



Logistics Modernization Program Total Asset Visibility – Contractor (TAV-C) Portal End-User Access Procedures

Change 1: adding computer specifications to access the portal. (Page 2)

LMP's TAV-C capability extends asset visibility to contractor locations, contributes to bettering the Army's view of assets, and supports Army Readiness.



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LMP TAV-C Portal End User Access Procedures



Introduction

Logistics Modernization Program's (LMP) Total Asset Visibility – Contractor (TAV-C) capability was developed to resolve audit findings related to the management of Army property. TAV-C capability extends asset visibility into contractor locations through improved record-keeping and provides more accurate records and reports associated with this Government property. Use of TAV-C functionality by contractors is mandatory for Army Working Capital Fund managed property in the possession of contractors. This solution contributes to the management of assets supporting global equipment Readiness through LMP.

Contractors using the TAV-C Portal to input information into LMP will comply with the access processes described in this guide to establish and maintain user accounts, complete access processes, as well as Department of Defense (DoD) approved authentication, to receive access to this capability. The approved authentication is achieved one of two ways: with a Common Access Card (CAC) or via a DoD External Certification Authority (ECA) issued certificate. The DoD ECA program supports the issuance of DoD-approved certificates to industry partners and other external entities and organizations. The ECA program is designed to provide the mechanism for these entities to securely communicate with the DoD and authenticate to DoD information systems.¹

It is recommended Contractors carefully review this document and consider the amount of time needed to establish and maintain user security credentials, complete mandatory systems access training, apply for access to the system, and complete task specific user training.

— Until these requirements are satisfied, portal access will not be granted. —

Refer to Appendix B for a list of user functional training courses and refer to the solicitation to verify the TAV-C functions needed for the effort.

Purpose Statement

The purpose of this document is to provide an understanding of the process for gaining access to the LMP TAV-C Portal solution for TAV-C Portal Contractors. The TAV-C Portal Contractors include:

- 1) Stock, Store and Issue Contractor Portal Users, and
- 2) Vendor Proof of Delivery Contractor Portal Users

Please note that the DoD ECA process described in this document uses examples of DoD ECA issued certificates through IdentTrust. There are other providers.

Internet Access to the LMP TAV-C Portal has been validated using Windows 10, Internet Explorer 11, and Google Chrome browsers. Hardware requirements for LMP TAV-C Portal would be any hardware that can support Windows 10, Internet Explorer 11, and Google Chrome and connect to the Internet.

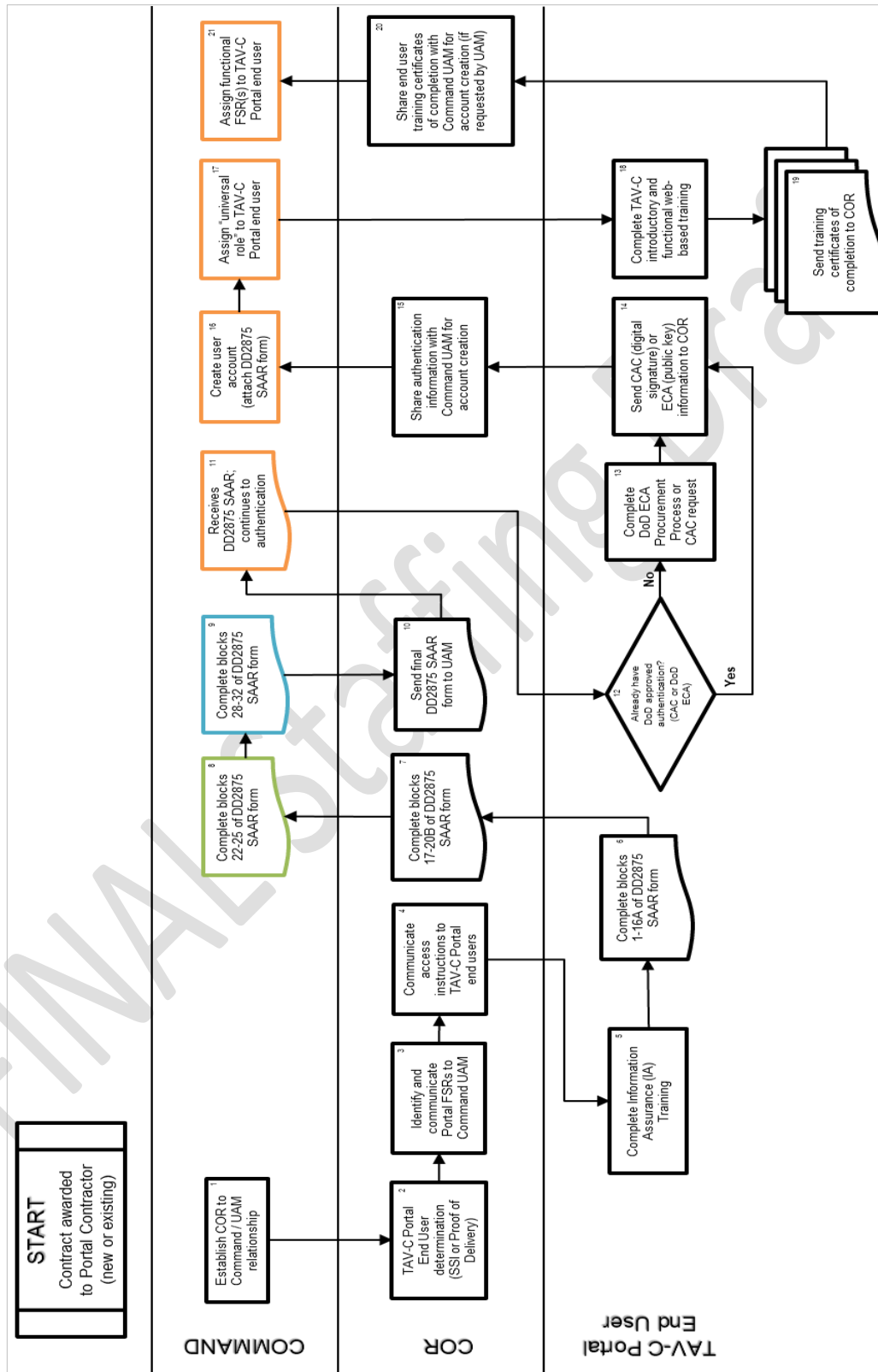
¹ <https://www.identrust.com/certificates/dod-eca-programs>



LMP TAV-C Portal End User Access Procedures



TAV-C Portal End User Access Process Flow





LMP TAV-C Portal End User Access Procedures



TAV-C Portal End User Access Process Steps

- In accordance with AMC Operations Order 19-229, dated 111810Z Sep 2019, this guide establishes procedures and guidance for users to gain access to the TAV-C Portal.
- The Contracting Officer (KO) works with the requiring organization to establish a Contract Officer's Representative (COR).
- The designated COR informs the TAV-C Portal contractor of these procedures and requirements and assists end users with gaining access to the TAV-C Portal. The COR reviews and approves the establishment of LMP end user accounts supporting TAV-C Portal processes. The COR functions as the Contractor's point of contact for LMP systems issues.
- The COR works with the designated Command UAM Administrator to identify TAV-C Portal Functional Security Roles required by the contractor.

