satisfaction Survey		

8. Click **Generate Request Form** at the bottom of the page.

<input type="checkbox"/>	SER	Enterprise Repository	--Select SER Role--	Info
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- The Register for Additional ETA Systems Registration Form will appear. Update the information as needed.

 Electronic Transportation Acquisition	
<h2>Register for Additional ETA Systems</h2> <p>Step 2 of 2</p> <ul style="list-style-type: none"> Please complete the following form. Fields marked with an asterisk (*) are REQUIRED elements. All other fields are optional. Click the "Submit Request" button at the bottom when you are finished. <ul style="list-style-type: none"> You are currently approved for: ATCMDWBT Your User ID: stok0049 	
First Name	* <input type="text"/>
Middle Initial	<input type="text"/>
Last Name	* <input type="text"/>
Name Suffix (Sr., Jr., III)	<input type="text"/>
Rank / Grade	<input type="text"/>
Job / Position Title	<input type="text"/>
Mailing Address (Line 1)	* <input type="text"/>
Mailing Address (Line 2)	<input type="text"/>
City	* <input type="text"/>
State	* <input type="text" value="-- Select State --"/>
Country	* <input type="text" value="-- Select Country --"/>
Zip / Postal Code	* <input type="text"/>
Commercial Phone	* <input type="text"/> Ext: <input type="text"/>
DSN Phone	<input type="text"/> Ext: <input type="text"/>
FAX Number	<input type="text"/>
DSN FAX	<input type="text"/>
Email Address	* <input type="text"/>
Activity / Company / Organization	* <input type="text"/>
Company Division	<input type="text"/>
Trading Partner Type	<input type="text" value="-- Please Select --"/>
DPS SDDC Alexandria Division	* <input type="text" value="-- Please Select --"/>
DPS SDDC Alexandria Function	* <ul style="list-style-type: none"> <input type="checkbox"/> Qualifications <input type="checkbox"/> Rates <input type="checkbox"/> BVS <input type="checkbox"/> Survey <input type="checkbox"/> Claims <input type="checkbox"/> Quality Assurance <input type="checkbox"/> Electronic Billing <input type="checkbox"/> Operations <input type="checkbox"/> Reference <input type="checkbox"/> Telephone Surveyor <input type="checkbox"/> Trouble Call <input type="checkbox"/> Financial <input type="checkbox"/> Legal <input type="checkbox"/> Data Analysis
DPS SDDC Manager of Above Function	<input type="text" value="-- Please Select --"/>
<input type="button" value="Submit Request"/> <input type="button" value="Reset Form"/>	

10. Select the appropriate division from the **Trading Partner Type** drop-down list.

Trading Partner Type		-Please Select-
DPS SDDC Alexandria Division	*	-Please Select- POWERTRACK FACTS GENERAL SERVICES ADMINISTRATION COAST GUARD <input type="checkbox"/> Rates <input type="checkbox"/> BVS <input type="checkbox"/> Survey <input type="checkbox"/> Claims

11. Select the appropriate division from the **DPS SDDC Alexandria Division** drop-down list.

Trading Partner Type		-Please Select-
DPS SDDC Alexandria Division	*	-Please Select- SDPP-PO SDPP-IC-PP SDG6-HelpDesk SDIR SDJA DADD CLAIMS

12. Check the appropriate box (es) for the **DPS SDDC Alexandria Function** which pertains to you. The functions are described below:

- a. **Qualifications** - accesses information and performs functions with respect to the qualification of a TSP (Transportation Service Provider) (SDPP-PO users only)
- b. **Rates** - accesses information and performs functions with respect to the rates of a TSP (SDPP-PO users only)
- c. **BVS** (Best Value Score) - views data and updates a TSPs BVS when necessary (SDPP-PO users only)
- d. **Survey** - analyzes survey results (SDPP-PO users only)
- e. **Claims** - accesses claims information (SDPP-PO users only)
- f. **Quality Assurance** - accesses shipment information, inspection reports, TSP Financials, and performs assessments and review boards (SDPP-PO users only)
- g. **Electronic Billing** - accesses electronic billing information (SDPP-PO users only)
- h. **Operations** - accesses various operational data (SDPP-PO users only)
- i. **Reference** - accesses and updates reference data (SDPP-IC-PP users only)
- j. **Telephone Surveyor** - accesses Customer Satisfaction Survey (CSS) information and inputs CSS responses as a result of customer contact (SDG6-Help Desk only)

- k. **Trouble Call** - accesses shipment, survey, and claims information to troubleshoot DPS user issues (SDG6-Help Desk only)
- l. **Financial** - accesses TSP financial data and qualification information (SDIR only)
- m. **Legal** - accesses DPS data needed for investigating legal issues/court cases (SDJA only)
- n. **Data Analysis** - accesses DPS reports for analytical purposes (SDG5, Deployment and Distribution Analysis Division only)

12. Select Yes next to **DPS SDDC Manager** if you serve as a manager in your functional area.

13. Click **Submit Request**.

14. Confirm your email address is correct by clicking **OK** on the pop-up window that is displayed.

15. A page will be displayed with a Request ID in red letters. This Request ID will become your ETA User ID upon approval. Make a note of the User ID that is listed on the page. A confirmation message containing the information on this page will be emailed to you.

16. Your request will be forwarded to the SDDC Systems Response Center (SRC) for approval. You will receive an email with your password once it has been approved.*

*If you have not received an email within one week approving your request to the application, please contact the SDDC SRC at 1-800-331-7348, DSN 328-3230.

2.3 Digital Certificates

SDDC's ETA system allows users to login using either a digital certificate or their existing user ids and passwords. This allows our users, who already have or want to purchase digital certificates, a chance to get accustomed to logging in using this new method of access.

The DoD will require that all users of DoD systems use digital certificates as a means of access to those systems. **The date to completely transition is currently on hold.** When a date has been finalized, DoD military, civilians, and authorized contractors will use their Common Access Card (CAC) for ETA logins (please note, in order to use a CAC, you must have a CAC reader connected to your computer). Commercial users (e.g., Transportation Service Providers) will have to obtain a digital certificate from one of the External Certificate Authority (ECA) vendors.

For more information about Digital Certificates and ETA, go to the ETA Home Page (<https://eta.sddc.army.mil/>) and click "**Learn more about digital certificates and ETA**".

3.0 ETA Instructions for SDDC Pacific & Europe to Access DPS

Depending on the user role, SDDC-HQ users have access to some or all DPS modules to include: User Management, TSP Qualification, Counseling, Rate Filing (access to TSP Rates), Best Value Scores, Shipment Management, SIT Facility Management, Invoicing, Approvals & Costing, Surveys, Claims, Performance Actions, Reports & Analysis, Consignment Guide and DPS System Management.

3.1 Instructions for users without an existing ETA account

1. Go to the ETA Home Page (<https://eta.sddc.army.mil>).
2. Click on the **Register for First Time** link at the top of the page.



3. The New User Registration page will be displayed.



New User Registration for ETA

Step 1 of 2

Estimated time of completion: both steps together will take about five minutes.

- Please select one or more systems below to register for by checking the square to the left of the system name.
- Select a role if there is a list of roles for the system for which you are requesting access. A role determines the applications within a system that you will be allowed to use. You may only choose one role per system.
- Click an "Info" link in the right-most column to open a pop-up window with a description of that system. There is a question mark icon next to systems that provide additional information. Click the question mark in order to view this information.
- Click the "Generate Request Form" button at the bottom when you've selected all systems, and respective roles, for which you would like access.

Military Surface Deployment and Distribution Command
709 Ward Drive, BLDG 1990, Scott AFB, IL 62225

4. Scroll down the page until **Personal Property** is displayed.

Personal Property				
Check	System	Description	Roles	Info
<input type="checkbox"/>	2DMSL	2 Dimensional Military Shipping Label	--Select 2DMSL Role--	Info
<input type="checkbox"/>	CWA	Central Web Application	--Select CWA Role--	Info
<input type="checkbox"/>	DPS	Defense Personal Property System	--Select DPS Role--	Info

5. Click on the box to the left of **Defense Personal Property System (DPS)**.
6. Select the **SDDC Pacific/Europe** role from the drop-down list on the right.

<input checked="" type="checkbox"/>	DPS	Defense Personal Property System	<div style="border: 1px solid black; padding: 5px;"> --Select DPS Role-- --Select DPS Role-- Transportation Service Provider (TSP) TSP Representative/Business Partner/Agent Military Service Headquarters Transportation Office DOD Customer/Service Member SDDC Pacific/Europe SDDC HQ SDDC VPC SDDC RSMO Other DoD/Government Agency </div>
<input type="checkbox"/>	EWB	Europe Workshop Briefings	
<input type="checkbox"/>	ICSS	Interim Customer Satisfaction Survey	

7. Click **Generate Request Form** at the bottom of the page.

Generate Request Form
Clear Selections
ETA Home



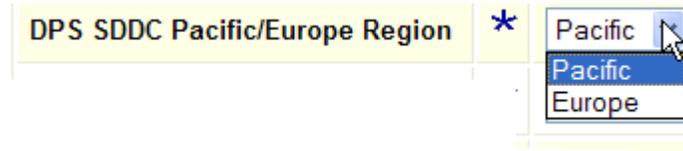
This form is for first-time registrations only. If you already have an ETA account, please do one of the following:

- If you wish to apply for another system through ETA, do not fill out this form. Instead, [Register for Additional ETA Systems](#).
- If you have forgotten your password, [Request a New Password](#).
- If you have forgotten your user ID, [Contact an ETA Administrator](#).
- If you wish to update your account info (e.g., address, phone number, etc.), [Edit Your User Profile](#).

8. The New User registration form will be displayed.

ETA Electronic Transportation Acquisition	
New User Registration for ETA	
Step 2 of 2	
<ul style="list-style-type: none"> • Please complete the following form. • Fields marked with an asterisk (*) are REQUIRED elements. All other fields are optional. • Click the "Submit Request" button at the bottom when you are finished. 	
<ul style="list-style-type: none"> • Your selected applications are: DPS 	
First Name	* <input type="text"/>
Middle Initial	<input type="text"/>
Last Name	* <input type="text"/>
Name Suffix (Sr., Jr., III)	<input type="text"/>
Rank / Grade	<input type="text"/>
Job / Position Title	<input type="text"/>
Mailing Address (Line 1)	* <input type="text"/>
Mailing Address (Line 2)	<input type="text"/>
City	* <input type="text"/>
State	* -- Select State -- <input type="button" value="v"/>
Country	* UNITED STATES <input type="button" value="v"/>
Zip / Postal Code	* <input type="text"/>
Commercial Phone	* <input type="text"/> Ext: <input type="text"/>
DSN Phone	<input type="text"/> Ext: <input type="text"/>
FAX Number	<input type="text"/>
DSN FAX	<input type="text"/>
Email Address	* <input type="text"/>
Activity / Company / Organization	* <input type="text"/>
Company Division	<input type="text"/>
Trading Partner Type	-- Please Select -- <input type="button" value="v"/>
DPS SDDC Pacific/Europe Region	* -- Please Select -- <input type="button" value="v"/>
DPS SDDC Pacific/Europe Division	* -- Please Select -- <input type="button" value="v"/>
DPS SDDC Pacific/Europe Function	* <ul style="list-style-type: none"> <input type="checkbox"/> BVS <input type="checkbox"/> Survey <input type="checkbox"/> Claims <input type="checkbox"/> Quality Assurance <input type="checkbox"/> Electronic Billing <input type="checkbox"/> Operations
DPS SDDC Manager of Above Function	No <input type="button" value="v"/>
<input type="button" value="Submit Request"/> <input type="button" value="Reset Form"/>	

9. Enter your information on the registration form making sure to complete all the information marked with an asterisk (*) next to it. (Note: The email address you provide on the registration form will be used to send you your ETA password. For security reasons, an individual email address must be used.)
10. Select the appropriate region from the **DPS SDDC Pacific/Europe Region** drop-down list.



11. Select the appropriate division from the **DPS SDDC Pacific/Europe Division** drop-down list.



12. Check the appropriate box for the **DPS SDDC Pacific/Europe Function** from the check boxes. The functions are described below:

- a. **BVS** (Best Value Score) - views data and updates a TSP's BVS when necessary (SDPP-PO users only)
- b. **Survey** - analyzes survey results (SDPP-PO users only)
- c. **Claims** - accesses claims information (SDPP-PO users only)
- d. **Quality Assurance** - accesses shipment information, inspection reports, TSP Financials, and perform assessments and review boards (SDPP-PO users only)
- e. **Electronic Billing** - accesses electronic billing information (SDPP-PO users only)
- f. **Operations** - accesses various operational data (SDPP-PO users only)

13. Select '**Yes**' next to **DPS SDDC Manager** if you serve as a manager in your functional area.
14. When all applicable fields are entered, click **Submit Request**.
15. Confirm your email address is correct by clicking **OK** on the pop-up window that is displayed.
16. A page will be displayed with a Request ID in red letters. This Request ID will become your ETA User ID upon approval. Make a note of the User ID that is listed on the page. A confirmation message containing the information on this page will be emailed to you.

17. Your request will be forwarded to the Surface Deployment and Distribution Command (SDDC) Systems Response Center (SRC) for approval. You will receive an email with your password once it has been approved.*

*If you have not received an email within one week approving your request to the application, please contact the SDDC SRC at 1-800-331-7348, DSN 328-3230.

3.2 Instructions for users with an existing ETA account

1. Go to the ETA Home Page (<https://eta.sddc.army.mil>).
2. Click on the **Register for Additional Systems** link at the top of the page. The following screen will appear.

ETA Electronic Transportation Acquisition
[Forgot Password](#) · [Contact ETA](#) · [Help](#) · [Home](#)

ETA Login

To log into ETA, you now have two options:

1. Use your user ID and password.
2. Use your digital certificate/smart card.

Note: In the future you will be required to have a digital certificate in order to log into ETA or any ETA-protected system. We are currently in a transition period in which you may use either method. [Click here to learn more about digital certificates.](#)
[Click here to register your digital certificate.](#)

Option 1:

User ID

Password

Option 2 (Digital Certificate / Smart Card Users):

 [Click here to log in with your digital certificate](#)

3. Enter your ETA User ID and Password. (Note: If you have forgotten your ETA password, click on the Forgot Password link at the top of the page and follow the on-screen instructions to obtain a new password.)

4. Click **Submit**. The Register for Additional ETA Systems page will be displayed.



Register for Additional ETA Systems

Step 1 of 2

Estimated time of completion: both steps together will take about five minutes.

- Please select one or more systems below to register for by checking the square to the left of the system name.
- Select a role if there is a list of roles for the system for which you are requesting access. A role determines the applications within a system that you will be allowed to use. You may only choose one role per system.
- Click an "Info" link in the right-most column to open a pop-up window with a description of that system. There is a question mark icon next to systems that provide additional information. Click the question mark in order to view this information.
- Click the "Generate Request Form" button at the bottom when you've selected all systems, and respective roles, for which you would like access.
- Applications you are currently approved for: No Applications

5. Scroll down the page until **Personal Property** is displayed.

Personal Property				
Check	System	Description	Roles	Info
<input type="checkbox"/>	2DMSL	2 Dimensional Military Shipping Label	--Select 2DMSL Role--	Info
<input type="checkbox"/>	CWA	Central Web Application	--Select CWA Role--	Info
<input type="checkbox"/>	DPS	Defense Personal Property System	--Select DPS Role--	Info

6. Click on the box to the left of **Defense Personal Property System (DPS)**.

7. Select the **SDDC Pacific/Europe** role from the drop-down list on the right.

<input checked="" type="checkbox"/>	DPS	Defense Personal Property System	--Select DPS Role-- --Select DPS Role-- Transportation Service Provider (TSP) TSP Representative/Business Partner/Agent Military Service Headquarters Transportation Office DOD Customer/Service Member SDDC Pacific/Europe SDDC HQ SDDC VPC SDDC RSMO Other DoD/Government Agency
<input type="checkbox"/>	EWB	Europe Workshop Briefings	
<input type="checkbox"/>	ICSS	Interim Customer Satisfaction Survey	
		One Time	

8. Click **Generate Request Form** at the bottom of the page.

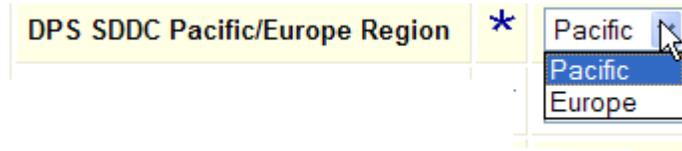
<input type="checkbox"/>	SER	Enterprise Repository	--Select SER Role--	Info
--------------------------	-----	-----------------------	---------------------	----------------------

Generate Request Form Clear Selections ETA Home

- The Register for Additional ETA Systems Registration Form will appear. Update the information as needed.

