

Handout #1: Steps to Obtain System Access to goDocs

Step 1. Request a Security Waiver. In order to provide connectivity to any non-DFAS location, the Defense Finance and Accounting Service (DFAS) requires a security waiver to open the host server fire wall to the new site. As such, DFAS needs to know the IP address ranges that might be used by the laptops/desktop computers that will be connecting to the goDocs web server. The IP addresses, that DFAS needs, would be any IP address seen as incoming connection addresses of your computers by our web server.

- **Send your request to the goDocs helpdesk at dfas.cleveland-oh.ztb.mbx.it-cleveland-godocs@mail.mil.**
 - a. If a proxy server or other device that performs Network Address Translation is being employed then DFAS will need the IP address ranges used for the outgoing connection by the Proxy server. DFAS has found this is typically not the case for Military Pay/Finance Offices at your locations.
 - b. If there is no IP address translation taking place, then expect the IP range used by your laptops/desktop computers to be what is needed. If a DHCP server is being used to assign IP address leases for your computers, then DFAS would need to know the IP address range for all the IP addresses in the pool(s) of users who wish to access the goDocs application.
 - c. If users work remotely via VPN on occasion, DFAS would also need to know the IP address ranges assigned to user laptop/desktop computers by the VPN. This sometimes is a different pool of addresses from those assigned to users when connecting from inside the office.

Please note: Only NIPRNET (*.mil) owned IP addresses are eligible to connect to the goDocs system.

*******NEED HELP: You have options.*******

- ***Reach out to your local Military Pay/Finance Offices. They have goDocs access, and they understand the requirements for obtaining access.***
- ***Contact Lisa Iselo, the Defense Finance and Accounting Service (DFAS) at Rome, New York. You may reach her at lisa.a.iselo.civ@mail.mil , Commercial: (315) 709-6104, or DSN: 742-6104. She can also be reached as an external on Teams.***

Step 2. Register Your CAC in goDocs. Once DFAS goDocs Help Desk notifies your site POC that they have approved security waiver for your location, you will connect to the goDocs registration application to register the CAC you will be using to build your account. Select the **TRAV** line in the table at the top of the page (it will highlight to yellow and some of the fields below will become fillable). Fill in your name, email address, and organization name (External-ViewOnly). Click Register. See the link below for goDocs registration:

<https://godocs.dfas.mil/goDocsMgr/registration>

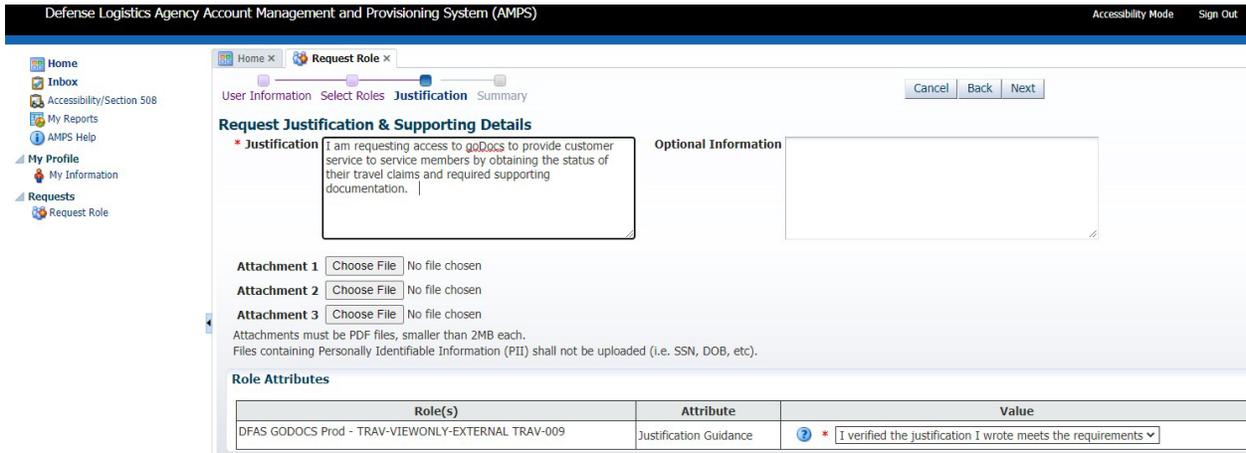
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Step 3. After you have registered your CAC in goDocs, you will use the DLA Account Management and Provisioning System (AMPS) (<https://amps.dla.mil>) to request the specific goDocs role you would like to be assigned to you when your account is built (DFAS GODOCS Prod – TRAV – VIEWONLY-EXTERNAL TRAV-009). **(****If you have not used the AMPS system before, please move to Step 3A (at the bottom of this handout) before moving forward with Step 3.****)**