The following key requirements must be met by the TAV-C Portal end user to receive access. This section will review these requirements in greater detail.

- ☐ Information Assurance / Cyber Awareness (IA/CA) Training
- ☐ DD 2875 – System Authorization Access Request (SAAR)
- ☐ Approved DoD Authentication: Common Access Card (CAC) or DoD External Certification Authority (ECA) issued certificate
- ☐ TAV-C Portal Functional Training

Information Assurance / Cyber Awareness (IA/CA) Training–

Note the # refers to the process flow on page 3

- **#5, TAV-C Portal end user** will complete the IA/CA Training Course → IA/CA training must be completed prior to submitting the DD 2875 System Authorization Access Request (SAAR) – (see step #6) to produce certificates for the COR. IA/CA training can be accessed at:
 - For CAC-enabled users: <https://cs.signal.army.mil>
 - For Non-CAC enabled users: <https://public.cyber.mil/training/cyber-awareness-challenge-2019/>

Steps 6-11 are needed to complete a DD 2875 – System Authorization Access Request (SAAR)

- **#6, TAV-C Portal end user** completes blocks 1 through 16A of the SAAR and submit to the COR.
- **#7, COR** completes blocks 17-20B and submits to responsible **Information Assurance (IA) Officer**.
- **#8, IA Officer** completes blocks 22-25 and submits to the responsible Security Manager.



LMP TAV-C Portal End User Access Procedures



- **#9, Responsible Security Manager** completes blocks 28-32 & submits to the COR.
- **#10, COR** provides a copy of the completed SAAR form to the UAM for auditability purposes.
- **#11, Site UAMs** receive the completed SAAR form and add it to the user's LMP account once the account is created (step #16).

Approved DoD Authentication

- **#4, COR** verifies a DoD External Certification Authority (ECA) issued certificate is required and is available from on-line providers.
- **#12, If the TAV-C Portal end user** has a DoD CAC or ECA, skip step 12 for completing the DoD ECA Soft Certificate procurement process
- **#13, TAV-C Portal end user** completes the DoD ECA Soft Certificate procurement process through an issuing company (the example contained in this document comes from the IdemTrust² website and is for reference only. Other ECA providers are available).
 - Follow instructions on the Contractor's selected DoD ECA provider website
 - Must be completed within **30 days from the date of the signature on the forms packet** (*instructions provided within the forms packet*)
 - **TAV-C Portal end user** will be notified by the issuing company that their DoD ECA Soft Certificate is available for retrieval, upon completion of forms processing
 - **TAV-C Portal end user** downloads DoD ECA Soft Certificate to their certificate store
 - This may require Administrator permissions on the personal computer (PC), therefore the end user may need to contact their local IT support.
 - DoD policy states that the user must enable strong encryption of their certificates. Password protection is required and begins when obtaining the certificate from the DoD ECA vendor.
 - It is recommended users complete the "Friendly Name" field with their ECA Provider for their certificate (otherwise, this will be left blank).
- **#14-16, TAV-C Portal end user** provides required information to the **COR** to be communicated to the **site's responsible UAM** for account creation and record keeping, (i.e.: public key from soft certificate or digital signature, DD2875, etc.). The UAM will verify CAC users have an existing DISA account, and non-CAC users have a valid DoD ECA certificate (Public Key).

² <https://www.identrust.com/>



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Additional Prerequisite Access Requirements

- **#17, Responsible UAM** grants the TAV-C Portal end user a “universal role” to allow access to the TAV-C Training Library via the TAV-C Portal
- **#18-19, ALL TAV-C Portal end users** must complete appropriate introductory TAV-C web-based training courses. Refer to Appendix B: TAV-C Portal User Role to Training Course Matrix for further guidance.
- **#18-19, TAV-C Portal end users** must successfully complete the associated functional training courses for the Portal access that they are requesting prior to that access being provided
 - Approved authentication (via CAC or ECA) must be obtained to access the TAV-C Portal Training Material on the Portal page
 - Refer to the TAV-C Portal User Role to Training Course Matrix at Appendix B
- **#20-21, Organizations** will follow their documented policy for assigning Functional Security Roles (FSR) to Portal end users. Steps 20-21 will be completed by the requiring activity.



Appendix A – Instructions for Online DoD ECA Soft Certificate (IdenTrust)

For Example Only

Instructions for DoD ECA Certificate Application (IdenTrust)

Follow these steps to apply for the DoD ECA Soft Certificate through IdenTrust's online application.

IMPORTANT NOTE: When applying for an ECA certificate, when prompted, the **Program** is referring to "LMP – Logistics Modernization Program". The **Organization Affiliation** refers to the vendor / company you work for.

Upon submission of the application, you will be prompted to download the IdenTrust DoD ECA Forms Packet; follow these steps:

1. Verify information on page 3 of the forms packet
2. Fill out Part 2 on Page 6 (i.e.: a passport and driver's license are commonly used)
3. If you have more than one citizenship you have to assert on Page 7
4. Receive notarization on page 6, and page 7 if applicable
5. Send the completed, notarized forms packet to your Organization Officer (a Vendor point of contact) to be signed
6. Return the completed, signed, notarized forms packet back to IdenTrust **immediately**

Reminder, all processing steps must be completed within 30 days of the date the forms packet is signed

Responsibility of Certificates and User Accounts

- **Organization UAM** will manage the required annual account review, which is required for **TAV-C Portal end users**
- **Changes to Vendor End User Accounts**
 - COR and Organization UAM should follow the AMC HQ UAM Policy to handle end user account changes, account deletion, and inactive accounts, where possible
 - For any scenarios not covered in the AMC HQ UAM Policy, the COR and Organization UAM will identify a process to handle end user account changes, account deletion, and inactive accounts
 - Organization (Vendor) is responsible for notifying the Organization UAM if any LMP TAV-C Portal user no longer requires an account (i.e.: employee termination)
 - Organization (Vendor) is responsible for ensuring the Organization UAM has relevant and up-to-date information for End Users (i.e.: personnel information, certificate renewals, public keys, etc.)
 - TAV-C Portal User Accounts are subject to LMP lock out policies, as follows: The overall LMP inactivity lockout period is 45 days - if a TAV-C Portal Users does not log-in to the portal within 45 days, their account will be completely locked and their LMP account will become inactive
 - The production inactivity lockout period is 35 days - If a TAV-C Portal User does not transaction in the TAV-C portal within 35 days, their Production account will



LMP TAV-C Portal End User Access Procedures



become locked, which would prohibit them from using the TAVC portal transactions.