ETA Electronic Transportation Acquisition	
Register for Additional ETA Systems	
Step 2 of 2	
<ul style="list-style-type: none"> Please complete the following form. Fields marked with an asterisk (*) are REQUIRED elements. All other fields are optional. Click the "Submit Request" button at the bottom when you are finished. 	
<ul style="list-style-type: none"> You are currently approved for: ATCMDWBT Your User ID: stok0049 	
First Name	* <input type="text"/>
Middle Initial	<input type="text"/>
Last Name	* <input type="text"/>
Name Suffix (Sr., Jr., III)	<input type="text"/>
Rank / Grade	<input type="text"/>
Job / Position Title	<input type="text"/>
Mailing Address (Line 1)	* <input type="text"/>
Mailing Address (Line 2)	<input type="text"/>
City	* <input type="text"/>
State	* <input type="text" value="-- Select State --"/>
Country	* <input type="text" value="-- Select Country --"/>
Zip / Postal Code	* <input type="text"/>
Commercial Phone	* <input type="text"/> Ext: <input type="text"/>
DSN Phone	<input type="text"/> Ext: <input type="text"/>
FAX Number	<input type="text"/>
DSN FAX	<input type="text"/>
Email Address	* <input type="text"/>
Activity / Company / Organization	* <input type="text"/>
Company Division	<input type="text"/>
Trading Partner Type	<input type="text" value="-- Please Select --"/>
DPS SDDC Pacific/Europe Region	* <input type="text" value="-- Please Select --"/>
DPS SDDC Pacific/Europe Division	* <input type="text" value="-- Please Select --"/>
DPS SDDC Pacific/Europe Function	* <ul style="list-style-type: none"> <input type="checkbox"/> BVS <input type="checkbox"/> Survey <input type="checkbox"/> Claims <input type="checkbox"/> Quality Assurance <input type="checkbox"/> Electronic Billing <input type="checkbox"/> Operations
DPS SDDC Manager of Above Function	<input type="text" value="-- Please Select --"/>
<input type="button" value="Submit Request"/> <input type="button" value="Reset Form"/>	

10. Enter your information on the registration form making sure to complete all the information marked with an asterisk (*) next to it. (Note: The email address you provide on the registration form will be used to send you your ETA password. For security reasons, an individual email address must be used.)
11. Select the appropriate region from the **DPS SDDC Pacific/Europe Region** drop-down list.



12. Select the appropriate division from the **DPS SDDC Pacific/Europe Division** drop-down list.



13. Check the appropriate box from the **DPS SDDC Pacific/Europe** Function list. The functions are described below:
 - a. **BVS** (Best Value Score) - views data and updates a TSPs BVS when necessary (SDPP-PO users only)
 - b. **Survey** - analyzes survey results (SDPP-PO users only)
 - c. **Claims** - accesses claims information (SDPP-PO users only)
 - d. **Quality Assurance** - accesses shipment information, inspection reports, TSP Financials, and perform assessments and review boards (SDPP-PO users only)
 - e. **Electronic Billing** - accesses electronic billing information (SDPP-PO users only)
 - f. **Operations** - accesses various operational data (SDPP-PO users only)
14. Select **Yes** next to **DPS SDDC Manager** if you serve as a manager in your functional area.
15. Click **Submit Request**.
16. Confirm your email address is correct by clicking **OK** on the pop-up window that is displayed.
17. A page will be displayed with a Request ID in red letters. This Request ID will become your ETA User ID upon approval. Make a note of the User ID that is listed on the page. A confirmation message containing the information on this page will be emailed to you.

18. Your request will be forwarded to the Surface Deployment and Distribution Command (SDDC) Systems Response Center (SRC) for approval. You will receive an email with your password once it has been approved.*

*If you have not received an email within one week approving your request to the application, please contact the SDDC SRC at 1-800-331-7348, DSN 328-3230.

3.3 Digital Certificates

SDDC's ETA system allows users to login using either a digital certificate or their existing user ids and passwords. This allows our users, who already have or want to purchase digital certificates, a chance to get accustomed to logging in using this new method of access.

The DoD will require that all users of DoD systems use digital certificates as a means of access to those systems. **The date to completely transition is currently on hold.** When a date has been finalized, DoD military, civilians, and authorized contractors will use their Common Access Card (CAC) for ETA logins (please note, in order to use a CAC, you must have a CAC reader connected to your computer). Commercial users (e.g., Transportation Service Providers) will have to obtain a digital certificate from one of the External Certificate Authority (ECA) vendors.

For more information about Digital Certificates and ETA, go to the ETA Home Page (<https://eta.sddc.army.mil/>) and click "Learn more about digital certificates and ETA".

4.0 ETA Instructions for RSMO to Access the DPS

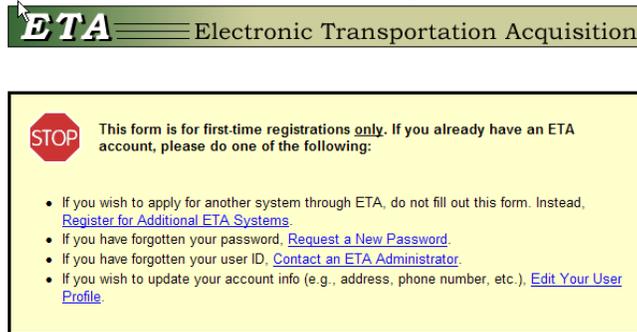
Depending on the user role, RSMO users have access to some or all DPS modules to include: SIT Facility Management, Reports & Analysis and Consignment Guide.

4.1 Instructions for users without an existing ETA account.

1. Go to the ETA Home Page (<https://eta.sddc.army.mil>).
2. Click on the **Register for First Time** link at the top of the page.



3. The New User Registration page will be displayed.



New User Registration for ETA

Step 1 of 2

Estimated time of completion: both steps together will take about five minutes.

- Please select one or more systems below to register for by checking the square to the left of the system name.
- Select a role if there is a list of roles for the system for which you are requesting access. A role determines the applications within a system that you will be allowed to use. You may only choose one role per system.
- Click an "Info" link in the right-most column to open a pop-up window with a description of that system. There is a question mark icon next to systems that provide additional information. Click the question mark in order to view this information.
- Click the "Generate Request Form" button at the bottom when you've selected all systems, and respective roles, for which you would like access.

4. Scroll down the page until **Personal Property** is displayed.

Personal Property				
Check	System	Description	Roles	Info
<input type="checkbox"/>	2DMSL	2 Dimensional Military Shipping Label	--Select 2DMSL Role--	Info
<input type="checkbox"/>	CWA	Central Web Application	--Select CWA Role--	Info
<input type="checkbox"/>	DPS	Defense Personal Property System	--Select DPS Role--	Info

5. Click on the box to the left of **Defense Personal Property System (DPS)**.
6. Select the **SDDC RSMO** role from the drop-down list on the right.

<input checked="" type="checkbox"/>	DPS	Defense Personal Property System	-Select DPS Role- -Select DPS Role- Transportation Service Provider (TSP) TSP Representative/Business Partner/Agent Military Service Headquarters Transportation Office DOD Customer/Service Member SDDC Pacific/Europe SDDC HQ SDDC VPC SDDC RSMO Other DoD/Government Agency
<input type="checkbox"/>	EWB	Europe Workshop Briefings	
<input type="checkbox"/>	ICSS	Interim Customer Satisfaction Survey	
		One Time	

Old drop down above (has DOD customer service member and current drop down below

Personal Property				
Check	System	Description	Roles	Info
<input type="checkbox"/>	2DMSL	2 Dimensional Military Shipping Label	-Select 2DMSL Role-	Info
<input type="checkbox"/>	CWA	Central Web Application	-Select CWA Role-	Info
<input checked="" type="checkbox"/>	DPS	Defense Personal Property System	-Select DPS Role- -Select DPS Role- Transportation Service Provider (TSP) TSP Representative/Business Partner/Agent Military Service Headquarters Transportation Office SDDC Pacific/Europe SDDC HQ SDDC VPC SDDC RSMO Other DoD/Government Agency	Info
<input type="checkbox"/>	EWB	Europe Workshop Briefings		
		Interim Customer		

7. Click **Generate Request Form** at the bottom of the page.

STOP This form is for first-time registrations only. If you already have an ETA account, please do one of the following:

- If you wish to apply for another system through ETA, do not fill out this form. Instead, [Register for Additional ETA Systems](#).
- If you have forgotten your password, [Request a New Password](#).
- If you have forgotten your user ID, [Contact an ETA Administrator](#).
- If you wish to update your account info (e.g., address, phone number, etc.), [Edit Your User Profile](#).

8. The New User registration form will be displayed.

ETA
Electronic Transportation Acquisition

New User Registration for ETA

Step 2 of 2

- Please complete the following form.
- Fields marked with an asterisk (*) are REQUIRED elements. All other fields are optional.
- Click the "Submit Request" button at the bottom when you are finished.

- Your selected applications are: DPS

First Name	*	<input style="width: 95%;" type="text"/>	
Middle Initial		<input style="width: 95%;" type="text"/>	
Last Name	*	<input style="width: 95%;" type="text"/>	
Name Suffix (Sr., Jr., III)		<input style="width: 95%;" type="text"/>	
Rank / Grade		<input style="width: 95%;" type="text"/>	
Job / Position Title		<input style="width: 95%;" type="text"/>	
Mailing Address (Line 1)	*	<input style="width: 95%;" type="text"/>	
Mailing Address (Line 2)		<input style="width: 95%;" type="text"/>	
City	*	<input style="width: 95%;" type="text"/>	
State	*	<input style="width: 95%;" type="text" value="-- Select State --"/>	
Country	*	<input style="width: 95%;" type="text" value="UNITED STATES"/>	
Zip / Postal Code	*	<input style="width: 95%;" type="text"/>	
Commercial Phone	*	<input style="width: 80%;" type="text"/>	Ext: <input style="width: 15%;" type="text"/>
DSN Phone		<input style="width: 80%;" type="text"/>	Ext: <input style="width: 15%;" type="text"/>
FAX Number		<input style="width: 95%;" type="text"/>	
DSN FAX		<input style="width: 95%;" type="text"/>	
Email Address	*	<input style="width: 95%;" type="text"/>	
Activity / Company / Organization	*	<input style="width: 95%;" type="text"/>	
Company Division		<input style="width: 95%;" type="text"/>	

9. Enter your information on the registration form making sure to complete all the information marked with an asterisk (*) next to it. (Note: The email address you provide on the registration form will be used to send you your ETA password. For security reasons, an individual email address must be used.)
10. When all applicable fields are entered, click **Submit Request**.
11. Confirm your email address is correct by clicking **OK** on the pop-up window that is displayed.
12. A page will be displayed with a Request ID in red letters. This Request ID will become your ETA User ID upon approval. Make a note of the User ID that is listed on the page. A confirmation message containing the information on this page will be emailed to you.
13. Your request will be forwarded to the Surface Deployment and Distribution Command (SDDC) Systems Response Center (SRC) for approval. You will receive an email with your password once it has been approved.

If you have not received an email within one week approving your request to the application, please contact the SDDC SRC at 1-800-331-7348, DSN 328-3230.

4.2 Instructions for users with an existing ETA account.

1. Go to the ETA Home Page (<https://eta.sddc.army.mil>).
2. Click on the **Register for Additional Systems** link at the top of the page. The following screen will appear:

ETA Electronic Transportation Acquisition
[Forgot Password](#) · [Contact ETA](#) · [Help](#) · [Home](#)

ETA Login

To log into ETA, you now have two options:

1. Use your user ID and password.
2. Use your digital certificate/smart card.

Note: In the future you will be required to have a digital certificate in order to log into ETA or any ETA-protected system. We are currently in a transition period in which you may use either method. [Click here to learn more about digital certificates.](#)
[Click here to register your digital certificate.](#)

Option 1:

User ID

Password

Option 2 (Digital Certificate / Smart Card Users):

 [Click here to log in with your digital certificate](#)

3. Enter your ETA User ID and Password. (Note: If you have forgotten your ETA password, click on the **Forgot Password** link at the top of the page and follow the on-screen instructions to obtain a new password.)
4. Click **Submit**. The Register for Additional ETA Systems page will be displayed.
5. Scroll down the page until **Personal Property** is displayed.



Register for Additional ETA Systems

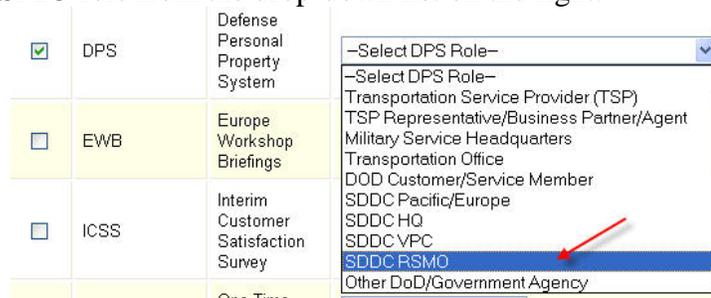
Step 1 of 2

Estimated time of completion: both steps together will take about five minutes.

- Please select one or more systems below to register for by checking the square to the left of the system name.
- Select a role if there is a list of roles for the system for which you are requesting access. A role determines the applications within a system that you will be allowed to use. You may only choose one role per system.
- Click an "Info" link in the right-most column to open a pop-up window with a description of that system. There is a question mark icon next to systems that provide additional information. Click the question mark in order to view this information.
- Click the "Generate Request Form" button at the bottom when you've selected all systems, and respective roles, for which you would like access.
- Applications you are currently approved for: No Applications

Personal Property				
Check	System	Description	Roles	Info
<input type="checkbox"/>	2DMSL	2 Dimensional Military Shipping Label	--Select 2DMSL Role--	Info
<input type="checkbox"/>	CWA	Central Web Application	--Select CWA Role--	Info
<input type="checkbox"/>	DPS	Defense Personal Property System	--Select DPS Role--	Info
<input type="checkbox"/>	EWB	Europe Workshop	--Select FWR Role--	Info

6. Click on the box to the left of **Defense Personal Property System (DPS)**. Select the **SDDC RSMO** role from the drop-down list on the right.



7. Click **Generate Request Form** at the bottom of the page.



Military Surface Deployment and Distribution Command
709 Ward Drive, BLDG 1990, Scott AFB, IL 62225

8. The Register for Additional ETA Systems Registration Form will appear.

ETA  Electronic Transportation Acquisition	
Register for Additional ETA Systems	
<u>Step 2 of 2</u>	
<ul style="list-style-type: none"> • Please complete the following form. • Fields marked with an asterisk (*) are REQUIRED elements. All other fields are optional. • Click the "Submit Request" button at the bottom when you are finished. 	
<ul style="list-style-type: none"> • You are currently approved for: IBSCMMCENCOM • Your User ID: admin 	
First Name	* <input type="text"/>
Middle Initial	<input type="text"/>
Last Name	* <input type="text"/>
Name Suffix (Sr., Jr., III)	<input type="text"/>
Rank / Grade	<input type="text"/>
Job / Position Title	<input type="text"/>
Mailing Address (Line 1)	* <input type="text"/>
Mailing Address (Line 2)	<input type="text"/>
City	* <input type="text"/>
State	* <input type="text" value="-- Select State --"/>
Country	* <input type="text" value="-- Select Country --"/>
Zip / Postal Code	* <input type="text"/>
Commercial Phone	* <input type="text"/> Ext: <input type="text"/>
DSN Phone	<input type="text"/> Ext: <input type="text"/>
FAX Number	<input type="text"/>
DSN FAX	<input type="text"/>
Email Address	* <input type="text"/>
Activity / Company / Organization	* <input type="text"/>
Company Division	<input type="text"/>
<input type="button" value="Submit Request"/> <input type="button" value="Reset Form"/>	

9. Enter your information on the registration form making sure to complete all the information marked with an asterisk (*) next to it. (Note: The email address you provide on the registration form will be used to send you your ETA password. For security reasons, an individual email address must be used.)
10. Click **Submit Request**.
11. Confirm your email address is correct by clicking **OK** on the pop-up window that is displayed.
12. A page will be displayed with a Request ID in red letters. This Request ID will become your ETA User ID upon approval. Make a note of the User ID that is listed on the page. A confirmation message containing the information on this page will be emailed to you.
13. Your request will be forwarded to the SDDC Systems Response Center (SRC) for approval. You will receive an email with your password once it has been approved.

