

DSO

Joint Forms Online

User Guide^{v6}



UNCLASSIFIED

Defense Logistics Agency - Strategic Data Services

WELCOME TO JOINT FORMS ONLINE

▷ JFOL ◁

Our Navy Forms Online has been retired and the content is now available through Data Services Online. This guide will outline the steps to order forms on the DSO site. If you have any questions, please contact the Customer Support Center at: contact.docsvcs@dla.mil or 1-866-736-7010

Note: Data Services Online is no longer compatible with Internet Explorer. For best results please use Microsoft Edge, Mozilla Firefox, or Google Chrome.

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*****To our valued JFOL clients:**

We strongly encourage the use of the Government Purchase Card when placing orders under \$10,000 on JFOL items. The use of MIPRs and other funding documents is allowed, but can result in increased delivery timelines due to the additional processing. If you do choose to use a funding document please contact your local CRS for assistance. Please ensure that the funding document (282 or MIPR) is complete, correctly filled out, and there is funding available for your orders or they may be canceled.

All non-funded JFOL orders will be canceled or remain unprocessed until valid funding is attached. Funding can be added during the checkout process, if "not funded" is selected then your order will be delayed.

Estimated delivery dates and tracking information cannot be provided for international USPS shipments and can only be provided using FedEx/UPS. A physical address (not an FPO/APO address) is also required to ship via Fedex/UPS internationally. If your order is time-sensitive or requires tracking information then a physical address must be provided.

If assistance is required, please reference the complete CRS listing at the link below or contact the CSC at: contact.docsvcs@dla.mil

<https://www.dla.mil/HQ/InformationOperations/Document-Services/Contact/Locations/Locations-List/>

To Begin:

1. Go to the DSO main page at: <https://dso.dla.mil>
2. Click on the "Login" link in the upper right corner.

HOME DSO HELP HELP ENGLISH (UNITED STATES) LOGIN

DSO DATA SERVICES ONLINE

Search Product

SELECTED PRINT SHOP
CUSTOMER SUPPORT - NO PRINTING

DLA Strategic Data Services

UNCLASSIFIED SYSTEM: UPLOAD ONLY UNCLASSIFIED MATERIAL

A Message to Our Customers

The unprecedented events over the last year have caused a wide variety of changes to the way we all operate, but we continue our mission to support the warfighter. Please contact your local [Customer Relations Specialist \(CRS\)](#) if you have questions. They are available virtually to provide assistance with your critical printing needs. You can also contact our Customer Support Center for your questions or concerns. They can be reached at: **866-736-7010** or j67dcsc@dla.mil

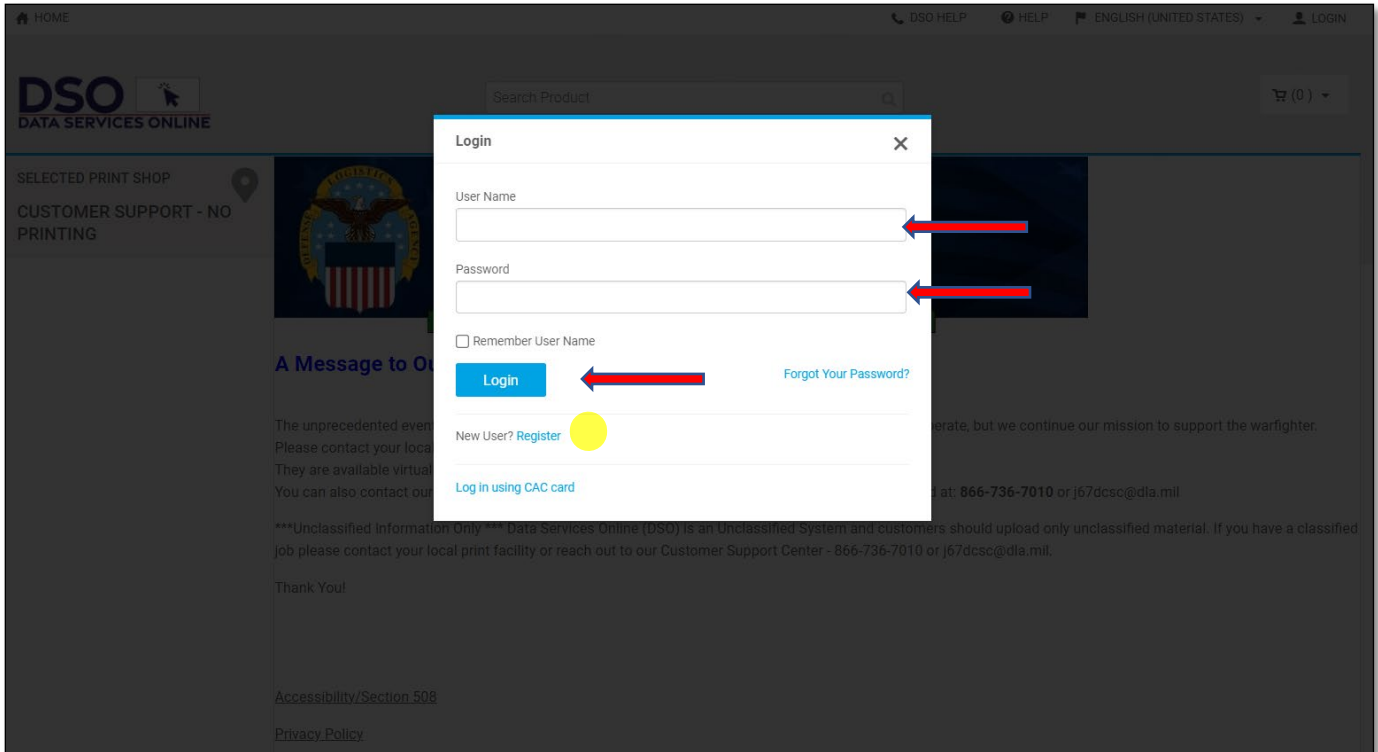
Unclassified Information Only Data Services Online (DSO) is an Unclassified System and customers should upload only unclassified material. If you have a classified job please contact your local print facility or reach out to our Customer Support Center - 866-736-7010 or j67dcsc@dla.mil.