Help Resources from IdentTrust

IdentTrust offers a large library of help support documents and articles on their website, some topics include:

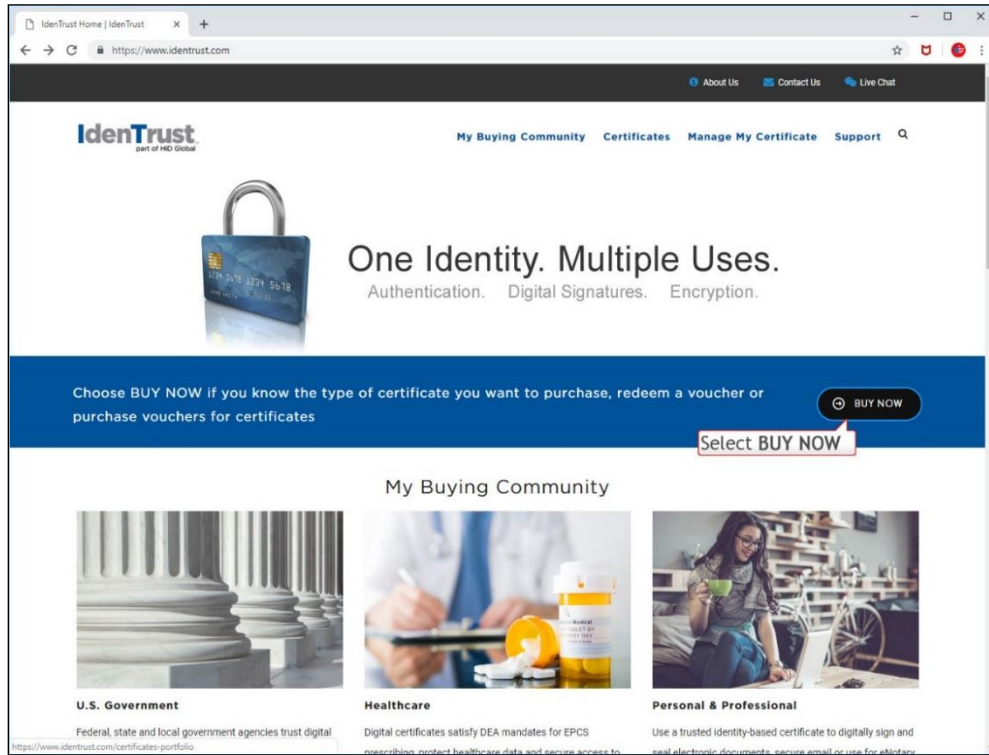
1. How to Digitally Sign Documents
2. Import and Export a Software Certificate
3. Manage My DoD ECA Certificates
4. Manage My TLS/SSL Certificates
5. Renew, Replace or Initiate a Key Recovery
6. Sign and Encrypt Email Communications
7. Policies – Current and Archived
8. DoD ECA Certificate Fact Sheet
9. DoD ECA Identity Verification Requirements
10. FAQs for ECA