If you have not received an email within one week approving your request to the application, please contact the SDDC SRC at 1-800-331-7348, DSN 328-3230.

4.3 Digital Certificates

SDDC's ETA system allows users to login using either a digital certificate or their existing user ids and passwords. This allows our users, who already have or want to purchase digital certificates, a chance to get accustomed to logging in using this new method of access.

The DoD will require that all users of DoD systems use digital certificates as a means of access to those systems. **The date to completely transition is currently on hold.** When a date has been finalized, DoD military, civilians, and authorized contractors will use their Common Access Card (CAC) for ETA logins (please note, in order to use a CAC, you must have a CAC reader connected to your computer). Commercial users (e.g., Transportation Service Providers) will have to obtain a digital certificate from one of the External Certificate Authority (ECA) vendors.

For more information about Digital Certificates and ETA, go to the ETA Home Page (<https://eta.sddc.army.mil/>) and click "Learn more about digital certificates and ETA".

5.0 ETA Instructions for Military Service HQ to Access DPS

Depending on the user role, Military Service HQ users have access to some or all DPS modules to include: Counseling, Shipment Management, SIT Facility Management, Invoicing, Approvals & Costing, Surveys, Claims, Performance Actions, Reports & Analysis and Consignment Guide.

5.1 Instructions for users without an existing ETA account

1. Go to the ETA Home Page (<https://eta.sddc.army.mil>).
2. Click on the **Register for First Time** link at the top of the page.



3. The New User Registration page will be displayed.



 This form is for first-time registrations only. If you already have an ETA account, please do one of the following:

- If you wish to apply for another system through ETA, do not fill out this form. Instead, [Register for Additional ETA Systems](#).
- If you have forgotten your password, [Request a New Password](#).
- If you have forgotten your user ID, [Contact an ETA Administrator](#).
- If you wish to update your account info (e.g., address, phone number, etc.), [Edit Your User Profile](#).

New User Registration for ETA

Step 1 of 2

Estimated time of completion: both steps together will take about five minutes.

- Please select one or more systems below to register for by checking the square to the left of the system name.
- Select a role if there is a list of roles for the system for which you are requesting access. A role determines the applications within a system that you will be allowed to use. You may only choose one role per system.
- Click an "Info" link in the right-most column to open a pop-up window with a description of that system. There is a question mark icon next to systems that provide additional information. Click the question mark in order to view this information.
- Click the "Generate Request Form" button at the bottom when you've selected all systems, and respective roles, for which you would like access.

4. Scroll down the page until **Personal Property** is displayed.

Personal Property				
Check	System	Description	Roles	Info
<input type="checkbox"/>	2DMSL	2 Dimensional Military Shipping Label	--Select 2DMSL Role--	Info
<input type="checkbox"/>	CWA	Central Web Application	--Select CWA Role--	Info
<input type="checkbox"/>	DPS	Defense Personal Property System	--Select DPS Role--	Info

5. Click on the box to the left of **DPS -- Defense Personal Property System**.
6. Select the **Military Service Headquarters** role from the drop-down list on the right.

<input checked="" type="checkbox"/>	DPS	Defense Personal Property System	Military Service Headquarters
<input type="checkbox"/>	EWB	Europe Workshop Briefings	-Select DPS Role-
<input type="checkbox"/>	ICSS	Interim Customer Satisfaction Survey	Transportation Service Provider (TSP)
			TSP Representative/Business Partner/Agent
			Military Service Headquarters
			Transportation Office
			DOD Customer/Service Member
			SDDC Pacific/Europe
			SDDC HQ
			SDDC VPC
			SDDC RSMO
			Other DoD/Government Agency

7. Click **Generate Request Form** at the bottom of the page.

 This form is for first-time registrations only. If you already have an ETA account, please do one of the following:

- If you wish to apply for another system through ETA, do not fill out this form. Instead, [Register for Additional ETA Systems](#).
- If you have forgotten your password, [Request a New Password](#).
- If you have forgotten your user ID, [Contact an ETA Administrator](#).
- If you wish to update your account info (e.g., address, phone number, etc.), [Edit Your User Profile](#).

8. The New User registration form will be displayed.

ETA Electronic Transportation Acquisition

New User Registration for ETA

Step 2 of 2

- Please complete the following form.
- Fields marked with an asterisk (*) are REQUIRED elements. All other fields are optional.
- Click the "Submit Request" button at the bottom when you are finished.

• Your selected applications are: DPS

First Name	*	<input type="text"/>
Middle Initial		<input type="text"/>
Last Name	*	<input type="text"/>
Name Suffix (Sr., Jr., III)		<input type="text"/>
Rank / Grade		<input type="text"/>
Job / Position Title		<input type="text"/>
Mailing Address (Line 1)	*	<input type="text"/>
Mailing Address (Line 2)		<input type="text"/>
City	*	<input type="text"/>
State	*	<input type="text" value="-- Select State --"/>
Country	*	<input type="text" value="UNITED STATES"/>
Zip / Postal Code	*	<input type="text"/>
Commercial Phone	*	<input type="text"/> Ext: <input type="text"/>
DSN Phone		<input type="text"/> Ext: <input type="text"/>
FAX Number		<input type="text"/>
DSN FAX		<input type="text"/>
Email Address	*	<input type="text"/>
Activity / Company / Organization	*	<input type="text"/>
Company Division		<input type="text"/>
Trading Partner Type		<input type="text" value="--Please Select--"/>
DPS Branch of Service	*	<input type="text" value="--Please Select--"/>
DPS Military Service Headquarters Function	*	<input type="text" value="--Please Select--"/>

9. Enter your information on the registration form making sure to complete all the information marked with an asterisk (*) next to it. (Note: The email address you provide on the registration form will be used to send you your ETA password. For security reasons, an individual email address must be used.)
10. Select the **DPS Branch of Service** from the drop-down list.

DPS Branch of Service	*	Army
DPS Military Service Headquarters Function	*	Army
DPS Administrator		

11. Select the **DPS Military Service Headquarters Function** from the drop-down list. The functions are described below:

- a. **Service HQ User** views information on Counseling, Shipment Management, Invoicing, Surveys, Claims and Reports.
- b. **Service HQ Legal Claims User** views information only on Claims and Reports.
- c. **Excess Cost Adjudicator** views information and reports from Counseling, Shipment Management, Invoicing and Claims used in determining excess cost calculations.

DPS Branch of Service	*	Army
DPS Military Service Headquarters Function	*	Service HQ User
DPS Administrator		

Submit Request Reset Form

12. When all applicable fields are entered, click **Submit Request**.
13. Confirm your email address is correct by clicking **OK** on the pop-up window that is displayed.
14. A page will be displayed with a Request ID in red letters. This Request ID will become your ETA User ID upon approval. Make a note of the User ID that is listed on the page. A confirmation message containing the information on this page will be emailed to you.
15. Your request will be forwarded to the SDDC Systems Response Center (SRC) for approval. You will receive an email once it has been approved.*

*If you have not received an email within one week approving your request to the application, please contact the SDDC SRC at 1-800-331-7348, DSN 328-3230.

5.2 Instructions for users with an existing ETA account

1. Go to the ETA Home Page (<https://eta.sddc.army.mil>).
2. Click on the **Register for Additional Systems** link at the top of the page. The following screen will appear:

ETA Electronic Transportation Acquisition
[Forgot Password](#) · [Contact ETA](#) · [Help](#) · [Home](#)

ETA Login

To log into ETA, you now have two options:

1. Use your user ID and password.
2. Use your digital certificate/smart card.

Note: In the future you will be required to have a digital certificate in order to log into ETA or any ETA-protected system. We are currently in a transition period in which you may use either method. [Click here to learn more about digital certificates.](#)
[Click here to register your digital certificate.](#)

Option 1:

User ID

Password

Option 2 (Digital Certificate / Smart Card Users):

 [Click here to log in with your digital certificate](#)

3. Enter your ETA User ID and Password. (Note: If you have forgotten your ETA password, click on the Forgot Password link at the top of the page and follow the on-screen instructions to obtain a new password.)
4. Click **Submit**. The Register for Additional ETA Systems page will be displayed.

ETA Electronic Transportation Acquisition

Register for Additional ETA Systems

Step 1 of 2

Estimated time of completion: both steps together will take about five minutes.

- Please select one or more systems below to register for by checking the square to the left of the system name.
- Select a role if there is a list of roles for the system for which you are requesting access. A role determines the applications within a system that you will be allowed to use. You may only choose one role per system.
- Click an "Info" link in the right-most column to open a pop-up window with a description of that system. There is a question mark icon next to systems that provide additional information. Click the question mark in order to view this information.
- Click the "Generate Request Form" button at the bottom when you've selected all systems, and respective roles, for which you would like access.
- Applications you are currently approved for: No Applications

5. Scroll down the page until **Personal Property** is displayed.

Personal Property				
Check	System	Description	Roles	Info
<input type="checkbox"/>	2DMSL	2 Dimensional Military Shipping Label	--Select 2DMSL Role--	Info
<input type="checkbox"/>	CWA	Central Web Application	--Select CWA Role--	Info
<input type="checkbox"/>	DPS	Defense Personal Property System	--Select DPS Role--	Info
<input type="checkbox"/>	EWB	Europe Workshop	--Select FWR Role--	

6. Click on the box to the left of **DPS -- Defense Personal Property System**.
7. Select the **Military Service Headquarters** role from the drop-down list on the right.

<input checked="" type="checkbox"/>	DPS	Defense Personal Property System	<div style="border: 1px solid black; padding: 5px;"> <div style="background-color: #e0e0e0; padding: 2px;">Military Service Headquarters</div> <div style="padding: 2px;">--Select DPS Role--</div> <div style="padding: 2px;">Transportation Service Provider (TSP)</div> <div style="padding: 2px;">TSP Representative/Business Partner/Agent</div> <div style="background-color: #000080; color: white; padding: 2px;">Military Service Headquarters</div> <div style="padding: 2px;">Transportation Office</div> <div style="padding: 2px;">DOD Customer/Service Member</div> <div style="padding: 2px;">SDDC Pacific/Europe</div> <div style="padding: 2px;">SDDC HQ</div> <div style="padding: 2px;">SDDC VPC</div> <div style="padding: 2px;">SDDC RSMO</div> <div style="padding: 2px;">Other DoD/Government Agency</div> </div>
<input type="checkbox"/>	EWB	Europe Workshop Briefings	
<input type="checkbox"/>	ICSS	Interim Customer Satisfaction Survey	

8. Click **Generate Request Form** at the bottom of the page.

<input type="checkbox"/>	SER	Enterprise Repository	--Select SER Role--	Info
--------------------------	-----	-----------------------	---------------------	----------------------

- The Register for Additional ETA Systems Registration Form will appear. Update the information as needed.

ETA Electronic Transportation Acquisition	
Register for Additional ETA Systems	
Step 2 of 2	
<ul style="list-style-type: none"> Please complete the following form. Fields marked with an asterisk (*) are REQUIRED elements. All other fields are optional. Click the "Submit Request" button at the bottom when you are finished. 	
<ul style="list-style-type: none"> You are currently approved for: ATCMDWBT Your User ID: stok0049 	
First Name	* <input type="text"/>
Middle Initial	<input type="text"/>
Last Name	* <input type="text"/>
Name Suffix (Sr., Jr., III)	<input type="text"/>
Rank / Grade	<input type="text"/>
Job / Position Title	<input type="text"/>
Mailing Address (Line 1)	* <input type="text"/>
Mailing Address (Line 2)	<input type="text"/>
City	* <input type="text"/>
State	* <input type="text" value="-- Select State --"/>
Country	* <input type="text" value="-- Select Country --"/>
Zip / Postal Code	* <input type="text"/>
Commercial Phone	* <input type="text"/> Ext: <input type="text"/>
DSN Phone	<input type="text"/> Ext: <input type="text"/>
FAX Number	<input type="text"/>
DSN FAX	<input type="text"/>
Email Address	* <input type="text"/>
Activity / Company / Organization	* <input type="text"/>
Company Division	<input type="text"/>
Trading Partner Type	<input type="text" value="--Please Select--"/>
DPS Branch of Service	* <input type="text" value="--Please Select--"/>
DPS Military Service Headquarters Function	* <input type="text" value="--Please Select--"/>
<input type="button" value="Submit Request"/> <input type="button" value="Reset Form"/>	

10. Enter your information on the registration form making sure to complete all the information marked with an asterisk (*) next to it. (Note: The email address you provide on the registration form will be used to send you your ETA password. For security reasons, an individual email address must be used.)
11. Select the **DPS Branch of Service** from the drop-down list.

DPS Branch of Service	*	Army
DPS Military Service Headquarters Function	*	Army
DPS Administrator		

12. Select the **DPS Military Service Headquarters Function** from the drop-down list. The functions are described below:

- a. **Service HQ User** should be selected to view information on Counseling, Shipment Management, Invoicing, Surveys, Claims and Reports.
- b. **Service HQ Legal Claims User** should be selected to simply view information on Claims and Reports.
- c. **Excess Cost Adjudicator** views information and reports from Counseling, Shipment Management, Invoicing and Claims used in determining excess cost calculations.

DPS Branch of Service	*	Army
DPS Military Service Headquarters Function	*	Service HQ User
DPS Administrator		

13. Click **Submit Request**.
14. Confirm your email address is correct by clicking **OK** on the pop-up window that is displayed.
15. A page will be displayed with a Request ID in red letters. This Request ID will become your ETA User ID upon approval. Make a note of the User ID that is listed on the page. A confirmation message containing the information on this page will be emailed to you.
16. Your request will be forwarded to the SDDC Systems Response Center (SRC) for approval. You will receive an email once it has been approved.*

*If you have not received an email within one week approving your request to the application, please contact the SDDC SRC at 1-800-331-7348, DSN 328-3230.

5.3 Digital Certificates

SDDC's ETA system allows users to login using either a digital certificate or their existing user ids and passwords. This allows our users, who already have or want to purchase digital certificates, a chance to get accustomed to logging in using this new method of access.

The DoD will require that all users of DoD systems use digital certificates as a means of access to those systems. **The date to completely transition is currently on hold.** When a date has been finalized, DoD military, civilians, and authorized contractors will use their Common Access Card (CAC) for ETA logins (please note, in order to use a CAC, you must have a CAC reader connected to your computer). Commercial users (e.g., Transportation Service Providers) will have to obtain a digital certificate from one of the External Certificate Authority (ECA) vendors.

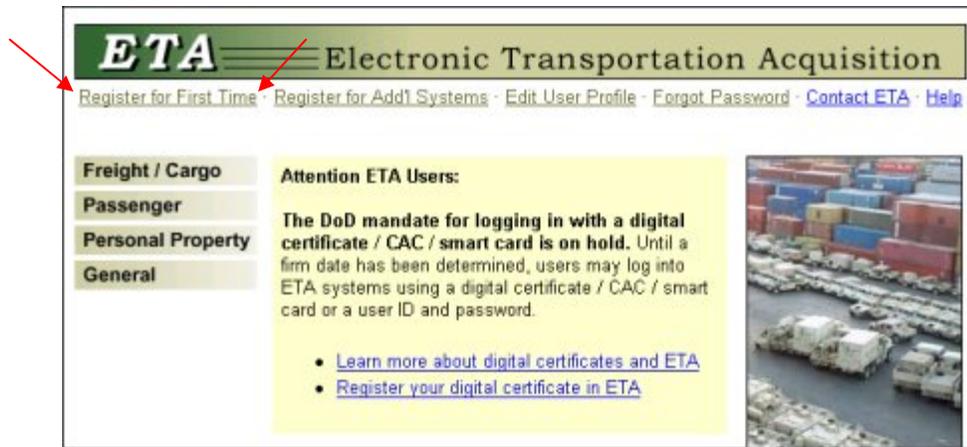
For more information about Digital Certificates and ETA, go to the ETA Home Page (<https://eta.sddc.army.mil/>) and click "Learn more about digital certificates and ETA".