Thank You!

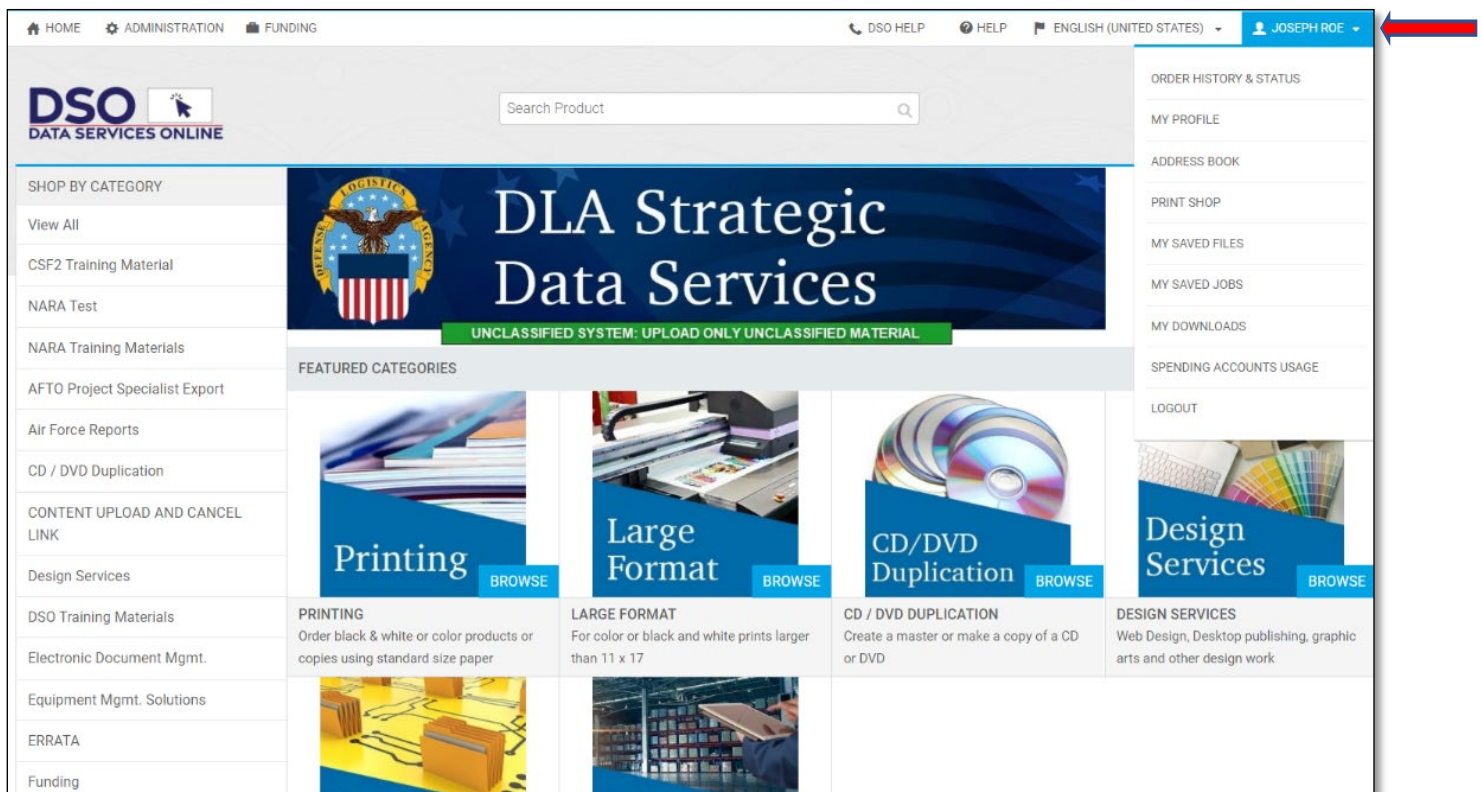
[Accessibility/Section 508](#)
[Privacy Policy](#)