LMP TAV-C Portal End User Access Procedures



Slide1



Slide2

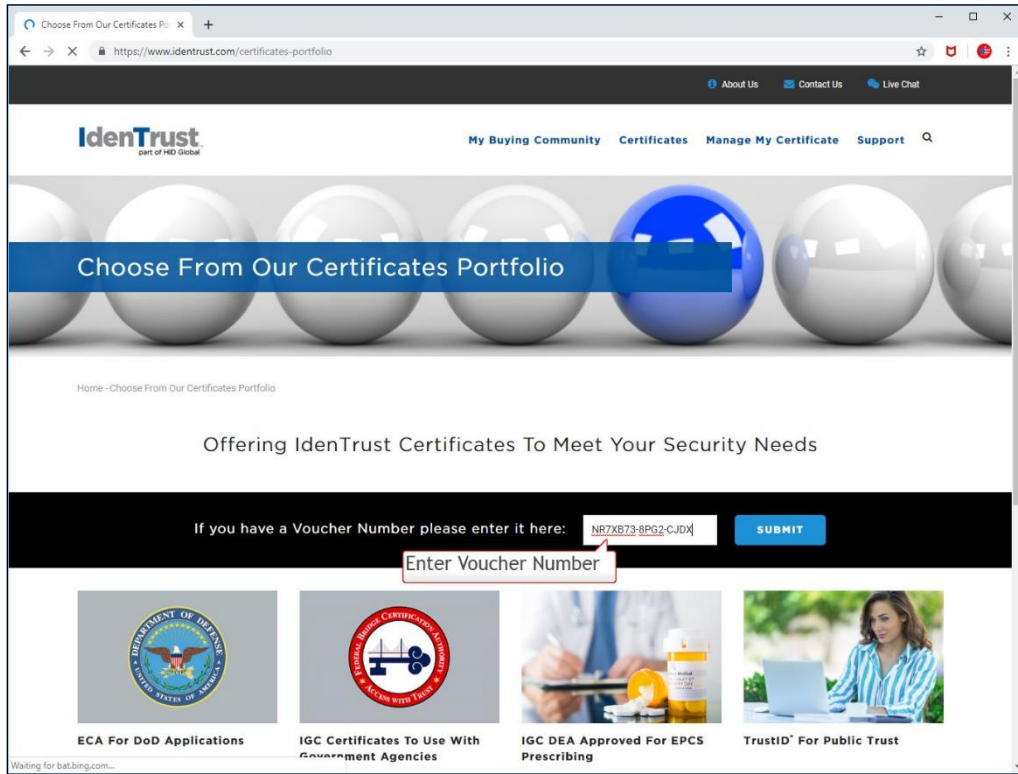




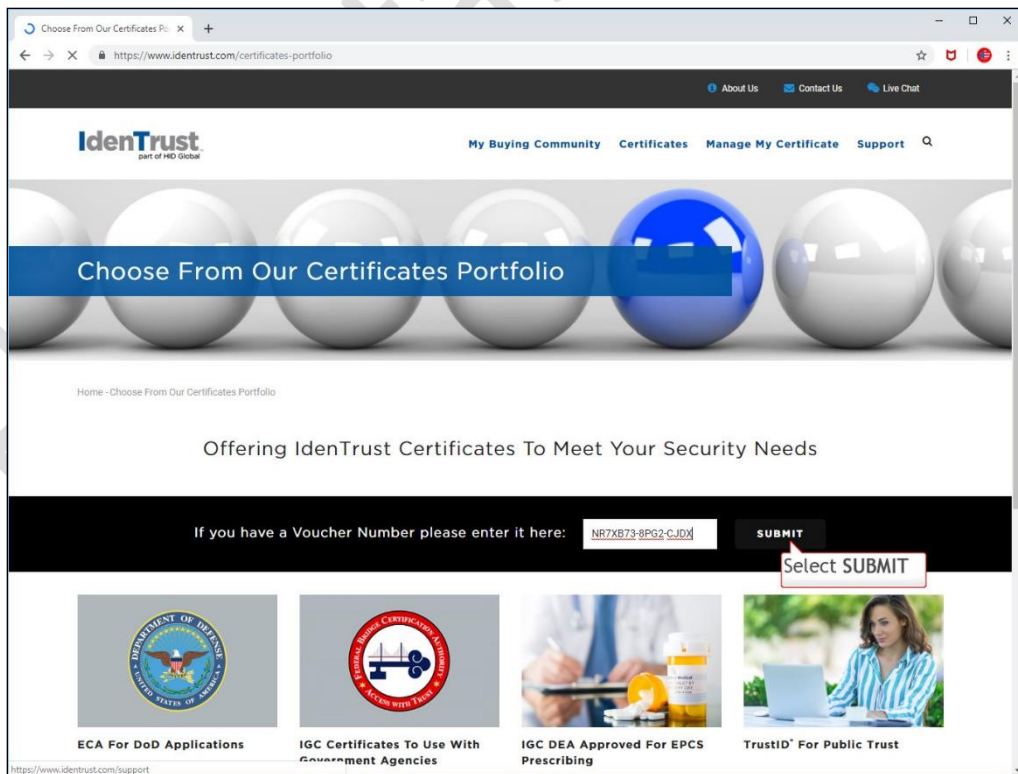
LMP TAV-C Portal End User Access Procedures



Slide3



Slide4





LMP TAV-C Portal End User Access Procedures



Slide5

Getting Your ECA Medium Assurance Certificate is as EASY as 1 - 2 - 3

Your certificate is a form of identification used within the Department of Defense ECA Program. Let's go over the steps you will need to complete.

- 1. Apply**
Provide your personal and organizational information, which we will use to help establish your identity.
- 2. Get Verified**
Complete and send your Authorization & Identification Forms. You will get these at the end of this Online Application.
- 3. Retrieve Your Certificate**
Upon receipt of your Activation Letter, retrieve and install your certificate.

Voucher, if you have one
NR7XB73-8PG2-CJDX

Selected Hardware Type
Browser \$0.00

Please select the name of the program where your certificate will be primarily used. If the program is not listed, please select None of the Listed Programs.

Program Affiliation *
Choose One

IMPORTANT: DoD policy requires that you retrieve your certificate **within 30 days** from the date your forms are signed. If you are not able to complete this process and retrieve your certificate before that date, your application will be cancelled and you will need to start this process again from the beginning. Please ensure that you will be able to complete all steps within 30 days before starting your application.

Select Program Affiliation drop-down

- Payment Options
- Compatibility
- FAQs
- What is a Digital Certificate?

(within the US)
• 801.384.3474
(outside the US)
• Hours: M-F 1am-5pm Mountain Time

Slide6

Getting Your ECA Medium Assurance Certificate is as EASY as 1 - 2 - 3

Your certificate is a form of identification used within the Department of Defense ECA Program. Let's go over the steps you will need to complete.

- 1. Apply**
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- 2. Get Verified**
Complete and send your Authorization & Identification Forms. You will get these at the end of this Online Application.
- 3. Retrieve Your Certificate**
Upon receipt of your Activation Letter, retrieve and install your certificate.

Choose One
*MY FEDERAL PROGRAM IS NOT LISTED

*NO PROGRAM AFFILIATION IS REQUIRED
ACCESS LM - LOCKHEED MARTIN
AFWAY - AIR FORCE WAY
AIR FORCE PORTAL
AND - ARMY KNOWLEDGE ONLINE
AFLITS - APPROVED PRODUCTS LIST INTEGRATING TRACKING SYSTEMS
CANES - CONSOLIDATED AFLOAT NETWORKS AND ENTERPRISE SERVICES
CAV AF - COMMERCIAL ASSESS VISIBILITY AIR FORCE
COMD OA - CONFIGURATION DATA MANAGERS DATABASE OPEN ARCHITECTURE
CERDEC - COMMUNICATIONS ELECTRONICS RESEARCH DEVELOPMENT AND ENGINEERING CENTER
COR - CENTRAL OFFICE OF RECORD SUPPORT
CPARS - CONTRACTOR PERFORMANCE ASSESSMENT REPORTING SYSTEM
DCARC CADE - DEFENSE COST AND RESOURCE CENTER COST ASSESSMENT DATA ENTERPRISE
DCII - DEFENSE CENTRAL INDEX OF INVESTIGATION
DEPT OF LABOR - OIVCP
DEPT OF STATE - D-TRADE
DEPT OF TREASURY - IRS MEF E-FILE APP TO APP
DEPT OF TREASURY - IRS SECURE DATA TRANSFER

Select *MY FEDERAL PROGRAM IS NOT LISTED

IMPORTANT: DoD policy requires that you retrieve your certificate **within 30 days** from the date your forms are signed. If you are not able to complete this process and retrieve your certificate before that date, your application will be cancelled and you will need to start this process again from the beginning. Please ensure that you will be able to complete all steps within 30 days before starting your application.

Customer Support

- HelpDesk@Identrust.com
- 888.882.1104
(within the US)
- 801.384.3474
(outside the US)
- Hours: M-F 1am-5pm Mountain Time



LMP TAV-C Portal End User Access Procedures



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Getting Your ECA Medium Assurance Certificate is as EASY as 1 - 2 - 3

Your certificate is a form of identification used within the Department of Defense ECA Program. Let's go over the steps you will need to complete.

- 1. Apply**
Provide your personal and organizational information, which we will use to help establish your identity.
- 2. Get Verified**
Complete and send your Authorization & Identification Forms. You will get these at the end of this Online Application.
- 3. Retrieve Your Certificate**
Upon receipt of your Activation Letter, retrieve and install your certificate.

Voucher, if you have one
NR7XB73-8PG2-CJDX

Selected Hardware Type
Browser \$0.00

Please select the name of the program where your certificate will be primarily used. If the program is not listed, please select None of the Listed Programs.