6.0 ETA Instructions for Transportation Offices to Access DPS

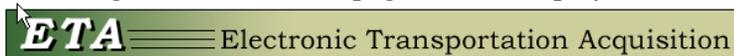
Depending on the user role, Transportation Offices users have access to some or all DPS modules to include: Counseling, Shipment Management, SIT Facility Management, Rate Filing (access to TSPs rates), Invoicing, Approvals & Costing, Surveys, Claims, Performance Actions, Reports & Analysis and Consignment Guide.

6.1 Instructions for users without an existing ETA account

1. Go to the ETA Home Page (<https://eta.sddc.army.mil>).
2. Click on the **Register for First Time** link at the top of the page.



- The New User Registration for ETA page will be displayed.





This form is for first-time registrations only. If you already have an ETA account, please do one of the following:

- If you wish to apply for another system through ETA, do not fill out this form. Instead, [Register for Additional ETA Systems](#).
- If you have forgotten your password, [Request a New Password](#).
- If you have forgotten your user ID, [Contact an ETA Administrator](#).
- If you wish to update your account info (e.g., address, phone number, etc.), [Edit Your User Profile](#).

New User Registration for ETA

Step 1 of 2

Estimated time of completion: both steps together will take about five minutes.

- Please select one or more systems below to register for by checking the square to the left of the system name.
- Select a role if there is a list of roles for the system for which you are requesting access. A role determines the applications within a system that you will be allowed to use. You may only choose one role per system.
- Click an "Info" link in the right-most column to open a pop-up window with a description of that system. There is a question mark icon next to systems that provide additional information. Click the question mark in order to view this information.
- Click the "Generate Request Form" button at the bottom when you've selected all systems, and respective roles, for which you would like access.

4. Scroll down the page until **Personal Property** is displayed.

Personal Property				
Check	System	Description	Roles	Info
<input type="checkbox"/>	2DMSL	2 Dimensional Military Shipping Label	--Select 2DMSL Role--	Info
<input type="checkbox"/>	CWA	Central Web Application	--Select CWA Role--	Info
<input type="checkbox"/>	DPS	Defense Personal Property System	--Select DPS Role--	Info

5. Click on the box to the left of **Defense Personal Property System (DPS)**.

6. Select the **Transportation Office** role from the drop-down list on the right.

<input checked="" type="checkbox"/>	DPS	Defense Personal Property System	--Select DPS Role-- --Select DPS Role-- Transportation Service Provider (TSP) TSP Representative/Business Partner/Agent Military Service Headquarters Transportation Office DOD Customer/Service Member SDDC Pacific/Europe SDDC HQ SDDC VPC SDDC RSMO Other DoD/Government Agency
<input type="checkbox"/>	EWB	Europe Workshop Briefings	
<input type="checkbox"/>	ICSS	Interim Customer Satisfaction Survey	

7. Click **Generate Request Form** at the bottom of the page.

Generate Request Form
Clear Selections
ETA Home

This form is for first-time registrations only. If you already have an ETA account, please do one of the following:

- If you wish to apply for another system through ETA, do not fill out this form. Instead, [Register for Additional ETA Systems](#).
- If you have forgotten your password, [Request a New Password](#).
- If you have forgotten your user ID, [Contact an ETA Administrator](#).
- If you wish to update your account info (e.g., address, phone number, etc.), [Edit Your User Profile](#).

8. The New User Registration form will be displayed.

 Electronic Transportation Acquisition	
<h3>New User Registration for ETA</h3> <p>Step 2 of 2</p> <ul style="list-style-type: none"> Please complete the following form. Fields marked with an asterisk (*) are REQUIRED elements. All other fields are optional. Click the "Submit Request" button at the bottom when you are finished. <p>Your selected applications are: DPS</p>	
First Name	* <input type="text"/>
Middle Initial	<input type="text"/>
Last Name	* <input type="text"/>
Name Suffix (Sr., Jr., III)	<input type="text"/>
Rank / Grade	<input type="text"/>
Job / Position Title	<input type="text"/>
Mailing Address (Line 1)	* <input type="text"/>
Mailing Address (Line 2)	<input type="text"/>
City	* <input type="text"/>
State	* <input type="text" value="-- Select State --"/>
Country	* <input type="text" value="UNITED STATES"/>
Zip / Postal Code	* <input type="text"/>
Commercial Phone	* <input type="text"/> Ext: <input type="text"/>
DSN Phone	<input type="text"/> Ext: <input type="text"/>
FAX Number	<input type="text"/>
DSN FAX	<input type="text"/>
Email Address	* <input type="text"/>
Activity / Company / Organization	* <input type="text"/>
Company Division	<input type="text"/>
GBLOC	* <input type="text"/>
Trading Partner Type	<input type="text" value="--Please Select--"/>
DPS Transportation Office Function	* <ul style="list-style-type: none"> <input type="checkbox"/> Transportation Officer (**Performs all functions at the Transportation Office) <input type="checkbox"/> Outbound Supervisor (**Performs counseling and outbound functions) <input type="checkbox"/> Counseling <input type="checkbox"/> Outbound <input type="checkbox"/> Inbound <input type="checkbox"/> Quality Assurance <input type="checkbox"/> Claims <input type="checkbox"/> Electronic Billing and Payment
<input type="button" value="Submit Request"/> <input type="button" value="Reset Form"/>	

9. Enter your information on the registration form making sure to complete all the information marked with an asterisk (*) next to it. (Note: The email address you provide on the registration screen will be used to send you your ETA password. For security reasons, an individual email address must be used.)
10. Next to **DPS Transportation Office Function**, check the boxes that apply. The functions are described below:
 - a. **Transportation Officer** - accesses all information within their GBLOC including management reports and PPSO data
 - b. **Outbound Supervisor** – Performs counseling and oversees Outbound functions.
 - c. **Counseling** - performs customer entitlement counseling as well as reviews customer self-counseling applications. Select this function if you **only** perform counseling functions.
 - d. **Outbound** - performs all functions for routing and booking of shipments
 - e. **Inbound** - reviews inbound shipment data, customer contact data, clears inbound shipments, approves Storage-In-Transit (SIT)
 - f. **Quality Assurance** - inputs and reviews quality assurance data and reports, takes action against TSP, reviews shipment data and warehouse inspection reports, provides input to other PPSO/Claims offices, performs all Quality Assurance actions at PPSO
 - g. **Claims** - records claims data at origin/SIT/destination, accesses quality assurance data from inspection reports
 - h. **Electronic Billing and Payment** - reviews inbound and outbound shipment payments, certifies Periodic Summary Invoices (PSI) for payment, submits certified PSI to DFAS
11. When all applicable fields are entered, click **Submit Request**.
12. Confirm your email address is correct by clicking **OK** on the pop-up window that is displayed.
13. A page will be displayed with a Request ID in red letters. This Request ID will become your ETA User ID upon approval. Make a note of the User ID that is listed on the page. A confirmation message containing the information on this page will be emailed to you.
14. Your request will be forwarded to the Surface Deployment and Distribution Command (SDDC) Systems Response Center (SRC) for approval. You will receive an email with your password once it has been approved.*

*If you have not received an email within one week approving your request to the application, please contact the SDDC SRC at 1-800-331-7348, DSN 328-3230.

6.2 Instructions for users with an existing ETA account

1. Go to the ETA Home Page (<https://eta.sddc.army.mil>).
2. Click on the **Register for Additional Systems** link at the top of the page. The following screen will appear:

ETA Electronic Transportation Acquisition
[Forgot Password](#) · [Contact ETA](#) · [Help](#) · [Home](#)

ETA Login

To log into ETA, you now have two options:

1. Use your user ID and password.
2. Use your digital certificate/smart card.

Note: In the future you will be required to have a digital certificate in order to log into ETA or any ETA-protected system. We are currently in a transition period in which you may use either method. [Click here to learn more about digital certificates.](#)
[Click here to register your digital certificate.](#)

Option 1:

User ID

Password

Option 2 (Digital Certificate / Smart Card Users):

 [Click here to log in with your digital certificate](#)

3. Enter your ETA User ID and Password. (Note: If you have forgotten your ETA password, click on the Forgot Password link at the top of the page and follow the on-screen instructions to obtain a new password.)

- Click **Submit**. The Register for Additional ETA Systems page will be displayed. Scroll down the page until **Personal Property** is displayed.



Register for Additional ETA Systems

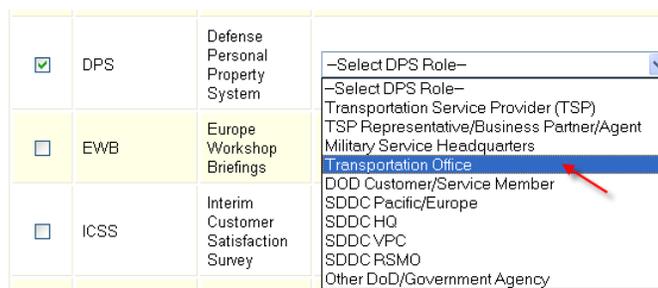
Step 1 of 2

Estimated time of completion: both steps together will take about five minutes.

- Please select one or more systems below to register for by checking the square to the left of the system name.
 - Select a role if there is a list of roles for the system for which you are requesting access. A role determines the applications within a system that you will be allowed to use. You may only choose one role per system.
 - Click an "Info" link in the right-most column to open a pop-up window with a description of that system. There is a question mark icon next to systems that provide additional information. Click the question mark in order to view this information.
 - Click the "Generate Request Form" button at the bottom when you've selected all systems, and respective roles, for which you would like access.
- Applications you are currently approved for: No Applications

Personal Property				
Check	System	Description	Roles	Info
<input type="checkbox"/>	2DMSL	2 Dimensional Military Shipping Label	--Select 2DMSL Role--	Info
<input type="checkbox"/>	CWA	Central Web Application	--Select CWA Role--	Info
<input type="checkbox"/>	DPS	Defense Personal Property System	--Select DPS Role--	Info
<input type="checkbox"/>	EWB	Europe Workshop Briefings	--Select EWB Role--	

- Click on the box to the left of **Defense Personal Property System (DPS)**.
- Select the **Transportation Office** role from the drop-down list on the right.



- Click **Generate Request Form** at the bottom of the page.



- The Register for Additional ETA Systems Registration Form will appear. Update the information as needed.

ETA Electronic Transportation Acquisition	
Register for Additional ETA Systems	
Step 2 of 2	
<ul style="list-style-type: none"> Please complete the following form. Fields marked with an asterisk (*) are REQUIRED elements. All other fields are optional. Click the "Submit Request" button at the bottom when you are finished. 	
<ul style="list-style-type: none"> You are currently approved for: ATCMDWBT Your User ID: stok0049 	
First Name	* <input type="text"/>
Middle Initial	<input type="text"/>
Last Name	* <input type="text"/>
Name Suffix (Sr., Jr., III)	<input type="text"/>
Rank / Grade	<input type="text"/>
Job / Position Title	<input type="text"/>
Mailing Address (Line 1)	* <input type="text"/>
Mailing Address (Line 2)	<input type="text"/>
City	* <input type="text"/>
State	* <input type="text" value="-- Select State --"/>
Country	* <input type="text" value="-- Select Country --"/>
Zip / Postal Code	* <input type="text"/>
Commercial Phone	* <input type="text"/> Ext: <input type="text"/>
DSN Phone	<input type="text"/> Ext: <input type="text"/>
FAX Number	<input type="text"/>
DSN FAX	<input type="text"/>
Email Address	* <input type="text"/>
Activity / Company / Organization	* <input type="text"/>
Company Division	<input type="text"/>
GBLOC	* <input type="text"/>
Trading Partner Type	<input type="text" value="--Please Select--"/>
DPS Transportation Office Function	* <ul style="list-style-type: none"> <input type="checkbox"/> Transportation Officer (**Performs all functions at the Transportation Office) <input type="checkbox"/> Outbound Supervisor (**Performs counseling and outbound functions) <input type="checkbox"/> Counseling <input type="checkbox"/> Outbound <input type="checkbox"/> Inbound <input type="checkbox"/> Quality Assurance <input type="checkbox"/> Claims <input type="checkbox"/> Electronic Billing and Payment
<input type="button" value="Submit Request"/> <input type="button" value="Reset Form"/>	

9. Enter your information on the registration form making sure to complete all the information marked with an asterisk (*) next to it. (Note: The email address you provide on the registration form will be used to send you your ETA password. For security reasons, an individual email address must be used.)
10. Next to **DPS Transportation Office Function**, check the boxes that apply. The functions are described below:
 - a. **Transportation Officer** - accesses all information within their GBLOC including management reports and PPPO data
 - b. **Outbound Supervisor** - Performs counseling and overseas Outbound functions
 - c. **Counseling** - performs customer entitlement counseling as well as reviews customer self-counseling application. Select this function if you **only** perform counseling functions.
 - d. **Outbound** - performs all functions for routing and booking of shipments
 - e. **Inbound** - reviews inbound shipment data, customer contact data, clears inbound shipments, approves Storage-In-Transit (SIT)
 - f. **Quality Assurance** - inputs and reviews quality assurance data and reports, takes action against TSP, reviews shipment data and warehouse inspection reports, provides input to other PPSO/Claims offices, performs all Quality Assurance action at PPSO
 - g. **Claims** - records claims data at origin/SIT/destination, accesses quality assurance data from inspection reports
 - h. **Electronic Billing and Payment** - reviews inbound and outbound shipment payments, certifies Periodic Summary Invoices (PSI) for payment, submits certified PSI to DFAS
11. Click **Submit Request**.
12. Confirm your email address is correct by clicking **OK** on the pop-up window that is displayed.
13. The next page displayed will show your Request ID in red letters. This Request ID will become your ETA User ID upon approval. Make a note of the User ID that is listed on the page. A confirmation message containing the information on this page will be emailed to you.
14. Your request will be forwarded to the SDDC Systems Response Center (SRC) for approval. You will receive an email with your password once it has been approved. *

* If you have not received an email within one week approving your request to the application, please contact the SDDC SRC at 1-800-331-7348, DSN 328-3230.

6.3 Digital Certificates

SDDC's ETA system allows users to login using either a digital certificate or their existing user ids and passwords. This allows our users, who already have or want to purchase digital certificates, a chance to get accustomed to logging in using this new method of access.

The DoD will require that all users of DoD systems use digital certificates as a means of access to those systems. **The date to completely transition is currently on hold.** When a date has been finalized, DoD military, civilians, and authorized contractors will use their Common Access Card (CAC) for ETA logins (please note, in order to use a CAC, you must have a CAC reader connected to your computer). Commercial users (e.g., Transportation Service Providers) will have to obtain a digital certificate from one of the External Certificate Authority (ECA) vendors.

For more information about Digital Certificates and ETA, go to the ETA Home Page (<https://eta.sddc.army.mil/>) and click "Learn more about digital certificates and ETA".

7.0 ETA Instructions for Other DoD & Government Agencies to Access the DPS

Other DoD & Government Agencies consists of all Joint agencies, all IMA's, and all other Government Agencies which are not Military Service Headquarters. Depending on the user role, other DoD and Government Agencies' users have access to some or all DPS modules to include: TSP Qualification, Rate Filing (access to TSP Rates), Shipment Management, SIT Facility Management, Invoicing, Approvals & Costing, Claims, Reports & Analysis and Consignment Guide.

7.1 Instructions for users without an existing ETA account.

1. Go to the ETA Home Page (<https://eta.sddc.army.mil>).
2. Click on the **Register for First Time** link at the top of the page.



