To navigate through this Tutorial use your mouse, or Page Up key or Page Down key.
Go to www.emall.dla.mil

After reading the consent banner, click Okay.
Welcome to DOD EMAAll!

Important 8.0 Login Information

NEW PASSWORD REQUIRED: Click on the "Forgot Your Password?" link to reset your password.

DOD EMAAll has implemented the new DOD strong password requirements. Your old password will no longer work. You must create a new one following the new rules. Clicking on the forgotten password link will cause an e-mail to be sent to the address in your user profile. This e-mail will contain an Internet link with instructions. The Internet link must be used within one hour of being received. Please feel free to contact our Help Desk if you need assistance.

Click on "New user registration" to begin creating your new account.
Select the appropriate radio button that applies to you. Then hit **Continue**.
Click this box if you have a Government Purchase Card or authority to spend money on behalf of your organization (MILSTRIP Fund Code would be an example). This will make you an orderer.

**NOTE:** If you do NOT have purchasing authority leave all blocks blank. You will be able to browse, shop, create Shopping Carts, send carts, but will not be authorized to finalize an order. This will make you a shopper.
These are the instructions for a U.S. Government shopper. No payment information will be asked for.
These are the instructions for a U.S. Government orderer. Payment information is required in the next screens.
All fields marked with an asterisk (*) are required.

If you checked the box to have authority to spend funds, follow instructions to register as an Orderer.
NOTE: NEW PASSWORD RULES!

Rules for Entering a User ID:
- User IDs are 1 to 75 characters long.
- User IDs may contain letters and numbers only: A-Z, a-z, 0-9.
- User IDs may not contain spaces or punctuations.
- User IDs may not be an account name previously used.

Rules for Entering a Password:
- Passwords must be changed every sixty (60) days.
- Passwords must be at least 15 characters long.
- Passwords can be changed only once in a 24-hour period.
- Passwords cannot contain English words of 3 or more letters.
- Passwords cannot have consecutive identical characters.
- New password must differ from the previous password by at least 4 characters.
- Spaces are not allowed at the end of a password.
- Passwords must have at least the following:
  - Two or more upper case letters: A-Z.
  - Two or more lower case letters: a-z.
  - Two or more numeric digits: 0-9.
  - Two or more special characters: !, @, #, $, %, ^, *, (, or).

User ID = your logon name

Use the drop down menus to select the appropriate organization information.
You must enter a valid GPC # to have immediate purchasing ability.

Enter your Department of Defense Activity Address Code (DODAAC).
The tab highlighted lets you know where you are in your registration process. Review your summary and hit **Continue** at the bottom of the screen.
Select the **Back** button if you need to change any information. Otherwise, hit **Continue**.

Select "Continue" if you have reviewed this information and have found it to be correct. Select "Back" if you would like to change your information. If you don't wish to continue with registration, you may just select "Cancel" to go to the DOD E-MALL main page.
Required Permissions are based on what options you selected on previous screens. Use the Back button at the bottom of the screen if it is incorrect, otherwise click the Request button.
Read the instructions and complete the form further down the screen. If you do not know all the required information, you can come back to your registration at a later date by clicking on Continue Registration.
Fill in the blanks and click Request and Print. Only fields with the red asterisk are required.
Print the completed form, obtain the necessary signatures at the bottom and fax into the DOD EMALL Registration Authority.

MILSTRIP/FEDSTRIP Authorization

Specific instructions about filling out the form.

1. Complete the form as instructed.
2. Sign the form.
3. Receive all the signatures that the form requires.
4. Mail or fax this form to the Registration Authority below.

DOD EMALL Registration Authority, DLIS-TA
74 Washington N. Suite 7
Battle Creek, MI 49037-3084
Commercial FAX: 269-961-5925
DSN FAX: 661-5925

After your request has been processed, you will receive an email confirmation that your authorization has been activated.

If you have questions, please call DOD EMALL Support at 1-877-352-2255.