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3. Enter your user name and password. And click the blue "Login" button.
To register for a new account click on "Register"



4. This will take you to the DSO Home page. Click on your name in the upper right-hand corner of the screen.



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5. Click on "Print Shop in the drop down list.

The screenshot shows the DSO Data Services Online homepage. At the top, there is a navigation bar with 'HOME', 'ADMINISTRATION', 'DSO HELP', 'HELP', 'ENGLISH (UNITED STATES)', and a user profile for 'JOSEPH ROE'. Below the navigation bar is a search bar labeled 'Search Product'. The main content area features a large banner for 'DLA Strategic Data Services' with a 'UNCLASSIFIED SYSTEM: UPLOAD ONLY UNCLASSIFIED MATERIAL' warning. To the left is a 'SHOP BY CATEGORY' list. Below the banner are 'FEATURED CATEGORIES' for 'Printing', 'Large Format', 'CD/DVD Duplication', and 'Design Services', each with a 'BROWSE' button. On the right side, there is a user menu with options: 'ORDER HISTORY & STATUS', 'MY PROFILE', 'ADDRESS BOOK', 'PRINT SHOP' (highlighted with a red arrow), 'MY SAVED FILES', 'MY SAVED JOBS', 'MY DOWNLOADS', 'SPENDING ACCOUNTS USAGE', and 'LOGOUT'.

6. Enter "OK - JFOL Warehouse" in the "Search By" field and click the blue search button.

The screenshot shows the 'Print Shop' page in the DSO Data Services Online application. The user menu on the left is expanded, with 'Print Shop' selected. The main content area displays the 'PRINT SHOP' header, a 'Sort By' dropdown set to 'Name' and 'Ascending', and a 'Search By' field containing 'ok - jfol warehouse'. A red arrow points to the blue search button next to the search field. Below the search field, there is a list of search results for 'OK - JFOL Warehouse' with details such as address (3420 D Avenue, Tinker AFB, OK 73145, 405 855-3039) and hours (Sun Closed, Mon-Thu 7:30 AM-3:30 PM, Fri 8:00 AM-3:30 PM, Sat Closed). A 'SELECTED PRINT SHOP' section shows 'VA - FORT BELVOIR' with a location pin icon. At the bottom, there are links for 'Find DSO Orders' and 'Register CAC Card'.

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7. Select the “OK - JFOL Warehouse” option by clicking on the “o” a dot should appear in it to show it has been selected.