3. The New User Registration page will be displayed. See below.



STOP This form is for first-time registrations only. If you already have an ETA account, please do one of the following:

- If you wish to apply for another system through ETA, do not fill out this form. Instead, [Register for Additional ETA Systems](#).
- If you have forgotten your password, [Request a New Password](#).
- If you have forgotten your user ID, [Contact an ETA Administrator](#).
- If you wish to update your account info (e.g., address, phone number, etc.), [Edit Your User Profile](#).

New User Registration for ETA

Step 1 of 2

Estimated time of completion: both steps together will take about five minutes.

- Please select one or more systems below to register for by checking the square to the left of the system name.
- Select a role if there is a list of roles for the system for which you are requesting access. A role determines the applications within a system that you will be allowed to use. You may only choose one role per system.
- Click an "Info" link in the right-most column to open a pop-up window with a description of that system. There is a question mark icon next to systems that provide additional information. Click the question mark in order to view this information.
- Click the "Generate Request Form" button at the bottom when you've selected all systems, and respective roles, for which you would like access.

4. Scroll down the page until **Personal Property** is displayed.

Personal Property				
Check	System	Description	Roles	Info
<input type="checkbox"/>	2DMSL	2 Dimensional Military Shipping Label	--Select 2DMSL Role--	Info
<input type="checkbox"/>	CWA	Central Web Application	--Select CWA Role--	Info
<input type="checkbox"/>	DPS	Defense Personal Property System	--Select DPS Role--	Info

5. Click on the box to the left of **Defense Personal Property System (DPS)**.

6. Select the **Other DoD/Government Agency** role from the drop-down list on the right.

<input checked="" type="checkbox"/>	DPS	Defense Personal Property System	Other DoD/Government Agency
<input type="checkbox"/>	EWB	Europe Workshop Briefings	-Select DPS Role-
<input type="checkbox"/>	ICSS	Interim Customer Satisfaction Survey	Transportation Service Provider (TSP)
			TSP Representative/Business Partner/Agent
			Military Service Headquarters
			Transportation Office
			DOD Customer/Service Member
			SDDC Pacific/Europe
			SDDC HQ
			SDDC VPC
			SDDC RSMO
			Other DoD/Government Agency

7. Click **Generate Request Form** at the bottom of the page.

STOP This form is for first-time registrations only. If you already have an ETA account, please do one of the following:

- If you wish to apply for another system through ETA, do not fill out this form. Instead, [Register for Additional ETA Systems](#).
- If you have forgotten your password, [Request a New Password](#).
- If you have forgotten your user ID, [Contact an ETA Administrator](#).
- If you wish to update your account info (e.g., address, phone number, etc.), [Edit Your User Profile](#).

8. The New User Registration form will be displayed.

ETA Electronic Transportation Acquisition	
New User Registration for ETA	
Step 2 of 2	
<ul style="list-style-type: none"> • Please complete the following form. • Fields marked with an asterisk (*) are REQUIRED elements. All other fields are optional. • Click the "Submit Request" button at the bottom when you are finished. 	
<ul style="list-style-type: none"> • Your selected applications are: DPS 	
First Name	* <input type="text"/>
Middle Initial	<input type="text"/>
Last Name	* <input type="text"/>
Name Suffix (Sr., Jr., III)	<input type="text"/>
Rank / Grade	<input type="text"/>
Job / Position Title	<input type="text"/>
Mailing Address (Line 1)	* <input type="text"/>
Mailing Address (Line 2)	<input type="text"/>
City	* <input type="text"/>
State	* <input type="text" value="- Select State -"/>
Country	* <input type="text" value="UNITED STATES"/>
Zip / Postal Code	* <input type="text"/>
Commercial Phone	* <input type="text"/> Ext: <input type="text"/>
DSN Phone	<input type="text"/> Ext: <input type="text"/>
FAX Number	<input type="text"/>
DSN FAX	<input type="text"/>
Email Address	* <input type="text"/>
Activity / Company / Organization	* <input type="text"/>
Company Division	<input type="text"/>
Trading Partner Type	<input type="text" value="-Please Select-"/>
DPS Agency/Command	* <input type="text" value="-Please Select-"/>
<input type="button" value="Submit Request"/> <input type="button" value="Reset Form"/>	

9. Enter your information on the registration form making sure to complete all the information marked with an asterisk (*) next to it. (Note: The email address you provide on the registration form will be used to send you your ETA password. For security reasons, an individual email address must be used.)
10. Select your **DPS Agency/Command** from the drop-down list.

11. When all applicable fields are entered, click **Submit Request**.
12. Confirm your email address is correct by clicking **OK** on the pop-up window that is displayed.
13. A page will be displayed with a Request ID in red letters. This Request ID will become your ETA User ID upon approval. Make a note of the User ID that is listed on the page. A confirmation message containing the information on this page will be emailed to you.
14. Your request will be forwarded to the SDDC Systems Response Center (SRC) for approval. You will receive an email with your password once it has been approved.

If you have not received an email within one week approving your request to the application, please contact the SDDC SRC at 1-800-331-7348, DSN 328-3230.

7.2 Instructions for users with an existing ETA account.

1. Go to the ETA Home Page (<https://eta.sddc.army.mil>).

- Click on the **Register for Additional Systems** link at the top of the page. The following screen will appear:

- Enter your ETA User ID and Password. (Note: If you have forgotten your ETA password, click on the **Forgot Password** link at the top of the page and follow the on-screen instructions to obtain a new password.)
- Click **Submit**. The **Register for Additional ETA Systems** page will be displayed. Scroll down the page until **Personal Property** is displayed.



Register for Additional ETA Systems

Step 1 of 2

Estimated time of completion: both steps together will take about five minutes.

- Please select one or more systems below to register for by checking the square to the left of the system name.
- Select a role if there is a list of roles for the system for which you are requesting access. A role determines the applications within a system that you will be allowed to use. You may only choose one role per system.
- Click an "Info" link in the right-most column to open a pop-up window with a description of that system. There is a question mark icon next to systems that provide additional information. Click the question mark in order to view this information.
- Click the "Generate Request Form" button at the bottom when you've selected all systems, and respective roles, for which you would like access.
- Applications you are currently approved for: No Applications

Personal Property				
Check	System	Description	Roles	Info
<input type="checkbox"/>	2DMSL	2 Dimensional Military Shipping Label	--Select 2DMSL Role--	Info
<input type="checkbox"/>	CWA	Central Web Application	--Select CWA Role--	Info
<input type="checkbox"/>	DPS	Defense Personal Property System	--Select DPS Role--	Info
<input type="checkbox"/>	EWB	Europe Workshop	--Select EWB Role--	

5. Click on the box to the left of **Defense Personal Property System (DPS)**.
6. Select the **Other DoD/Government Agencies** role from the drop-down list on the right.

<input checked="" type="checkbox"/>	DPS	Defense Personal Property System	Other DoD/Government Agency
<input type="checkbox"/>	EWB	Europe Workshop Briefings	--Select DPS Role-- Transportation Service Provider (TSP) TSP Representative/Business Partner/Agent Military Service Headquarters Transportation Office DOD Customer/Service Member SDDC Pacific/Europe SDDC HQ SDDC VPC SDDC RSMO Other DoD/Government Agency
<input type="checkbox"/>	ICSS	Interim Customer Satisfaction Survey	

7. Click **Generate Request Form** at the bottom of the page.

<input type="checkbox"/>	SER	Enterprise Repository	--Select SER Role--	Info
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- The Register for Additional ETA Systems Registration Form will appear. Update the information as needed.

ETA Electronic Transportation Acquisition	
Register for Additional ETA Systems	
Step 2 of 2	
<ul style="list-style-type: none"> Please complete the following form. Fields marked with an asterisk (*) are REQUIRED elements. All other fields are optional. Click the "Submit Request" button at the bottom when you are finished. 	
<ul style="list-style-type: none"> You are currently approved for: ATCMDWBT Your User ID: stok0049 	
First Name	* <input type="text"/>
Middle Initial	<input type="text"/>
Last Name	* <input type="text"/>
Name Suffix (Sr., Jr., III)	<input type="text"/>
Rank / Grade	<input type="text"/>
Job / Position Title	<input type="text"/>
Mailing Address (Line 1)	* <input type="text"/>
Mailing Address (Line 2)	<input type="text"/>
City	* <input type="text"/>
State	* <input type="text" value="-- Select State --"/>
Country	* <input type="text" value="-- Select Country --"/>
Zip / Postal Code	* <input type="text"/>
Commercial Phone	* <input type="text"/> Ext: <input type="text"/>
DSN Phone	<input type="text"/> Ext: <input type="text"/>
FAX Number	<input type="text"/>
DSN FAX	<input type="text"/>
Email Address	* <input type="text"/>
Activity / Company / Organization	* <input type="text"/>
Company Division	<input type="text"/>
Trading Partner Type	<input type="text" value="-- Please Select --"/>
DPS Agency/Command	* <input type="text" value="-- Please Select --"/>
<input type="button" value="Submit Request"/> <input type="button" value="Reset Form"/>	

9. Enter your information on the registration form making sure to complete all the information marked with an asterisk (*) next to it. (Note: The email address you provide on the registration form will be used to send you your ETA password. For security reasons, an individual email address must be used.)
10. Select your **Agency/Command** from the drop-down list.

11. Click **Submit Request**.
12. Confirm your email address is correct by clicking **OK** on the pop-up window that is displayed.
13. A page will be displayed thanking you for your request. A confirmation message will be emailed to you.
14. Your request will be forwarded to the SDDC Systems Response Center (SRC) for approval. You will receive an email with your password once it has been approved.*

*If you have not received an email within one week approving your request to the application, please contact the SDDC SRC at 1-800-331-7348, DSN 328-3230.

7.3 Digital Certificates

SDDC’s ETA system allows users to login using either a digital certificate or their existing user ids and passwords. This allows our users, who already have or want to purchase digital certificates, a chance to get accustomed to logging in using this new method of access.

The DoD will require that all users of DoD systems use digital certificates as a means of access to those systems. **The date to completely transition is currently on hold.** When a date has been finalized, DoD military, civilians, and authorized contractors will use their Common Access Card (CAC) for ETA logins (please note, in order to use a CAC, you must have a CAC reader connected to your computer). Commercial users (e.g., Transportation Service Providers) will have to obtain a digital certificate from one of the External Certificate Authority (ECA) vendors.

For more information about Digital Certificates and ETA, go to the ETA Home Page (<https://eta.sddc.army.mil/>) and click “Learn more about digital certificates and ETA”.

8.0 ETA Instructions for DoD Customer/Customer Alternate to Access DPS*

***NOTE: DOD Customer/Customer Alternate roles are currently under construction and will be available shortly.**

DoD customers planning a personal property move will now have access to their move information through the Defense Personal Property System (DPS). On the web-based system, DoD Customers have access to Counseling, Shipment Management (their Shipment Information), Claims, Survey and Consignment Guide.

Once the customer has orders or appropriate authorization transferring him/her, the customer will have two counseling options available to them:

- 1) Self-Counseling conducted by the customer via DPS
- 2) Personal Property Shipping Office (PPSO) Counseling conducted by a PPSO Counselor via DPS

8.1 Self-Counseling

- 1) A DoD customer can elect to forgo PPSO Counseling, and instead utilize the Self-Counseling module in DPS. In order to gain access to the DPS Self-Counseling module, the customer must obtain a user-id and password from the ETA web site.
- 2) To obtain a user-id and password, the customer should log onto the following website:

<https://eta.sddc.army.mil/dpsRegister/dodCustomer.aspx>

- 3) The DPS DOD Customer Registration page will appear:

Defense Personal Property System (DPS) - DOD Customer Registration

If you have a DPS account already, you may log on to [DPS](#).

[Forgot password?](#)

Social Security Number <i>(Coast Guard, use EIN)</i>	<input style="width: 90%;" type="text"/>
First Name	<input style="width: 90%;" type="text"/>
Last Name	<input style="width: 90%;" type="text"/>
Phone Number	<input style="width: 90%;" type="text"/>
Email Address	<input style="width: 90%;" type="text"/>
Branch of Service	-Select Service- ▼

- 4) If the customer is already a DPS user, they can click on “DPS” where it says: “If you have a DPS account already, you may log on to DPS.” They will be directed to the DPS website. If the customer is not registered, they must enter their information on the registration form, making sure to complete all of the information boxes. The SSN (or for the Coast Guard, the EIN, Employee Identification Number) is required and will act as the customer’s user-id. The email address the customer provides on the registration screen will be used to contact the customer throughout the entire move process, including follow-up. For security reasons, an individual email address must be used.
- 5) When all applicable fields are entered, click **Submit**. If the customer has not entered the required information, messages such as “**SSN/EIN Required as your user-id**” or “**Email Address is required.**” will appear. If the customer has correctly entered information in all required fields, an additional box will ask the customer to confirm his/her SSN/EIN and email. If all inputted information is correct, the customer can click on the check box for **Yes, this information is correct** and then click on

Confirm. If incorrect, the customer should click on **Cancel**. This will allow the customer to re-enter correct information and click on **Submit** again.

- 6) After successfully completing the registration screen, the following screen will appear:

**Defense Personal Property System (DPS) - DOD
Customer Registration**

If you have a DPS account already, you may log on to [DPS](#).

[Forgot password?](#)

Account Created

Your password has been emailed to you. Please include only your email address and NOT your SSN / EIN in any correspondence with ETA or DPS administrators.

You have been approved to access the following system(s): DPS

Please allow 30 minutes for your DPS account to be activated.

Note: It is VERY IMPORTANT that we have your correct e-mail address on file. You should receive a separate e-mail confirmation containing the information on this page shortly. If you do not receive this e-mail confirmation within 24 hours, please contact one of the ETA System Administrators below:

DPS Administrator, dps@eta.sddc.army.mil
ETA Administrator, manager@eta.sddc.army.mil

- 7) The customer will receive an email message with their password. The customer SSN/EIN will be their user-id. The email will also include the DPS website, which the customer can log into with their user-id and password.

8.2 PPSO Counseling

- 1) The DoD Customer must contact the PPSO and schedule an appointment to receive a briefing on their entitlements. At the time of the appointment, the customer must present their orders or appropriate documents authorizing the move. If the DoD Customer does not have orders or appropriate authorization in hand, the personal property move counseling will be stopped. No counseling or planning can be done without valid orders or appropriate authorization.

- 2) After the PPSO Counselor has completed the counseling session with the customer, the PPSO counselor will direct the DoD Customer to the computer station for DPS registration (located at the PPSO).
- 3) With the PPSO counselor's assistance, the DoD Customer will log onto the following website at the PPSO site computer:
<https://eta.sddc.army.mil/dpsRegister/dodCustomer.aspx>
- 4) The DPS DOD Customer Registration page will appear:

Defense Personal Property System (DPS) - DOD Customer Registration

If you have a DPS account already, you may log on to [DPS](#).

[Forgot password?](#)

Social Security Number <i>(Coast Guard, use EIN)</i>	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Phone Number	<input type="text"/>
Email Address	<input type="text"/>
Branch of Service	<input type="text" value="-Select Service-"/>

- 5) If the customer is already a DPS user, they can click on “DPS” where it says: “If you have a DPS account already, you may log on to DPS.” They will be directed to the DPS website. If the customer is not registered, they must enter their information on the registration form, making sure to complete all of the information boxes. The SSN (or for the Coast Guard, the EIN, Employee Identification Number) is required and will act as the customer's user-id. The email address the customer provides on the registration screen will be used to contact the customer throughout the entire move process, including follow-up. For security reasons, an individual email address must be used.

- 6) When all applicable fields are entered, click **Submit**. If the customer has not entered the required information, messages such as “**SSN/EIN Required as your user-id**” or “**Email Address is required.**” will appear. If the customer has correctly entered information in all required fields, an additional box will ask the customer to confirm their SSN/EIN and email. If all inputted information is correct, the customer can click on the check box for **Yes this information is correct** and then click on **Confirm**. If incorrect, the customer should click on **Cancel**. This will allow the customer to re-enter correct information and click on **Submit** again.
- 7) After successfully completing the registration screen, the following screen will appear:

**Defense Personal Property System (DPS) - DOD
Customer Registration**

If you have a DPS account already, you may log on to [DPS](#).