Name: Kara Cronin
Email: kara.cronin@us.ibm.com
Commercial Phone: 703-284-4986
DSN Phone: 
User ID: REGISTRATIONDEMSLIDES
Department: Department of Defense
Service/Agency of Assignment: Defense Logistics Agency
Major Command: DLIS
Unit of Assignment: 
Duty Station/City: Battle Creek
State/Province: Michigan
Postal Code: 49017
Country: United States
Fund Code: xp
Supplemental Address: TEST00
Supervisor’s Name: Sheila Zimmerman
Supervisor’s Phone: 269-961-4050
Supervisor’s Email: sheila.zimmerman@dla.mil

I am authorized by my organization to request products be ordered for my organization using a valid MILSTRIP Fund Code, and I am requesting to do the same on DOD EMALL. I have provided the required signatures below. I certify that the above information is true and that I am currently employed by the organization that appears on this letterhead.
After submitting your Special Permission request, it will move from the Required Permissions section to Requested Permissions. If needed, you can return to this screen to Re-Request or Remove the Special Permission request by using the Continue Registration button at the top right.
These are additional permissions that you may apply for.

<table>
<thead>
<tr>
<th>Permission</th>
<th>Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Objects Access</td>
<td>Request</td>
</tr>
<tr>
<td>CIL/CRD/PRL Admin</td>
<td>Request</td>
</tr>
<tr>
<td>Contracting Officer</td>
<td>Request</td>
</tr>
<tr>
<td>Corporate Credit Card</td>
<td>Request</td>
</tr>
<tr>
<td>DDE Through MOES Access</td>
<td>Request</td>
</tr>
<tr>
<td>DHS BPA or IDIQ Contract Orderer</td>
<td>Request</td>
</tr>
<tr>
<td>Government Purchase Card Payment</td>
<td>Request</td>
</tr>
<tr>
<td>Long Line Of Accounting (Account Line) Payment</td>
<td>Request</td>
</tr>
<tr>
<td>NAF MWR Catalogs Visible</td>
<td>Request</td>
</tr>
<tr>
<td>NAVFAC User</td>
<td>Request</td>
</tr>
<tr>
<td>Non-Standard Government Purchase Card Payment</td>
<td>Request</td>
</tr>
<tr>
<td>State Purchase Card Payment</td>
<td>Request</td>
</tr>
<tr>
<td>Supplier User Can See All Orders To Same CAGE Or DUNS</td>
<td>Request</td>
</tr>
<tr>
<td>Supply Center User For ODM</td>
<td>Request</td>
</tr>
</tbody>
</table>

**Other Permissions**

These are additional Access Options that you may apply for.

<table>
<thead>
<tr>
<th>Access Option</th>
<th>Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change DODAAC List</td>
<td>Request</td>
</tr>
</tbody>
</table>

Select "Continue" to save the information you entered. Select "Go Back" to re-select registration type. If you don’t wish to save any information, you may just select "Cancel" to go to the DOD EMALL main page.

Request other Special Permissions as needed, or hit **Continue** to save the information and proceed.
Express Settings allow you to store your payment and shipping information to expedite checkout if desired. They are optional.
Here are more options to save information further down in Express Settings. Again, this is optional.

Hit **Continue** at the bottom of the screen when you are done to save your work.
The statement to the left indicates you have successfully registered as an orderer. You will also receive a confirmation email.

You registered as an orderer on the DOD EMALL, but did not enter credit card information. To complete the process of becoming an orderer, you must go to the special permission screen for your account and request the appropriate special permission (non-standard US Government Purchase Card, Corporate Credit Card, State Government Purchase Card or MILSTRIP Fund Code). If you have questions or problems, please contact the Help Desk at 1-877-DLA-CALL / 1-877-352-2255, or email questions to dod-emallsupport@dla.mil
Until DOD EMALL Access Control has authorized the MILSTRIP Fund Code special permission, user will be treated as a Guest as shown here. However, user can access Account Information and the registration screens by clicking on Continue Registration. If user registered with only a GPC, or as a shopper, immediate access would be granted.
You have completed the Registration Process. You are now ready to login and begin your V8.0 DOD EMALL shopping experience.
Please view other EMALL On-Line Tutorials:
Registration
Account Options
Searching Catalog and Results
Power Shopping
Your Shopping Cart
Checkout Options
And MORE…

If you need assistance please call
EMALL Help Desk
DOD EMALL Customer Service Only:
1-877-DLA-CALL
1-877-352-2255
OCONUS Users
1-269-961-7766
DSN 661-7766

Email
dod-emallsupport@dla.mil

Thanks for taking our Tour
And unlocking the POWER of v8.0!