Program Affiliation *
*MY FEDERAL PROGRAM IS NOT LISTED

IMPORTANT: DoD policy requires that you retrieve your certificate **within 30 days** from the date your forms are signed. If you are not able to complete this process and retrieve your certificate before that date, your application will be cancelled and you will need to start this process again from the beginning. Please ensure that you will be able to retrieve your certificate within 30 days before starting your application.

Select NEXT

Payment Options
• Compatibility
• FAQs
• What is a Digital Certificate?

Customer Support
• HelpDesk@Identrust.com
• 888.882.1104 (within the US)
• 801.384.3474 (outside the US)
• Hours: M-F, 1am-5pm Mountain Time

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Headquarters Information

Enter your Organization information

Organization Name *
LMP - Logistics Modernization Program

Your Email Address *
john.d.hayward.ctr@mail.mil

Postal Code (Zip Code)
07806

Enter "LMP - Logistics Modernization Program"

Enter "07806"

Enter your email address

SEARCH

CANCEL **BACK**

Certificate
ECA Medium Assurance Certificate

Services
1 Year \$109.00

Payment Options
• Compatibility
• FAQs
• What is a Digital Certificate?

Customer Support
• HelpDesk@Identrust.com
• 888.882.1104 (within the US)
• 801.384.3474 (outside the US)
• Hours: M-F, 1am-5pm Mountain Time

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Slide9

Headquarters Information

Enter your Organization information, then we will help you find your organization.

Organization Name *
LMP - Logistics Modernization Progra

Your Email Address *
john.d.hayward.ctr@mail.mil

Postal Code (Zip Code)
07806

SEARCH

Select SEARCH

CANCEL **BACK**

IdemTrust
part of HID Global

Application Step 2 of 5 Overview Organization Your Info Payment Forms

Certificate
ECA Medium Assurance Certificate

Services
1 Year \$109.00

• Payment Options
• Compatibility
• FAQs
• What is a Digital Certificate?

Customer Support
• HelpDesk@idemTrust.com
• 866.882.1104 (within the US)
• 801.384.3474 (outside the US)
• Hours: M-F, 1am-5pm Mountain Time
• Chat with us

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Slide10

Headquarters Information

Enter your Organization information, then we will help you find your organization.

Organization Name *
LMP - Logistics Modernization Progra

Your Email Address *
john.d.hayward.ctr@mail.mil

Postal Code (Zip Code)
806

SEARCH AGAIN

Select the top radio button

Search Results
☒ LMP - LOGISTICS MODERNIZATION PROGRAM - 59 Phipps Rd, Picatinny Arsenal, New Jersey, 07806, US
☐ LMP - LOGISTICS MODERNIZATION PROGRAM - 59 Phipps Rd, Picatinny Arsenal, New Jersey, 07806, US

SELECT ORGANIZATION **ENTER NEW**

CANCEL **BACK**

IdemTrust
part of HID Global

Application Step 2 of 5 Overview Organization Your Info Payment Forms

Certificate
ECA Medium Assurance Certificate

Services
1 Year \$109.00

• Payment Options
• Compatibility
• FAQs
• What is a Digital Certificate?

Customer Support
• HelpDesk@idemTrust.com
• 866.882.1104 (within the US)
• 801.384.3474 (outside the US)
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Slide11

Headquarters Information

Enter your Organization information, then we will help you find your organization.

Organization Name *

LMP - Logistics Modernization Progra

Your Email Address *

john.d.hayward.ctr@mail.mil

Postal Code (Zip Code)

07806

SEARCH AGAIN

Search Results

- LMP - LOGISTICS MODERNIZATION PROGRAM – 59 Phipps Rd. Picatinny Arsenal, New Jersey, 07806, US
- LMP - LOGISTICS MODERNIZATION PROGRAM – 59 Phipps Rd. Picatinny Arsenal, New Jersey, 07806, US

SELECT ORGANIZATION ENTER NEW

CANCEL

Click SELECT ORGANIZATION

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Slide12

Headquarters Information

Enter your Organization information, then we will help you find your organization.

Organization Name *

LMP - LOGISTICS MODER

Your Email Address *

john.d.hayward.ctr@mail

Postal Code (Zip Code)

07806

Search Results

- LMP - LOGISTICS MOI
- LMP - LOGISTICS MOI

SELECT ORGANIZATION

CANCEL

Confirm Your Organization Information

Organization Name LMP - LOGISTICS MODERNIZATION PROGRAM

Address Line 1 59 Phipps Rd

Address Line 2

City Picatinny Arsenal

State NJ

Postal Code (Zip Code) 07806

Country United States

Dun & Bradstreet Number

Is this information correct?

Yes No

Verify the information, then select YES

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Personal Information

The information you provide will be used to confirm your identity. Your certificate will contain verified information, such as your legal name, email address, and organization name.

First Name *
John

Middle Initial
[]

Last Name *
Hayward

Job Title *
Contractor

Office Phone *
913-724-6688

Office Phone Extension
[]

Your Email Address *
john.d.hayward.ctr@mail.mil

Citizenship Country *
[]

Address Line 1 *
[]

Address Line 2
[]

City *
[]

State *
Maryland

Postal Code (Zip Code) *
21409

Use Headquarters address as mailing address
☐

Account Information

Account Password *
[]

Confirm Account Password *
[]

Security Questions

Security Question 1 *
Choose One

Answer 1 *
[]

Security Question 2 *
Choose One

Answer 2 *
[]

Certificate
ECA Medium Assurance Certificate

Services
1 Year \$109.00

Payment Options
Compatibility
FAQ's
What is a Digital Certificate?

Customer Support

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Personal Information

The information you provide will be used to confirm your identity. Your certificate will contain verified information, such as your legal name, email address, and organization name.

First Name *
John

Middle Initial
[]

Last Name *
Hayward

Job Title *
Contractor

Office Phone *
913-724-6688

Office Phone Extension
[]

Your Email Address *
john.d.hayward.ctr@mail.mil

Citizenship Country *
[]

Address Line 1 *
[]

Address Line 2
[]

City *
[]

State *
Maryland

Postal Code (Zip Code) *
21409

Use Headquarters address as mailing address
☐

Account Information

Account Password *
[]

Confirm Account Password *
[]

Security Questions

Security Question 1 *
Choose One

Answer 1 *
[]

Security Question 2 *
Choose One

Answer 2 *
[]

Certificate
ECA Medium Assurance Certificate

Services
1 Year \$109.00

Payment Options
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Slide15

Personal Information

The information you provide will be used to confirm your identity. Your certificate will contain verified information, such as your legal name, email address, and organization name.