[Forgot password?](#)

Account Created

Your password has been emailed to you. Please include only your email address and NOT your SSN / EIN in any correspondence with ETA or DPS administrators.

You have been approved to access the following system(s): DPS

Please allow 30 minutes for your DPS account to be activated.

Note: It is VERY IMPORTANT that we have your correct e-mail address on file. You should receive a separate e-mail confirmation containing the information on this page shortly. If you do not receive this e-mail confirmation within 24 hours, please contact one of the ETA System Administrators below:

DPS Administrator, dps@eta.sddc.army.mil
ETA Administrator, manager@eta.sddc.army.mil

- 8) The customer will receive an email message with his/her password. The customer SSN / EIN will be their User-ID. The email will also include the DPS website, which the customer can log into with their user-id and password.

- 9) If the customer forgets their user-id/password, the customer can choose from the following two options:
 - a. Go back to the original website, listed in #3 above. Near the top of the screen will be the words: “**Forgot Password?**” Double click on the web site. The following screen will appear:



Change Your ETA Password

To change your ETA password, check that the email address is valid then click "Submit." A new password will be sent momentarily to the email address on file for your User ID.

You will still be logged in and can continue to use ETA, however the new password will be required on your next login.



Do not proceed if your email address has changed since you last updated it in ETA. If your current email address is not on file with ETA, your new password will be sent to your old account and you will not receive it.

If your email address has changed then [change it here](#).

ETA user ID: admin
ETA e-mail: oronaj@mtmc.army.mil

Submit

The customer should enter their user-id (their SSN or EIN) in the box labeled “**ETA User ID**”. Click on the **Submit** box. The customer will receive their new password in an email sent to the email account which was inputted in their initial registration.

-or-

- b. Go to the Electronic Transportation Acquisition (ETA) website at: <https://eta.sddc.army.mil>. Click on **Forgot Password** to get to the “Change your ETA Password screen” above. Enter their user-id in the box labeled “**ETA User ID**”. Click on the **Submit** box. The customer will receive their new password in an email sent to the email account, which was inputted in their initial registration.

2. Once the customer has their user-id and password, they may now log in to the DPS web site (<https://eta.sddc.army.mil>). The DPS web site URL can be found:

- Listed in the emails which the customer received stating their password.
- By going to the web-site listed above in #3 above, then clicking on **DPS** in the top sentence: **“If you have a DPS account already, you may log on to DPS.”**

9.0 ETA Instructions for TSP to Access DPS

Depending on the user role, TSP users have access to some or all DPS modules to include: TSP User Management, Qualification, Rates, Shipment Management, Invoicing, Approvals & Costing, Surveys, Claims, Reports & Analysis (access to Best Value Score) and Consignment Guide.

9.1 Instructions for users without an existing ETA account

1. Go to the ETA Home Page (<https://eta.sddc.army.mil>).
2. Click on the **Register for First Time** link at the top of the page.



3. The New User Registration page will be displayed. See below.



STOP This form is for first-time registrations only. If you already have an ETA account, please do one of the following:

- If you wish to apply for another system through ETA, do not fill out this form. Instead, [Register for Additional ETA Systems](#).
- If you have forgotten your password, [Request a New Password](#).
- If you have forgotten your user ID, [Contact an ETA Administrator](#).
- If you wish to update your account info (e.g., address, phone number, etc.), [Edit Your User Profile](#).

New User Registration for ETA

Step 1 of 2

Estimated time of completion: both steps together will take about five minutes.

- Please select one or more systems below to register for by checking the square to the left of the system name.
- Select a role if there is a list of roles for the system for which you are requesting access. A role determines the applications within a system that you will be allowed to use. You may only choose one role per system.
- Click an "Info" link in the right-most column to open a pop-up window with a description of that system. There is a question mark icon next to systems that provide additional information. Click the question mark in order to view this information.
- Click the "Generate Request Form" button at the bottom when you've selected all systems, and respective roles, for which you would like access.

4. Scroll down the page until **Personal Property** is displayed.

Personal Property				
Check	System	Description	Roles	Info
<input type="checkbox"/>	2DMSL	2 Dimensional Military Shipping Label	--Select 2DMSL Role--	Info
<input type="checkbox"/>	CWA	Central Web Application	--Select CWA Role--	Info
<input type="checkbox"/>	DPS	Defense Personal Property System	--Select DPS Role--	Info

- Click on the box to the left of **Defense Personal Property System (DPS)**. Select the **Transportation Service Provider (TSP)** role from the drop-down list

<input checked="" type="checkbox"/>	DPS	Defense Personal Property System	<div style="border: 1px solid black; padding: 2px;"> -Select DPS Role- -Select DPS Role- Transportation Service Provider (TSP)  TSP Representative/Business Partner/Agent Military Service Headquarters Transportation Office DOD Customer/Service Member SDDC Pacific/Europe SDDC HQ SDDC VPC SDDC RSMO Other DoD/Government Agency </div>
<input type="checkbox"/>	EWB	Europe Workshop Briefings	
<input type="checkbox"/>	ICSS	Interim Customer Satisfaction Survey	

- Click **Generate Request Form** at the bottom of the page.

 **This form is for first-time registrations only. If you already have an ETA account, please do one of the following:**

- If you wish to apply for another system through ETA, do not fill out this form. Instead, [Register for Additional ETA Systems](#).
- If you have forgotten your password, [Request a New Password](#).
- If you have forgotten your user ID, [Contact an ETA Administrator](#).
- If you wish to update your account info (e.g., address, phone number, etc.), [Edit Your User Profile](#).

7. The New User registration form will be displayed.

ETA Electronic Transportation Acquisition	
New User Registration for ETA	
Step 2 of 2	
<ul style="list-style-type: none"> Please complete the following form. Fields marked with an asterisk (*) are REQUIRED elements. All other fields are optional. Click the "Submit Request" button at the bottom when you are finished. 	
<ul style="list-style-type: none"> Your selected applications are: DPS 	
First Name	* <input type="text"/>
Middle Initial	<input type="text"/>
Last Name	* <input type="text"/>
Name Suffix (Sr., Jr., III)	<input type="text"/>
Rank / Grade	<input type="text"/>
Job / Position Title	<input type="text"/>
Mailing Address (Line 1)	* <input type="text"/>
Mailing Address (Line 2)	<input type="text"/>
City	* <input type="text"/>
State	* <input type="text" value="-- Select State --"/>
Country	* <input type="text" value="UNITED STATES"/>
Zip / Postal Code	* <input type="text"/>
Commercial Phone	* <input type="text"/> Ext: <input type="text"/>
DSN Phone	<input type="text"/> Ext: <input type="text"/>
FAX Number	<input type="text"/>
DSN FAX	<input type="text"/>
Email Address	* <input type="text"/>
Activity / Company / Organization	* <input type="text"/>
Company Division	<input type="text"/>
SCAC	* <input type="text"/>
Trading Partner Type	<input type="text" value="-- Please Select --"/>
DPS TSP Function	* <input type="checkbox"/> TSP Master (performs all functions for the TSP) <input type="checkbox"/> Operations Manager <input type="checkbox"/> Claims <input type="checkbox"/> Quality Assurance
DPS Trusted Agent	<input type="text" value="No"/>
DPS DUNS Number	* <input type="text"/>
DPS TSP Owner/President/CEO	* <input type="text" value="No"/>
DPS TSP Trusted Agent Name	<input type="text"/>
DPS TSP Trusted Agent Email Address	<input type="text"/>
The above Trusted Agent is allowed TSP Master Role	<input type="radio"/> Yes <input type="radio"/> No
DPS TSP Alternate Trusted Agent Name	<input type="text"/>
DPS TSP Alternate Trusted Agent Email Address	<input type="text"/>
The above Trusted Agent is allowed TSP Master Role	<input type="radio"/> Yes <input type="radio"/> No
<input type="button" value="Submit Request"/> <input type="button" value="Reset Form"/>	

8. Enter your information on the registration form making sure to complete all the information marked with an asterisk (*) next to it. (Note: The email address you provide on the registration form will be used to send you your ETA password. For security reasons, an individual email address must be used.)
9. Next to **DPS TSP Function**, check the boxes that apply.
 - a. **TSP Master** should be checked if you are the TSP Owner/President/CEO.
 - b. **Operations Manager** should be checked if you are the TSP Operations Manager.
 - c. **Claims** should be checked if you are the person responsible for reviewing claims submitted against the TSP.
 - d. **Quality Assurance** should be checked if you are the person responsible for quality assurance for the TSP.
10. Select 'Yes' next to **DPS Trusted Agent** if you will serve as the single point of contact for the DPS ETA Administrator in the processing of password requests for the TSP and TSP Representatives/Agents.
11. Enter your company's **DPS DUNS Number**. A Dun & Bradstreet DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying businesses worldwide. For more information on how to obtain a DUNS number if your company does not already have one, visit http://www.dnb.com/US/duns_update/
12. Select 'Yes' next to **DPS TSP Owner/President/CEO** if you are the Owner, President, or CEO.
13. If you indicate you are the Owner, President, or CEO you can complete the **DPS TSP Trusted Agent Name** and **DPS TSP Trusted Agent Email Address** fields. The DPS TSP Trusted Agent will serve as the single point of contact for the DPS ETA Administrator in the processing of password requests for your SCAC. There are also fields for **DPS TSP Alternate Trusted Agent Name** and **DPS TSP Alternate Trusted Agent Email Address** to complete, if desired.
14. When all applicable fields are entered, click **Submit Request**.
15. Confirm your email address is correct by clicking **OK** on the pop-up window that is displayed.
16. A page will be displayed with a Request ID in red letters. This Request ID will become your ETA User ID upon approval. Make a note of the User ID that is listed on the page. A confirmation message containing the information on this page will be emailed to you.
17. Your request will be forwarded to the SDDC Systems Response Center (SRC) for approval. You will receive an email once it has been approved.

If you have not received an email within one week approving your request to the application, please contact the SDDC SRC at 1-800-331-7348, DSN 328-3230.

9.2 Instructions for users with an existing ETA account

1. Go to the ETA Home Page (<https://eta.sddc.army.mil>).

2. Click on the **Register for Additional Systems** link at the top of the page. The following screen will appear:

ETA Electronic Transportation Acquisition

[Forgot Password](#) · [Contact ETA](#) · [Help](#) · [Home](#)

ETA Login

To log into ETA, you now have two options:

1. Use your user ID and password.
2. Use your digital certificate/smart card.

Note: In the future you will be required to have a digital certificate in order to log into ETA or any ETA-protected system. We are currently in a transition period in which you may use either method. [Click here to learn more about digital certificates.](#)
[Click here to register your digital certificate.](#)

Option 1:

User ID

Password

Option 2 (Digital Certificate / Smart Card Users):

 [Click here to log in with your digital certificate](#)

3. Enter your ETA user-id and password. (Note: If you have forgotten your ETA password, click on the **Forgot Password** link at the top of the page and follow the on-screen instructions to obtain a new password.)
4. Click **Submit**. The **Register for Additional ETA Systems** page will be displayed.

ETA Electronic Transportation Acquisition

Register for Additional ETA Systems

Step 1 of 2
Estimated time of completion: both steps together will take about five minutes.

- Please select one or more systems below to register for by checking the square to the left of the system name.
- Select a role if there is a list of roles for the system for which you are requesting access. A role determines the applications within a system that you will be allowed to use. You may only choose one role per system.
- Click an "Info" link in the right-most column to open a pop-up window with a description of that system. There is a question mark icon next to systems that provide additional information. Click the question mark in order to view this information.
- Click the "Generate Request Form" button at the bottom when you've selected all systems, and respective roles, for which you would like access.
- Applications you are currently approved for: No Applications

5. Scroll down the page until **Personal Property** is displayed.

Personal Property				
Check	System	Description	Roles	Info
<input type="checkbox"/>	2DMSL	2 Dimensional Military Shipping Label	--Select 2DMSL Role--	Info
<input type="checkbox"/>	CWA	Central Web Application	--Select CWA Role--	Info
<input type="checkbox"/>	DPS	Defense Personal Property System	--Select DPS Role--	Info
<input type="checkbox"/>	EWB	Europe Workshop	--Select EWB Role--	

6. Click on the box to the left of **DPS -- Defense Personal Property System**.
7. Select the **Transportation Service Provider (TSP)** role from the drop-down list on the right.

<input checked="" type="checkbox"/>	DPS	Defense Personal Property System	<div style="border: 1px solid black; padding: 5px;"> --Select DPS Role-- --Select DPS Role-- Transportation Service Provider (TSP) TSP Representative/Business Partner/Agent Military Service Headquarters Transportation Office DOD Customer/Service Member SDDC Pacific/Europe SDDC HQ SDDC VPC SDDC RSMO Other DoD/Government Agency </div>
<input type="checkbox"/>	EWB	Europe Workshop Briefings	
<input type="checkbox"/>	ICSS	Interim Customer Satisfaction Survey	

8. Click **Generate Request Form** at the bottom of the page.

<input type="checkbox"/>	SER	Enterprise Repository	--Select SER Role--	Info
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9. The Register for Additional ETA Systems Registration Form will appear. Update the information as needed.

ETA Electronic Transportation Acquisition	
Register for Additional ETA Systems	
Step 2 of 2	
<ul style="list-style-type: none"> • Please complete the following form. • Fields marked with an asterisk (*) are REQUIRED elements. All other fields are optional. • Click the "Submit Request" button at the bottom when you are finished. 	
<ul style="list-style-type: none"> • You are currently approved for: ATCMDWBT • Your User ID: stok0049 	
First Name	* <input type="text"/>
Middle Initial	<input type="text"/>
Last Name	* <input type="text"/>
Name Suffix (Sr., Jr., III)	<input type="text"/>
Rank / Grade	<input type="text"/>
Job / Position Title	<input type="text"/>
Mailing Address (Line 1)	* <input type="text"/>
Mailing Address (Line 2)	<input type="text"/>
City	* <input type="text"/>
State	* <input type="text" value="- Select State -"/>
Country	* <input type="text" value="- Select Country -"/>
Zip / Postal Code	* <input type="text"/>
Commercial Phone	* <input type="text"/> Ext: <input type="text"/>
DSN Phone	<input type="text"/> Ext: <input type="text"/>
FAX Number	<input type="text"/>
DSN FAX	<input type="text"/>
Email Address	* <input type="text"/>
Activity / Company / Organization	* <input type="text"/>
Company Division	<input type="text"/>
SCAC	* <input type="text"/>
Trading Partner Type	<input type="text" value="-Please Select-"/>
DPS TSP Function	* <ul style="list-style-type: none"> <input type="checkbox"/> TSP Master (performs all functions for the TSP) <input type="checkbox"/> Operations Manager <input type="checkbox"/> Claims <input type="checkbox"/> Quality Assurance
DPS Trusted Agent	<input type="text" value="-Please Select-"/>
DPS DUNS Number	* <input type="text"/>
DPS TSP Owner/President/CEO	* <input type="text" value="-Please Select-"/>
DPS TSP Trusted Agent Name	<input type="text"/>
DPS TSP Trusted Agent Email Address	<input type="text"/>
The above Trusted Agent is allowed TSP Master Role	<input type="radio"/> Yes <input type="radio"/> No
DPS TSP Alternate Trusted Agent Name	<input type="text"/>
DPS TSP Alternate Trusted Agent Email Address	<input type="text"/>
The above Trusted Agent is allowed TSP Master Role	<input type="radio"/> Yes <input type="radio"/> No
<input type="button" value="Submit Request"/> <input type="button" value="Reset Form"/>	

10. Enter your information on the registration form making sure to complete all the information marked with an asterisk (*) next to it. (Note: The email address you provide on the registration form will be used to send you your ETA password. For security reasons, an individual email address must be used.)
11. Enter the **Standard Carrier Alpha Code (SCAC)** of the company you represent in the **SCAC** field.
12. Next to **DPS Function**, check the boxes that apply.
 - a. **TSP Master** should be checked if you are the TSP Owner/President/CEO.
 - b. **Operations Manager** should be checked if you are the TSP Operations Manager.
 - c. **Claims** should be checked if you are the person responsible for reviewing claims submitted against the TSP.
 - d. **Quality Assurance** should be checked if you are the person responsible for quality assurance for the TSP.
13. Select “**Yes**” to **DPS Trusted Agent** if you will serve as the single point of contact for the DPS ETA Administrator in the processing of password requests for the TSP and TSP Representatives/Agents.
14. Enter your company’s **DPS DUNS Number**. A Dun & Bradstreet DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying businesses worldwide. For more information on how to obtain a DUNS number if your company does not already have one visit http://www.dnb.com/US/duns_update/.
15. Select ‘Yes’ next to **DPS TSP Owner/President/CEO** if you are the Owner, President, or CEO.
16. If you indicate you are the Owner, President, or CEO you can complete the **DPS TSP Trusted Agent Name** and **DPS TSP Trusted Agent Email Address** fields. The DPS TSP Trusted Agent will serve as the single point of contact for the DPS ETA Administrator in the processing of password requests for your SCAC. There are also fields for **DPS TSP Alternate Trusted Agent Name** and **DPS TSP Alternate Trusted Agent Email Address** to complete, if desired.
17. Click **Submit Request**.
18. Confirm your email address is correct by clicking **OK** on the pop-up window that is displayed.
19. A page will be displayed thanking you for your request. A confirmation message will be emailed to you.
20. Your request will be forwarded to the SDDC SRC for approval. You will receive an email once it has been approved.*

*If you have not received an email within one week approving your request to the application, please contact the SDDC SRC at 1-800-331-7348, DSN 328-3230.