- Log in to AMPS at <https://amps.dla.mil>
- Select Request Role. Most will have to enter their birthdate. Select Next.
- Under Browse Roles by Application, click on DFAS Applications, scroll down and click on DFAS GODOCS.
- Under Select a Role, scroll down to the bottom of the list and click on DFAS GODOCS Prod – TRAV- VIEWONLY-EXTERNAL TRAV-009. Click on the arrow pointing to the right to move that role into the Selected Role box. Select Next.
- In the Justification box enter the following:
 - I am requesting access to goDocs to provide customer service to service members by obtaining the status of their travel claims and required supporting documentation.
 - Under Role Attributes, in the Value column, select “I verified the justification I wrote meets the requirements”. Select Next.
- Review the Role Request Summary screen for accuracy and select Submit.

The screenshot displays the AMPS web interface. At the top, the header reads "Defense Logistics Agency Account Management and Provisioning System (AMPS)" with "Accessibility Mode" and "Sign Out" links on the right. A navigation menu on the left includes Home, Inbox, Accessibility/Section 508, My Reports, AMPS Help, My Profile, My Information, Requests, and Request Role. The main content area is titled "Request Role" and has tabs for "User Information", "Select Roles", "Justification", and "Summary". The "Select Roles" tab is active, showing a "Browse Roles by Application" list with "DFAS GODOCS" selected. To the right, there is a "Search Roles" section with input fields for Role Name, Role Description, Enterprise Application, Application, Environment, and Primary Role, along with Search and Reset buttons. Below the search section, there is a "Select a Role" section with a checkbox for "Display Admin Roles (for Supervisor and Approval Access)". A table lists various roles, with "DFAS GODOCS Prod - TRAV-VIEWONLY-EXTERNAL TRAV-009" selected and moved to the "Selected Roles" box on the right.

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- i. Once your access has been granted the goDocs PROD website is:
<https://godocs.dfas.mil/goDocs/LoginAction.action?>

Step 3A. If you have not used AMPS previously, you will need to establish your account (<https://amps.dla.mil>). There is a newly announced blackout of AMPS for migration to the cloud from 27 Aug 22 through 5 Sep 22.

- a. When prompted, always select the Authentication PIV/CAC certificate, when accessing AMPS. On the AMPS landing page, click “Click HERE for access to AMPS”.
- b. Click “First Time User? Click Here to Register”. Click “OK”.
- c. Click “I work for another Federal Agency”. Click “Accept”.
- d. All fields with a red asterisk must be filled in to move forward in the registration process. NOTE: It is very important that you enter the correct email address for your Security Office, Supervisor and External Authorizing Official (TASO) as there is no validation on the data and notification will be sent to the address you enter. *****Do NOT enter your own email address or the email address of your supervisor or security officer.***** After all the required information is entered into the blank fields, click “Next”.
- e. Complete the “Set Security Questions” and the “Set Password” sections on the screen. Once complete, click “Next”.
- f. Review all of the information on the Registration Summary and click “Create Account”.
- g. **After creating an account, an “AMPS User Registration Confirmation” box will appear with your login User ID. You should note your login name and the password you created as it will be required to log into AMPS.**
- h. If prompted, Enter User ID and Password and click “Login”.
- i. When prompted, always select the Authentication PIV/CAC certificate, when accessing AMPS.