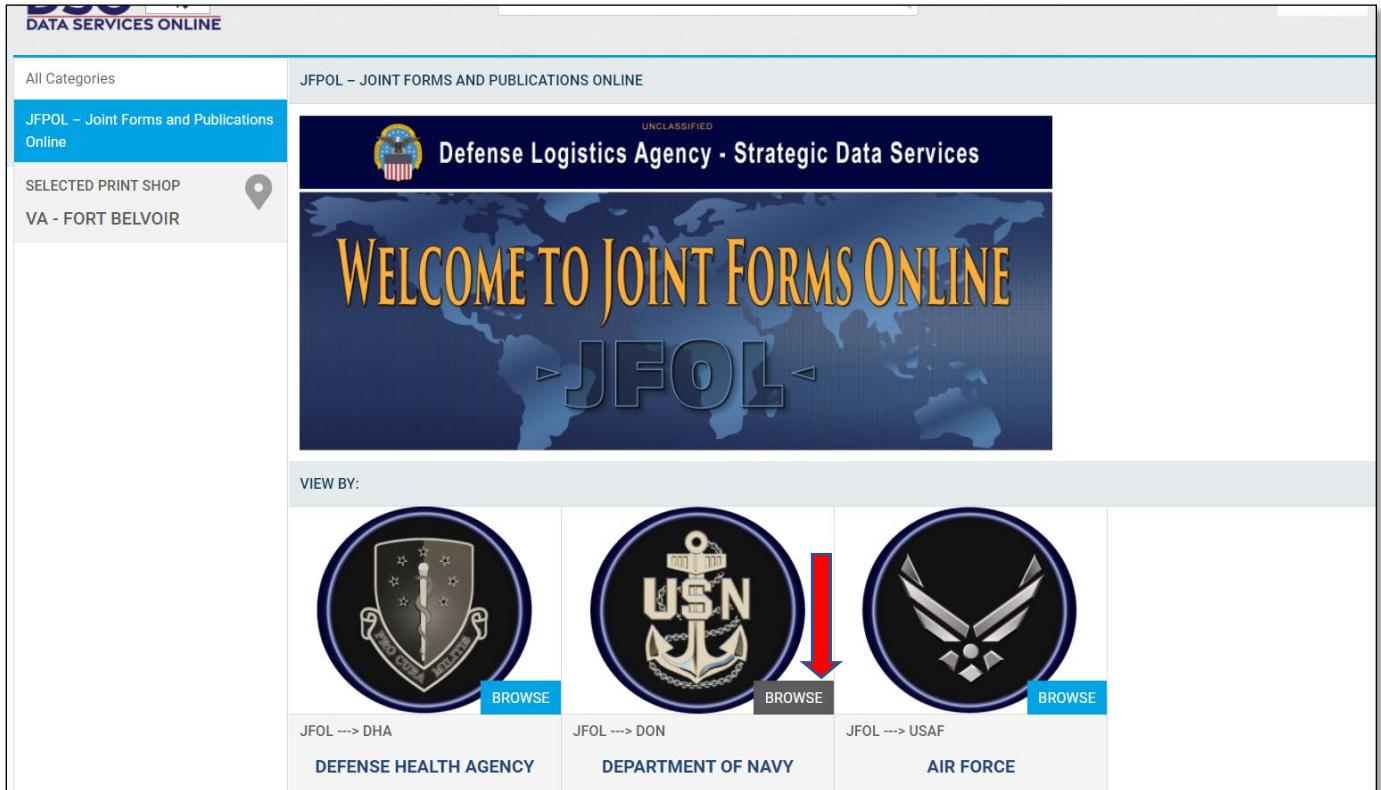
The screenshot shows the DSO (Data Services Online) interface. At the top, there are navigation links for HOME, ADMINISTRATION, and FUNDING, along with user information for JOSEPH ROE. The main header includes the DSO logo and a search bar. The left sidebar contains a menu with options like Order History & Status, My Profile, Address Book, Print Shop (highlighted), My Saved Files, My Saved Jobs, My Downloads, Spending Accounts Usage, and REGISTERED PRINT SHOP (OK - JFOL WAREHOUSE). The main content area is titled 'PRINT SHOP' and features a search bar with 'ok - jfol warehouse' entered. Below the search bar, the 'OK - JFOL Warehouse' option is selected, indicated by a radio button and a red arrow. The selected option displays the address: 3420 D Avenue, Tinker AFB, OK, 73145, 405 855-3039. To the right, the shop's hours are listed: Sun Closed, Mon-Thu 7:30 AM-3:30 PM, Fri 8:00 AM-3:30 PM, Sat Closed, and Current Print Shop Time: 10/12/2021 1:47:39 PM.

8. After making the selection, click on the “HOME” Button on the upper left side of the screen.
9. Select “JFPOL Joint Forms and Publications Online” from the list on the left side of the DSO Home page.

The screenshot shows the DSO Home page. The top navigation bar includes the DSO logo, a search bar, and a shopping cart icon. The left sidebar lists various categories under 'SHOP BY CATEGORY', including View All, CSF2 Training Material, NARA Test, NARA Training Materials, AFTO Project Specialist Export, Air Force Reports, CD / DVD Duplication, CONTENT UPLOAD AND CANCEL LINK, Design Services, DSO Training Materials, Electronic Document Mgmt., Equipment Mgmt. Solutions, ERRATA, and Funding. The main content area features a large banner for 'DLA Strategic Data Services' with the text 'UNCLASSIFIED SYSTEM: UPLOAD ONLY UNCLASSIFIED MATERIAL'. Below the banner, there are four featured categories: Printing, Large Format, CD/DVD Duplication, and Design Services, each with a 'BROWSE' button. At the bottom, there are two more featured categories: Electronic Management Solutions and Equipment Management Solutions, also with 'BROWSE' buttons. A red arrow points to the 'JFPOL - Joint Forms and Publications Online' link in the left sidebar.