9.3 Digital Certificates

SDDC's ETA system allows users to login using either a digital certificate or their existing user ids and passwords. This allows our users, who already have or want to purchase digital certificates, a chance to get accustomed to logging in using this new method of access.

The DoD will require that all users of DoD systems use digital certificates as a means of access to those systems. **The date to completely transition is currently on hold.** When a date has been finalized, DoD military, civilians, and authorized contractors will use their Common Access Card (CAC) for ETA logins (please note, in order to use a CAC, you must have a CAC reader connected to your computer). Commercial users (e.g., Transportation Service Providers) will have to obtain a digital certificate from one of the External Certificate Authority (ECA) vendors.

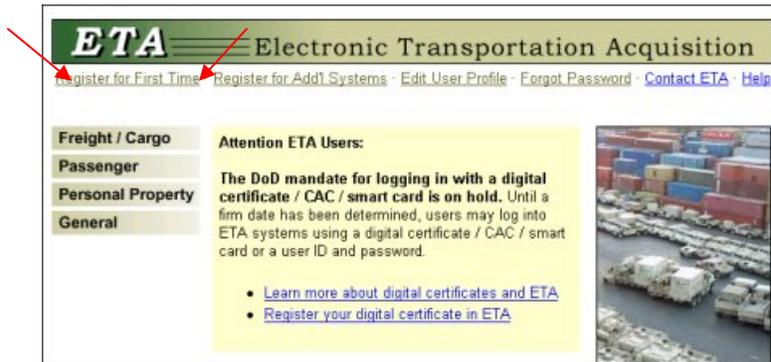
For more information about Digital Certificates and ETA, go to the ETA Home Page (<https://eta.sddc.army.mil/>) and click "Learn more about digital certificates and ETA".

10.0 ETA Instructions for TSP Agent/Representative to Access DPS

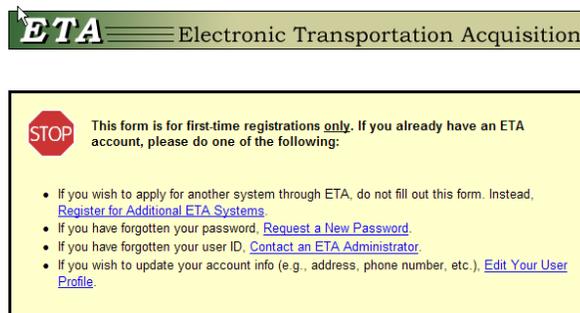
Depending on the user role, TSP Agents/Representatives have access to some or all DPS modules to include: TSP Qualification, TSP Rate Filing, Shipment Management, SIT Facility Management, Invoicing, Approvals & Costing, Reports & Analysis and Consignment Guide.

10.1 Instructions for users without an existing ETA account

1. Go to the ETA Home Page (<https://eta.sddc.army.mil>).
2. Click on the **Register for First Time** link at the top of the page.



3. The New User Registration page will be displayed.



New User Registration for ETA

Step 1 of 2

Estimated time of completion: both steps together will take about five minutes.

- Please select one or more systems below to register for by checking the square to the left of the system name.
- Select a role if there is a list of roles for the system for which you are requesting access. A role determines the applications within a system that you will be allowed to use. You may only choose one role per system.
- Click an "Info" link in the right-most column to open a pop-up window with a description of that system. There is a question mark icon next to systems that provide additional information. Click the question mark in order to view this information.
- Click the "Generate Request Form" button at the bottom when you've selected all systems, and respective roles, for which you would like access.

4. Scroll down the page until **Personal Property** is displayed.

Personal Property				
Check	System	Description	Roles	Info
<input type="checkbox"/>	2DMSL	2 Dimensional Military Shipping Label	--Select 2DMSL Role--	Info
<input type="checkbox"/>	CWA	Central Web Application	--Select CWA Role--	Info
<input type="checkbox"/>	DPS	Defense Personal Property System	--Select DPS Role--	Info

5. Click on the box to the left of **Defense Personal Property System (DPS)**.
6. Select the **TSP Representative/Business Partner/Agent** role from the drop-down list on the right.

<input checked="" type="checkbox"/>	DPS	Defense Personal Property System	<div style="border: 1px solid black; padding: 5px;"> --Select DPS Role-- --Select DPS Role-- Transportation Service Provider (TSP) TSP Representative/Business Partner/Agent Military Service Headquarters Transportation Office DOD Customer/Service Member SDDC Pacific/Europe SDDC HQ SDDC VPC SDDC RSMO Other DoD/Government Agency </div>
<input type="checkbox"/>	EWB	Europe Workshop Briefings	
<input type="checkbox"/>	ICSS	Interim Customer Satisfaction Survey	

7. Click **Generate Request Form** at the bottom of the page.

Generate Request Form
Clear Selections
ETA Home

This form is for first-time registrations only. If you already have an ETA account, please do one of the following:

- If you wish to apply for another system through ETA, do not fill out this form. Instead, [Register for Additional ETA Systems](#).
- If you have forgotten your password, [Request a New Password](#).
- If you have forgotten your user ID, [Contact an ETA Administrator](#).
- If you wish to update your account info (e.g., address, phone number, etc.), [Edit Your User Profile](#).

8. The New User registration form will be displayed.

ETA Electronic Transportation Acquisition

New User Registration for ETA

Step 2 of 2

- Please complete the following form.
- Fields marked with an asterisk (*) are REQUIRED elements. All other fields are optional.
- Click the "Submit Request" button at the bottom when you are finished.

- Your selected applications are: DPS

First Name	*	<input type="text"/>
Middle Initial		<input type="text"/>
Last Name	*	<input type="text"/>
Name Suffix (Sr., Jr., III)		<input type="text"/>
Rank / Grade		<input type="text"/>
Job / Position Title		<input type="text"/>
Mailing Address (Line 1)	*	<input type="text"/>
Mailing Address (Line 2)		<input type="text"/>
City	*	<input type="text"/>
State	*	<input type="text" value="-- Select State --"/>
Country	*	<input type="text" value="UNITED STATES"/>
Zip / Postal Code	*	<input type="text"/>
Commercial Phone	*	<input type="text"/> Ext: <input type="text"/>
DSN Phone		<input type="text"/> Ext: <input type="text"/>
FAX Number		<input type="text"/>
DSN FAX		<input type="text"/>
Email Address	*	<input type="text"/>
Activity / Company / Organization	*	<input type="text"/>
Company Division		<input type="text"/>
SCAC	*	<input type="text"/>
Trading Partner Type		<input type="text" value="--Please Select--"/>
DPS TSP Name	*	<input type="text"/>
DPS TSP Representative Function	*	<input type="text" value="--Please Select--"/>
DPS ISA Sender ID (TP Multiple Code)		<input type="text"/>
DPS DUNS Number	*	<input type="text"/>
DPS A.M. Best Number		<input type="text"/>
DPS NAIC Number		<input type="text"/>

9. Enter your information on the registration form making sure to complete all the required information marked with an asterisk (*) next to it. (Note: The email address you provide on the registration form will be used to send you your ETA password. For security reasons, an individual email address must be used.)
10. Enter the **Standard Carrier Alpha Code (SCAC)** of the company you represent in the **SCAC** field.
11. Enter the name of the company you represent in the **DPS TSP Name** field

SCAC	*	<input type="text"/>
Trading Partner Type		FACTS <input type="button" value="v"/>
DPS TSP Name	*	<input type="text"/>
DPS TSP Representative Function	*	-Please Select- <input type="button" value="v"/>
DPS ISA Sender ID (TP Multiple Code)		<input type="text"/>
DPS DUNS Number	*	<input type="text"/>
DPS A.M. Best Number		<input type="text"/>
DPS NAIC Number		<input type="text"/>

12. Select the appropriate **DPS TSP Representative Function** from the drop-down list. The functions are described below:
 - a. **Shipping Agent** performs duties such as pack, pickup, line haul, and delivery of personal property shipments.
 - b. **Rate Filing Representative** files rates on behalf of the TSP.
 - c. **Billing Representative** prepares invoices and requires access to shipment, assessorial, pre-approval, and account data, as well as Bill of Lading information.
 - d. **Financial Representative** submits TSP financials annually for qualification.
 - e. **Insurance Representative** provides TSP insurance information for qualification.
 - f. **Bond Representative** provides TSP bond information for qualification.
13. Next, enter the **DPS ISA Sender ID (TP Multiple Code)**. The ISA Sender ID is a loop in the header of the EDI Transaction. It identifies the sender of the EDI. In most cases, it is the Master TP or the highest level of an organization (i.e. Daycos or Unigroup). For smaller companies, it is your SCAC.
14. Also, enter your company's **DPS DUNS Number**. A Dun & Bradstreet DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying businesses worldwide. For more information on how to obtain a DUNS

- number if your company does not already have one visit http://www.dnb.com/US/duns_update/.
15. For Insurance Representatives, enter your company's A.M. Best Number in the **DPS A.M. Best Number** field.
 16. For Insurance Representatives, enter your company's NAIC Number in the **DPS NAIC Number** field.
 17. When all applicable fields are entered, click **Submit Request**.
 18. Confirm your email address is correct by clicking **OK** on the pop-up window that is displayed.
 19. A page will be displayed with a Request ID. This Request ID will become your ETA User ID upon approval. Make a note of the User ID that is listed on the page. A confirmation message containing the information on this page will be emailed to you.
 20. Your request will be forwarded to the SDDC Systems Response Center (SRC) for approval. You will receive an email once it has been approved.*

*If you have not received an email within one week approving your request to the application, please contact the SDDC SRC at 1-800-331-7348, DSN 328-3230.

10.2 Instructions for users with an existing ETA account

1. Go to the ETA Home Page (<https://eta.sddc.army.mil>).
2. Click on the **Register for Additional Systems** link at the top of the page. The following screen will appear:

ETA Electronic Transportation Acquisition
[Forgot Password](#) · [Contact ETA](#) · [Help](#) · [Home](#)

ETA Login

To log into ETA, you now have two options:

1. Use your user ID and password.
2. Use your digital certificate/smart card.

Note: In the future you will be required to have a digital certificate in order to log into ETA or any ETA-protected system. We are currently in a transition period in which you may use either method. [Click here to learn more about digital certificates.](#)
[Click here to register your digital certificate.](#)

Option 1:

User ID

Password

Option 2 (Digital Certificate / Smart Card Users):

 [Click here to log in with your digital certificate](#)

3. Enter your ETA User ID and Password. (Note: If you have forgotten your ETA password, click on the Forgot Password link at the top of the page and follow the on-screen instructions to obtain a new password.)
4. Click **Submit**. The Register for Additional ETA Systems page will be displayed.

ETA Electronic Transportation Acquisition

Register for Additional ETA Systems

Step 1 of 2
Estimated time of completion: both steps together will take about five minutes.

- Please select one or more systems below to register for by checking the square to the left of the system name.
- Select a role if there is a list of roles for the system for which you are requesting access. A role determines the applications within a system that you will be allowed to use. You may only choose one role per system.
- Click an "Info" link in the right-most column to open a pop-up window with a description of that system. There is a question mark icon next to systems that provide additional information. Click the question mark in order to view this information.
- Click the "Generate Request Form" button at the bottom when you've selected all systems, and respective roles, for which you would like access.
- Applications you are currently approved for: No Applications

5. Scroll down the page until **Personal Property** is displayed.

Personal Property				
Check	System	Description	Roles	Info
<input type="checkbox"/>	2DMSL	2 Dimensional Military Shipping Label	--Select 2DMSL Role--	Info
<input type="checkbox"/>	CWA	Central Web Application	--Select CWA Role--	Info
<input type="checkbox"/>	DPS	Defense Personal Property System	--Select DPS Role--	Info
<input type="checkbox"/>	EWB	Europe Workshop	--Select FWB Role--	

6. Click on the box to the left of **Defense Personal Property System (DPS)**.
7. Select the **TSP Representative/Business Partner/Agent** role from the drop-down list on the right.

<input checked="" type="checkbox"/>	DPS	Defense Personal Property System	--Select DPS Role-- --Select DPS Role-- Transportation Service Provider (TSP) TSP Representative/Business Partner/Agent Military Service Headquarters Transportation Office DOD Customer/Service Member SDDC Pacific/Europe SDDC HQ SDDC VPC SDDC RSMO Other DoD/Government Agency
<input type="checkbox"/>	EWB	Europe Workshop Briefings	
<input type="checkbox"/>	ICSS	Interim Customer Satisfaction Survey	

8. Click **Generate Request Form** at the bottom of the page.

<input type="checkbox"/>	SER	Enterprise Repository	--Select SER Role--	Info
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9. The Register for Additional ETA Systems Registration Form will appear. Update the information as needed.

ETA Electronic Transportation Acquisition

Register for Additional ETA Systems

Step 2 of 2

- Please complete the following form.
- Fields marked with an asterisk (*) are REQUIRED elements. All other fields are optional.
- Click the "Submit Request" button at the bottom when you are finished.

- You are currently approved for: ATCMDWBT
- Your User ID: stok0049

First Name	*	<input type="text"/>
Middle Initial		<input type="text"/>
Last Name	*	<input type="text"/>
Name Suffix (Sr., Jr., III)		<input type="text"/>
Rank / Grade		<input type="text"/>
Job / Position Title		<input type="text"/>
Mailing Address (Line 1)	*	<input type="text"/>
Mailing Address (Line 2)		<input type="text"/>
City	*	<input type="text"/>
State	*	<input type="text" value="-- Select State --"/>
Country	*	<input type="text" value="-- Select Country --"/>
Zip / Postal Code	*	<input type="text"/>
Commercial Phone	*	<input type="text"/> Ext: <input type="text"/>
DSN Phone		<input type="text"/> Ext: <input type="text"/>
FAX Number		<input type="text"/>
DSN FAX		<input type="text"/>
Email Address	*	<input type="text"/>
Activity / Company / Organization	*	<input type="text"/>
Company Division		<input type="text"/>
SCAC	*	<input type="text"/>
Trading Partner Type		<input type="text" value="-- Please Select --"/>
DPS TSP Name	*	<input type="text"/>
DPS TSP Representative Function	*	<input type="text" value="-- Please Select --"/>
DPS ISA Sender ID (TP Multiple Code)		<input type="text"/>
DPS DUNS Number	*	<input type="text"/>
DPS A.M. Best Number		<input type="text"/>
DPS NAIC Number		<input type="text"/>

10. Update the information as needed, making sure to complete all the required information marked with an asterisk (*) next to it.
11. Enter the **Standard Carrier Alpha Code (SCAC)** of the company you represent in the **SCAC** field.
12. Enter the name of the company you represent in the **DPS TSP Name** field.