First Name *
John

Middle Initial
[]

Last Name *
Hayward

Job Title *
Contractor

Office Phone *
913-724-5588

Office Phone Extension
[]

Your Email Address *
john.d.hayward.ctr@mail.mil

Citizenship Country *
United States

Use Headquarters address as mailing address

Address Line 1 *
[]

Address Line 2
[]

City *
[]

State *
Maryland

Postal Code (Zip Code) *
21409

Services
1 Year \$109.00

Account Password

Account Password *
[]

Confirm Account Password *
[]

Account Password Strength
Very Secure

Security Questions

Security Question 1 *
Choose One

Security Question 2 *
Choose One

Security Question 3 *
Choose One

Answer 1 *
[]

Answer 2 *
[]

Answer 3 *
[]

CANCEL BACK NEXT

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801.384.3474 (outside the US)
Hours: M-F, 1am-5pm Mountain Time

Chat with us

Slide16

Personal Information

The information you provide will be used to confirm your identity. Your certificate will contain verified information, such as your legal name, email address, and organization name.

First Name *
John

Middle Initial
[]

Last Name *
Hayward

Job Title *
Contractor

Office Phone *
913-724-5588

Office Phone Extension
[]

Your Email Address *
john.d.hayward.ctr@mail.mil

Citizenship Country *
United States

Use Headquarters address as mailing address

Address Line 1 *
[]

Address Line 2
[]

City *
[]

State *
Maryland

Postal Code (Zip Code) *
21409

Services
1 Year \$109.00

Account Password

Account Password *
[]

Confirm Account Password *
[]

Account Password Strength
Very Secure

Security Questions

Security Question 1 *
Choose One

Security Question 2 *
Choose One

Security Question 3 *
Choose One

Answer 1 *
[]

Answer 2 *
[]

Answer 3 *
[]

CANCEL BACK NEXT

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801.384.3474 (outside the US)
Hours: M-F, 1am-5pm Mountain Time

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LMP TAV-C Portal End User Access Procedures



Slide17

Personal Information

John

Middle Initial

Last Name *

Hayward

Job Title *

Contractor

Office Phone *

973-724-5688

Office Phone Extension

Your Email Address *

john.d.hayward.ctr@mail.mil

Citizenship Country *

United States

Address Line 1 *

Address Line 2

City *

State *

Maryland

Postal Code (Zip Code) *

21409

Account Password

Account Password *

Confirm Account Password *

Account Password Strength

Very Secure

Security Questions

Security Question 1 *

What is the middle name of your youngest child?

Answer 1 *

Dow

Security Question 2 *

What was the name of your first pet?

Answer 2 *

Trixie

Security Question 3 *

In what city was your mother born?

Answer 3 *

East Lake

CANCEL

BACK

NEXT

Select NEXT

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- HelpDesk@Identrust.com
- 888.882.1104 (within the US)
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- Hours: M-F, 1am-5pm Mountain Time

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Slide18

Personal Information

John

Middle Initial

Last Name *

Hayward

Job Title *

Contractor

Office Phone *

973-724-5688

Office Phone Extension

Your Email Address *

john.d.hayward.ctr@mail.mil

Citizenship Country *

United States

Address Line 1 *

1276 Pine Hill Drive

Address Line 2

City *

Annapolis

State *

Maryland

Postal Code (Zip Code) *

21409

Account Password

Account Password *

Confirm Account Password *

Account Password Strength

Very Secure

Security Questions

Security Question 1 *

What is the middle name of your youngest child?

Answer 1 *

Dow

Security Question 2 *

What was the name of your first pet?

Answer 2 *

Trixie

Security Question 3 *

In what city was your mother born?

Answer 3 *

East Lake

CANCEL

BACK

NEXT

Verify your information, then select YES

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Customer Support

- HelpDesk@Identrust.com
- 888.882.1104 (within the US)
- 801.384.3474 (outside the US)
- Hours: M-F, 1am-5pm Mountain Time

Chat with us



LMP TAV-C Portal End User Access Procedures



Slide19

Payment

https://secure.idemtrust.com/tsapp/apply-pay.jsp

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Application Step 4 of 5 Overview Organization Your Info **Payment** Forms

Subscriber Agreement

Please read the [Subscriber Agreement](#) and [Privacy Policy](#). Before continuing you must accept the terms and conditions of the [Subscriber Agreement](#).

☐ By clicking in the box to the conditions of the [Subscriber Agreement](#).

Select Subscriber Agreement to open and review the document in a new window

If you do not accept, do not click the box and instead click "Cancel" below.

Certificate
ECA Medium Assurance Certificate

| | |
|----------|----------|
| Services | |
| 1 Year | \$109.00 |
| Total | \$109.00 |

Payment Options

- Compatibility
- FAQ's
- What is a Digital Certificate?

Customer Support

- HelpDesk@idemtrust.com
- 888.882.1104 (within the US)
- 801.384.3474 (outside the US)
- Hours: M-F 1am-5pm Mountain Time

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Slide20

Payment

https://secure.idemtrust.com/tsapp/apply-pay.jsp

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Application Step 4 of 5 Overview Organization Your Info **Payment** Forms

Subscriber Agreement

Please read the [Subscriber Agreement](#) and [Privacy Policy](#). Before continuing you must accept the terms and conditions of the [Subscriber Agreement](#).

☐ By clicking in the box to the conditions of the [Subscriber Agreement](#).

Review the agreement, then Close

If you do not accept, do not click the box and instead click "Cancel" below.

Certificate
ECA Medium Assurance Certificate

| | |
|----------|----------|
| Services | |
| 1 Year | \$109.00 |
| Total | \$109.00 |

Payment Options

- Compatibility
- FAQ's
- What is a Digital Certificate?

Customer Support

- HelpDesk@idemtrust.com
- 888.882.1104 (within the US)
- 801.384.3474 (outside the US)
- Hours: M-F 1am-5pm Mountain Time

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The screenshot shows the Identrust application interface. At the top, there's a navigation bar with links: Overview, Organization, Your Info, Payment, and Forms. The main heading is "Subscriber Agreement". Below it, a text block states: "Please read the [Subscriber Agreement](#) and [Privacy Policy](#). Before continuing you must accept the terms and conditions of the [Subscriber Agreement](#) and [Privacy Policy](#)." A red box highlights the text "Select the Privacy Policy and review the policy". Below this, there are three buttons: "CANCEL", "BACK", and "SUBMIT APPLICATION". On the right side, there's a summary table:

| Certificate | |
|----------------------------------|--|
| ECA Medium Assurance Certificate | |

| Services | |
|--------------|-----------------|
| 1 Year | \$109.00 |
| Total | \$109.00 |

Below the table, there are links for "Payment Options", "Compatibility", "FAQs", and "What is a Digital Certificate?". At the bottom, there's a "Customer Support" section with contact information and a "Chat with us" button.

Slide22

The screenshot shows the Identrust Privacy Policy page. The header includes the Identrust logo and navigation links: My Buying Community, Certificates, Manage My Certificate, and Support. The main heading is "Identrust Privacy Policy". Below this, there's a section titled "INTRODUCTION AND PURPOSE OF INFORMATION COLLECTION". The text explains that Identrust issues Digital Certificates (also known as PKI certificates and X.509 certificates) and describes how they are used. It also mentions that the Privacy Policy applies to Personal Information that Identrust processes from Digital Certificate applicants and holders. A red box highlights the text "Review the agreement, then click Close".



LMP TAV-C Portal End User Access Procedures



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Payment

https://secure.idemtrust.com/tsapp/apply-pay.jsp

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Application Step 4 of 5 Overview Organization Your Info **Payment** Forms

Subscriber Agreement

Please read the [Subscriber Agreement](#) and [Privacy Policy](#). Before continuing you must accept the terms and conditions of the [Subscriber Agreement](#) and [Privacy Policy](#).

☐ By clicking in the box to the left, you indicate that you have read and that you accept the terms and conditions of the [Subscriber Agreement](#) and [Privacy Policy](#).

Select the checkbox and instead click "Cancel" below.

Certificate
ECA Medium Assurance Certificate

Services
1 Year \$109.00
Total \$109.00

- Payment Options
- Compatibility
- FAQs
- What is a Digital Certificate?

Customer Support

- HelpDesk@idemtrust.com
- 866.892.1104 (within the US)
- 801.384.3474 (outside the US)
- Hours: M-F, 1am-5pm Mountain Time

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Payment

https://secure.idemtrust.com/tsapp/apply-pay.jsp

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Application Step 4 of 5 Overview Organization Your Info **Payment** Forms

Subscriber Agreement

Please read the [Subscriber Agreement](#) and [Privacy Policy](#). Before continuing you must accept the terms and conditions of the [Subscriber Agreement](#) and [Privacy Policy](#).

☒ By clicking in the box to the left, you indicate that you have read and that you accept the terms and conditions of the [Subscriber Agreement](#) and [Privacy Policy](#).

If you do not accept, do not click the box and instead click "Cancel" below.

Select SUBMIT APPLICATION

Certificate
ECA Medium Assurance Certificate

Services
1 Year \$109.00
Total \$109.00

- Payment Options
- Compatibility
- FAQs
- What is a Digital Certificate?

Customer Support

- HelpDesk@idemtrust.com
- 866.892.1104 (within the US)
- 801.384.3474 (outside the US)
- Hours: M-F, 1am-5pm Mountain Time

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LMP TAV-C Portal End User Access Procedures



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CONGRATULATIONS!

Your application has been completed and submitted to IdenTrust.

What's Next?

Submit Completed Forms:

Download and complete the ECA Forms Packet by clicking on the "Download Forms" button below. Instructions are provided within the packet.

DOWNLOAD FORMS

Select **DOWNLOAD FORMS**

Certificate
ECA Medium Assurance Certificate

Services
1 Year \$109.00

Total
Paid by Voucher

Payment Options
Compatibility
FAQ's
What is a Digital Certificate?

Customer Support
HelpDesk@idenTrust.com
800.882.1104 (within the US)
801.384.3474 (outside the US)
Hours: M-F, 1am-5pm Mountain Time

Chat with us

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CONGRATULATIONS!

ECA Notary Forms 2016

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ECA Digital Certificate Forms Packet

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To avoid delays, please ensure the sections below are complete before mailing just the Part 1 and Part 2 forms processing.

Part 1 Form, Page # 3

- ☐ Are all fields are complete?
- ☐ Does the organization name and address match the online application?
- ☐ Did the organization officer sign and date the form with a pen?

Part 2 Form, Page # 6

- ☐ Terms and Conditions section:
 - Did you sign it in the presence of the notary?
- ☐ Identification section:
 - Did you present the required ID(s) to the notary?
 - Valid passport or U.S. issued birth certificate
 - Additional valid government-issued photo ID
- ☐ Notarial Acknowledgment:
 - Did the notary fill in all of the required fields?