SCAC	*	<input type="text"/>
Trading Partner Type		FACTS <input type="button" value="v"/>
DPS TSP Name	*	<input type="text"/>
DPS TSP Representative Function	*	-Please Select- <input type="button" value="v"/>
DPS ISA Sender ID (TP Multiple Code)		<input type="text"/>
DPS DUNS Number	*	<input type="text"/>
DPS A.M. Best Number		<input type="text"/>
DPS NAIC Number		<input type="text"/>

-Please Select-
 Shipping Agent
 Rate Filing Representative
 Billing Representative
 Financial Representative/CPA
 Insurance Representative
 Bond Representative

13. Select the appropriate **DPS TSP Representative Function** from the drop-down list. The functions are described below:
 - a. **Shipping Agent** performs duties such as pack, pickup, line haul, and delivery of personal property shipments.
 - b. **Rate Filing Representative** files rates on behalf of the TSP.
 - c. **Billing Representative** prepares invoices and requires access to shipment, assessorial, pre-approval, and account data, as well as Bill of Lading information.
 - d. **Financial Representative** submits TSP financials annually for qualification.
 - e. **Insurance Representative** provides TSP insurance information for qualification.
 - f. **Bond Representative** provides TSP bond information for qualification.
14. Next, enter the **DPS ISA Sender ID (TP Multiple Code)**. The ISA Sender ID is a loop in the header of the EDI Transaction. It identifies the sender of the EDI. In most cases, it is the Master TP or the highest level of an organization (i.e. Daycos or Unigroup). For smaller companies, it is your SCAC.
15. Enter your company's **DPS DUNS Number**. A Dun & Bradstreet DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying businesses worldwide. For more information on how to obtain a DUNS number if your company does not already have one visit http://www.dnb.com/US/duns_update/
16. For Insurance Representatives, enter your company's A.M. Best Number in the **DPS A.M. Best Number** field.

17. For Insurance Representatives, enter your company's NAIC Number in the **DPS NAIC Number** field.
18. Click **Submit Request**.
19. Confirm your email address is correct by clicking **OK** on the pop-up window that is displayed.
20. A page will be displayed thanking you for your request. A confirmation message will be emailed to you. Your request will be forwarded to the SDDC Systems Response Center (SRC) for approval. You will receive an email once it has been approved.*

*If you have not received an email within one week approving your request to the application, please contact the SDDC SRC at 1-800-331-7348, DSN 328-3230.

10.3 Digital Certificates

SDDC's ETA system allows users to login using either a digital certificate or their existing user ids and passwords. This allows our users, who already have or want to purchase digital certificates, a chance to get accustomed to logging in using this new method of access.

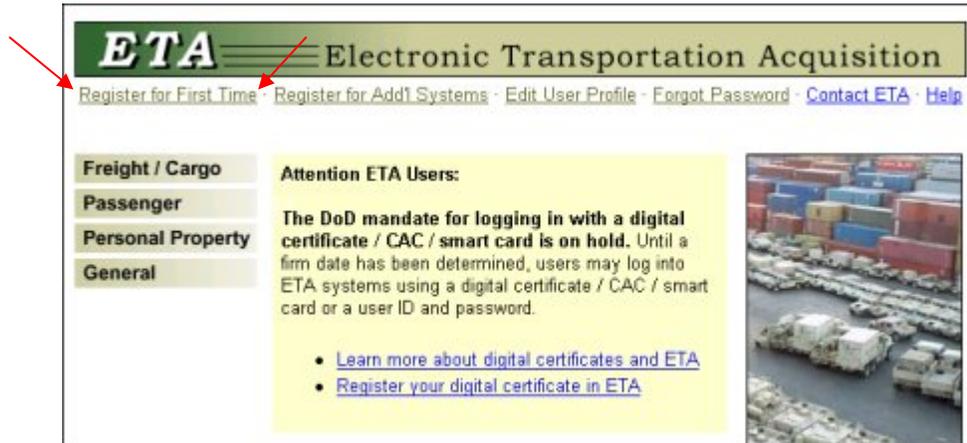
The DoD will require that all users of DoD systems use digital certificates as a means of access to those systems. **The date to completely transition is currently on hold.** When a date has been finalized, DoD military, civilians, and authorized contractors will use their Common Access Card (CAC) for ETA logins (please note, in order to use a CAC, you must have a CAC reader connected to your computer). Commercial users (e.g., Transportation Service Providers) will have to obtain a digital certificate from one of the External Certificate Authority (ECA) vendors.

For more information about Digital Certificates and ETA, go to the ETA Home Page (<https://eta.sddc.army.mil/>) and click "Learn more about digital certificates and ETA".

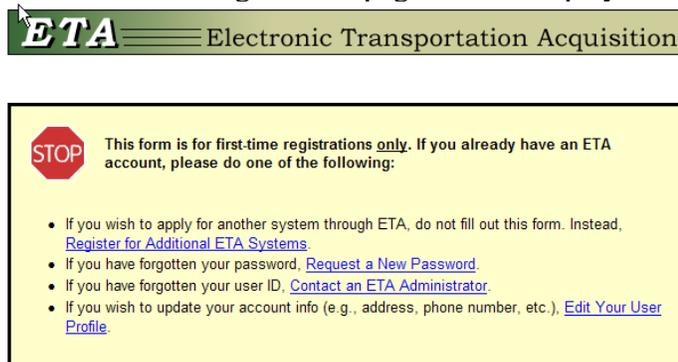
11.0 ETA Instructions for VPC to Access the DPS

11.1 Instructions for users without an existing ETA account.

1. Go to the ETA Home Page (<https://eta.sddc.army.mil>).
2. Click on the **Register for First Time** link at the top of the page.



3. The New User Registration page will be displayed.



New User Registration for ETA

Step 1 of 2

Estimated time of completion: both steps together will take about five minutes.

- Please select one or more systems below to register for by checking the square to the left of the system name.
- Select a role if there is a list of roles for the system for which you are requesting access. A role determines the applications within a system that you will be allowed to use. You may only choose one role per system.
- Click an "Info" link in the right-most column to open a pop-up window with a description of that system. There is a question mark icon next to systems that provide additional information. Click the question mark in order to view this information.
- Click the "Generate Request Form" button at the bottom when you've selected all systems, and respective roles, for which you would like access.

4. Scroll down the page until **Personal Property** is displayed.

Personal Property				
Check	System	Description	Roles	Info
<input type="checkbox"/>	2DMSL	2 Dimensional Military Shipping Label	--Select 2DMSL Role--	Info
<input type="checkbox"/>	CWA	Central Web Application	--Select CWA Role--	Info
<input type="checkbox"/>	DPS	Defense Personal Property System	--Select DPS Role--	Info

5. Click on the box to the left of **Defense Personal Property System (DPS)**.
6. Select the **SDDC VPC** role from the drop-down list on the right.

<input checked="" type="checkbox"/>	DPS	Defense Personal Property System	--Select DPS Role-- --Select DPS Role-- Transportation Service Provider (TSP) TSP Representative/Business Partner/Agent Military Service Headquarters Transportation Office DOD Customer/Service Member SDDC Pacific/Europe SDDC HQ SDDC VPC SDDC RSMO Other DoD/Government Agency
<input type="checkbox"/>	EWB	Europe Workshop Briefings	
<input type="checkbox"/>	ICSS	Interim Customer Satisfaction Survey	

7. Click **Generate Request Form** at the bottom of the page.

STOP This form is for first-time registrations only. If you already have an ETA account, please do one of the following:

- If you wish to apply for another system through ETA, do not fill out this form. Instead, [Register for Additional ETA Systems](#).
- If you have forgotten your password, [Request a New Password](#).
- If you have forgotten your user ID, [Contact an ETA Administrator](#).
- If you wish to update your account info (e.g., address, phone number, etc.), [Edit Your User Profile](#).

8. The New User registration form will be displayed.

ETA Electronic Transportation Acquisition	
New User Registration for ETA	
Step 2 of 2	
<ul style="list-style-type: none"> Please complete the following form. Fields marked with an asterisk (*) are REQUIRED elements. All other fields are optional. Click the "Submit Request" button at the bottom when you are finished. 	
<ul style="list-style-type: none"> Your selected applications are: DPS 	
First Name	* <input type="text"/>
Middle Initial	<input type="text"/>
Last Name	* <input type="text"/>
Name Suffix (Sr., Jr., III)	<input type="text"/>
Rank / Grade	<input type="text"/>
Job / Position Title	<input type="text"/>
Mailing Address (Line 1)	* <input type="text"/>
Mailing Address (Line 2)	<input type="text"/>
City	* <input type="text"/>
State	* <input type="text" value="-- Select State --"/>
Country	* <input type="text" value="UNITED STATES"/>
Zip / Postal Code	* <input type="text"/>
Commercial Phone	* <input type="text"/> Ext: <input type="text"/>
DSN Phone	<input type="text"/> Ext: <input type="text"/>
FAX Number	<input type="text"/>
DSN FAX	<input type="text"/>
Email Address	* <input type="text"/>
Activity / Company / Organization	* <input type="text"/>
Company Division	<input type="text"/>
Trading Partner Type	<input type="text" value="--Please Select--"/>
<input type="button" value="Submit Request"/> <input type="button" value="Reset Form"/>	

9. Enter your information on the registration form making sure to complete all the information marked with an asterisk (*) next to it. (Note: The email address you provide on the registration form will be used to send you your ETA password. For security reasons, an individual email address must be used.)
10. When all applicable fields are entered, click **Submit Request**.
11. Confirm your email address is correct by clicking **OK** on the pop-up window that is displayed.
12. A page will be displayed with a Request ID in red letters. This Request ID will become your ETA User ID upon approval. Make a note of the User ID that is listed on the page. A confirmation message containing the information on this page will be emailed to you.
13. Your request will be forwarded to the Surface Deployment and Distribution Command (SDDC) Systems Response Center (SRC) for approval. You will receive an email with your password once it has been approved.

If you have not received an email within one week approving your request to the application, please contact the SDDC SRC at 1-800-331-7348, DSN 328-3230.

11.2 Instructions for users with an existing ETA account.

14. Go to the ETA Home Page (<https://eta.sddc.army.mil>).
15. Click on the **Register for Additional Systems** link at the top of the page. The following screen will appear:

ETA Electronic Transportation Acquisition
[Forgot Password](#) · [Contact ETA](#) · [Help](#) · [Home](#)

ETA Login

To log into ETA, you now have two options:

1. Use your user ID and password.
2. Use your digital certificate/smart card.

Note: In the future you will be required to have a digital certificate in order to log into ETA or any ETA-protected system. We are currently in a transition period in which you may use either method. [Click here to learn more about digital certificates.](#)
[Click here to register your digital certificate.](#)

Option 1:

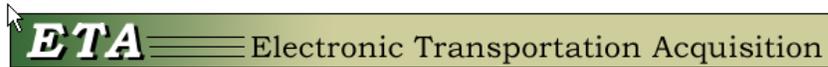
User ID

Password

Option 2 (Digital Certificate / Smart Card Users):

 [Click here to log in with your digital certificate](#)

16. Enter your ETA User ID and Password. (Note: If you have forgotten your ETA password, click on the **Forgot Password** link at the top of the page and follow the on-screen instructions to obtain a new password.)
17. Click **Submit**. The Register for Additional ETA Systems page will be displayed.
18. Scroll down the page until **Personal Property** is displayed.



Register for Additional ETA Systems

Step 1 of 2

Estimated time of completion: both steps together will take about five minutes.

- Please select one or more systems below to register for by checking the square to the left of the system name.
- Select a role if there is a list of roles for the system for which you are requesting access. A role determines the applications within a system that you will be allowed to use. You may only choose one role per system.
- Click an "Info" link in the right-most column to open a pop-up window with a description of that system. There is a question mark icon next to systems that provide additional information. Click the question mark in order to view this information.
- Click the "Generate Request Form" button at the bottom when you've selected all systems, and respective roles, for which you would like access.
- Applications you are currently approved for: No Applications

Personal Property				
Check	System	Description	Roles	Info
<input type="checkbox"/>	2DMSL	2 Dimensional Military Shipping Label	--Select 2DMSL Role--	Info
<input type="checkbox"/>	CWA	Central Web Application	--Select CWA Role--	Info
<input type="checkbox"/>	DPS	Defense Personal Property System	--Select DPS Role--	Info
<input type="checkbox"/>	EWB	Europe Workshop	--Select FWR Role--	

19. Click on the box to the left of **Defense Personal Property System (DPS)**. Select the **SDDC VPC** role from the drop-down list on the right.

<input checked="" type="checkbox"/>	DPS	Defense Personal Property System	--Select DPS Role-- --Select DPS Role-- Transportation Service Provider (TSP) TSP Representative/Business Partner/Agent Military Service Headquarters Transportation Office DOD Customer/Service Member SDDC Pacific/Europe SDDC HQ SDDC VPC SDDC RSMO Other DoD/Government Agency
<input type="checkbox"/>	EWB	Europe Workshop Briefings	
<input type="checkbox"/>	ICSS	Interim Customer Satisfaction Survey	

20. Click **Generate Request Form** at the bottom of the page.

<input type="checkbox"/>	SER	Enterprise Repository	--Select SER Role--	Info
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21. The Register for Additional ETA Systems Registration Form will appear.

ETA Electronic Transportation Acquisition	
Register for Additional ETA Systems	
Step 2 of 2	
<ul style="list-style-type: none"> • Please complete the following form. • Fields marked with an asterisk (*) are REQUIRED elements. All other fields are optional. • Click the "Submit Request" button at the bottom when you are finished. 	
<ul style="list-style-type: none"> • You are currently approved for: ATCMDWBT • Your User ID: stok0049 	
First Name	* <input type="text"/>
Middle Initial	<input type="text"/>
Last Name	* <input type="text"/>
Name Suffix (Sr., Jr., III)	<input type="text"/>
Rank / Grade	<input type="text"/>
Job / Position Title	<input type="text"/>
Mailing Address (Line 1)	* <input type="text"/>
Mailing Address (Line 2)	<input type="text"/>
City	* <input type="text"/>
State	* <input type="text" value="-- Select State --"/>
Country	* <input type="text" value="-- Select Country --"/>
Zip / Postal Code	* <input type="text"/>
Commercial Phone	* <input type="text"/> Ext: <input type="text"/>
DSN Phone	<input type="text"/> Ext: <input type="text"/>
FAX Number	<input type="text"/>
DSN FAX	<input type="text"/>
Email Address	* <input type="text"/>
Activity / Company / Organization	* <input type="text"/>
Company Division	<input type="text"/>
Trading Partner Type	<input type="text" value="--Please Select--"/>
<input type="button" value="Submit Request"/> <input type="button" value="Reset Form"/>	

22. Enter your information on the registration form making sure to complete all the information marked with an asterisk (*) next to it. (Note: The email address you provide on the registration form will be used to send you your ETA password. For security reasons, an individual email address must be used.)
23. Click **Submit Request**.
24. Confirm your email address is correct by clicking **OK** on the pop-up window that is displayed.
25. A page will be displayed with a Request ID in red letters. This Request ID will become your ETA User ID upon approval. Make a note of the User ID that is listed on the page. A confirmation message containing the information on this page will be emailed to you.
26. Your request will be forwarded to the SDDC Systems Response Center (SRC) for approval. You will receive an email with your password once it has been approved.

If you have not received an email within one week approving your request to the application, please contact the SDDC SRC at 1-800-331-7348, DSN 328-3230.

11.3 Digital Certificates

SDDC's ETA system allows users to login using either a digital certificate or their existing user ids and passwords. This allows our users, who already have or want to purchase digital certificates, a chance to get accustomed to logging in using this new method of access.

The DoD will require that all users of DoD systems use digital certificates as a means of access to those systems. **The date to completely transition is currently on hold.** When a date has been finalized, DoD military, civilians, and authorized contractors will use their Common Access Card (CAC) for ETA logins (please note, in order to use a CAC, you must have a CAC reader connected to your computer). Commercial users (e.g., Transportation Service Providers) will have to obtain a digital certificate from one of the External Certificate Authority (ECA) vendors.

For more information about Digital Certificates and ETA, go to the ETA Home Page (<https://eta.sddc.army.mil/>) and click "Learn more about digital certificates and ETA".