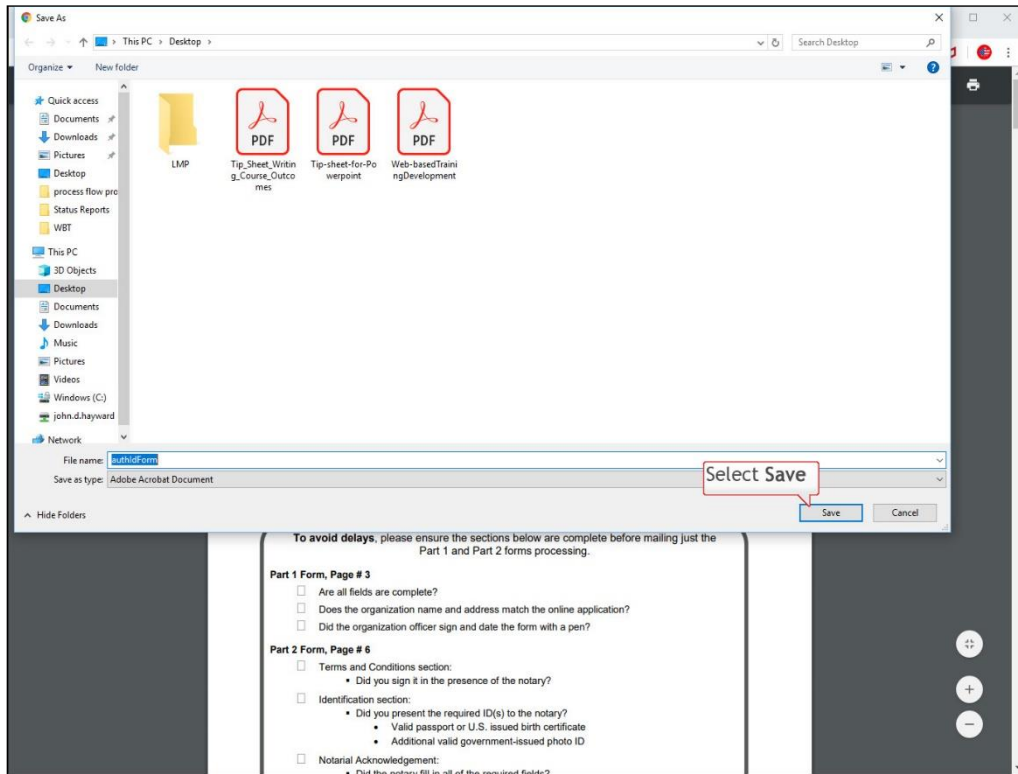
Select the download forms icon



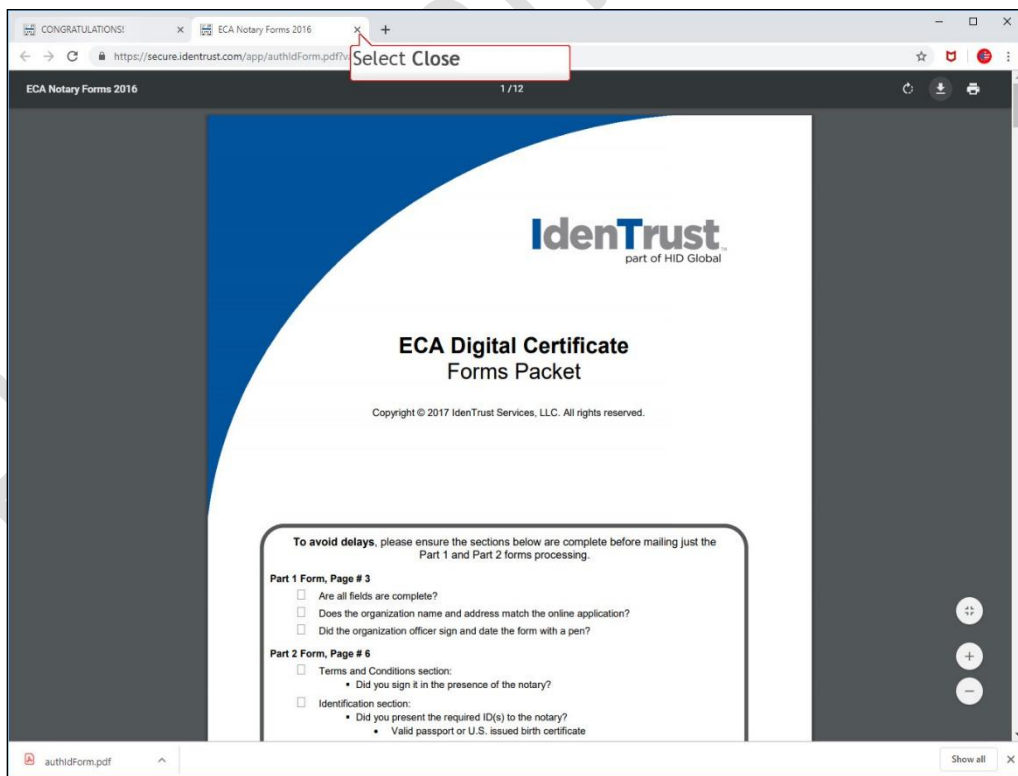
LMP TAV-C Portal End User Access Procedures



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LMP TAV-C Portal End User Access Procedures



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CONGRATULATIONS!

Select Close. Clicking the Finish button is not necessary.

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Application Step 5 of 5 Overview Organization Your Info Payment Forms

CONGRATULATIONS!
Your application has been completed and submitted to IdenTrust.

What's Next?

Verify Your E-mail Address:
Check your E-mail for a message with instructions to verify your E-mail address. Use these instructions and the Verification Code to complete the verification.
If you have not received your Verification Code from trustsource@identrust.com after a brief period, you may

- Check your bulk email folder for this email
- Verify that your spam filters allow you to receive emails from trustsource@identrust.com; this may require the assistance of your system administrator

IMPORTANT: Form Packet submittal and email verification must be completed within 30 days.

FINISH

Certificate
ECA Medium Assurance Certificate

Services
1 Year \$109.00
Total
Paid by Voucher

- Payment Options
- Compatibility
- FAQs
- What is a Digital Certificate?

Customer Support
• HelpDesk@identrust.com
• 866.882.1104 (within the US)
• 801.394.3474 (outside the US)
• Hours: M-F, 1am-5pm Mountain Time

☐ Chat with us

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authidForm.pdf Show all



LMP TAV-C Portal End User Access Procedures



Appendix B – TAV-C Portal User Role to Training Course Matrix

| Training Course ID | Training Course Title | Audience | FSR UAM Tech Name(s) |
|-----------------------|--|---|-----------------------------------|
| LMP_TAVC_EDU_109_WBT | TAV-C Portal - SSI Contractor Overview | All Portal SSI Contractors | N/A |
| LMP_TAVC_IMWM_316_WBT | TAV-C Portal - Cycle Count Leader | SSI Contractors - Cycle Count Leaders | QRF-IMWM00000071 |
| LMP_TAVC_IMWM_317_WBT | TAV-C Portal - Cycle Count Manager | SSI Contractors - Cycle Count Managers | QRF-IMWM00000070 |
| LMP_TAVC_IMWM_319_WBT | TAV-C Portal - Receiving Specialist | SSI Contractors - Receiving Specialists | QRF-IMWM00000072 |
| LMP_TAVC_IMWM_318_WBT | TAV-C Portal - Inventory Processor | SSI Contractors - Inventory Processors | QRF-IMWM00000069 |
| LMP_TAVC_DIST_323_WBT | TAV-C Portal - Delivery Processor | SSI Contractors - Delivery Processors | QRF-IMWM00000063 |
| LMP_TAVC_DIST_324_WBT | TAV-C Portal - Denial Processor | SSI Contractors - Denial Processors | QRF-IMWM00000065 |
| LMP_TAVC_DIST_325_WBT | TAV-C Portal - Cancellation Processor | SSI Contractors - Cancellation Processors | QRF-IMWM00000066 |
| LMP_TAVC_DIST_326_WBT | TAV-C Portal - Ship-in-Place Processor | SSI Contractors - Ship in Place Delivery Processors | QRF-IMWM00000067 |
| LMP_TAVC_IMWM_320_WBT | TAV-C Portal - Reports | SSI Contractors - Reporting | URF-ALL-00000004 |
| LMP_TAVC_DIST_204_WBT | TAV-C Portal - Vendor/Contractor Proof of Delivery | All Vendor/Contractors using Portal Proof of Delivery | QRF-DIST00000064 QRF-DIST00000069 |



LMP TAV-C Portal End User Access Procedures



Appendix C – SAMPLE DoD ECA Forms Packet



ECA-Digital-Certificate-Forms-Packet-2C

FINAL Staffing Draft



Appendix D – Acronym List

| Acronym | Name |
|---------|--------------------------------------|
| ACC | Army Contracting Command |
| AMC | Army Materiel Command |
| CA | Cyber Awareness |
| CAC | Common access card |
| COR | Contracting Officer's Representative |
| DoD | Department of Defense |
| ECA | External Certification Authority |
| FSR | Functional Security Roles |
| HQ | Headquarters |
| IA | Information Assurance |
| SAAR | System Authorization Access Request |
| TAV-C | Total Asset Visibility – Contractor |
| UAM | User Account Manager |

FINAL