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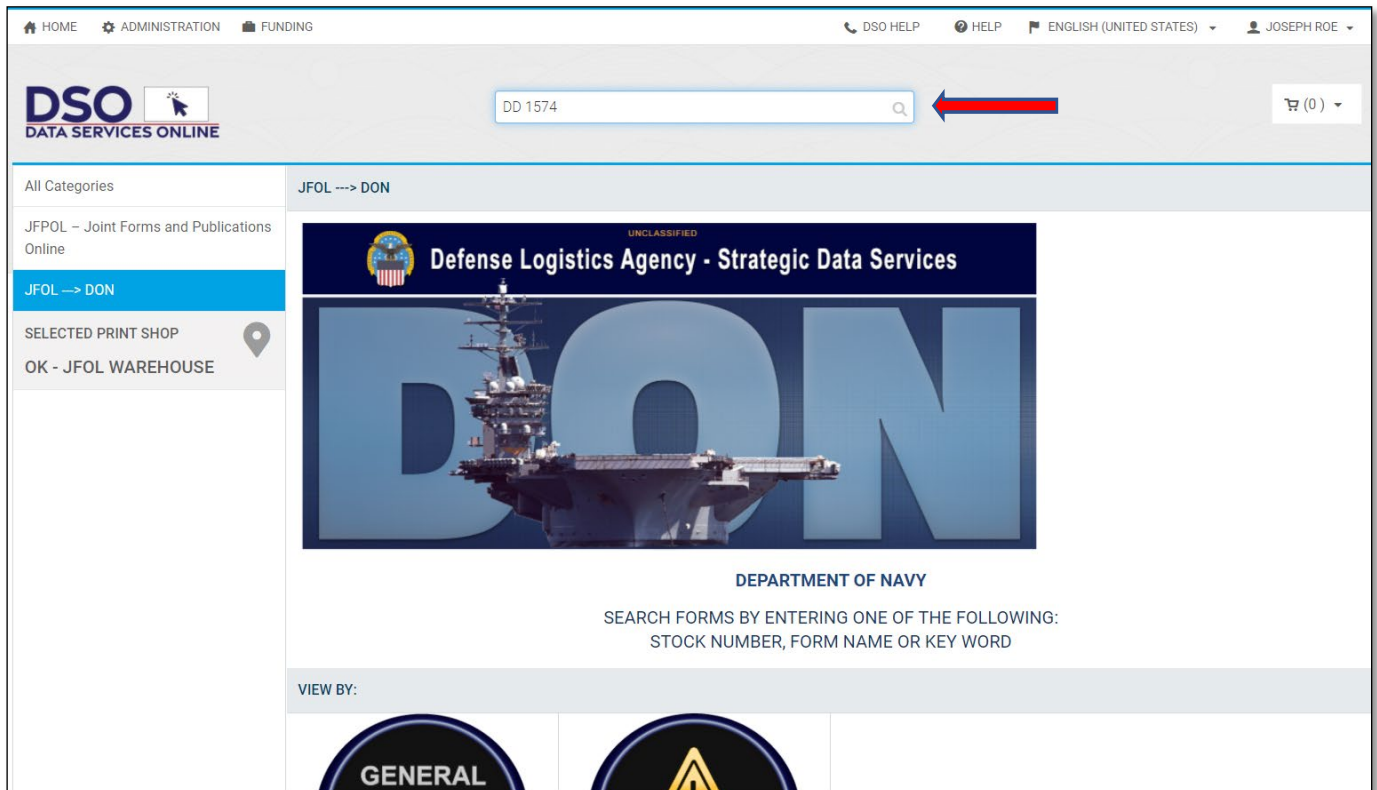
10. Click on "Browse" under the "Department of the Navy" Icon.



The screenshot shows the JFOL homepage. At the top, it says "DATA SERVICES ONLINE" and "JFOL - JOINT FORMS AND PUBLICATIONS ONLINE". Below this is a banner for "Defense Logistics Agency - Strategic Data Services" with the text "WELCOME TO JOINT FORMS ONLINE" and "JFOL". Underneath the banner, there are three circular icons representing different departments: "DEFENSE HEALTH AGENCY", "DEPARTMENT OF NAVY", and "AIR FORCE". Each icon has a "BROWSE" button below it. A red arrow points to the "BROWSE" button under the "DEPARTMENT OF NAVY" icon.

11. You can search by form number, NSN or title keyword. Enter them in the search field and hit the "enter" key.

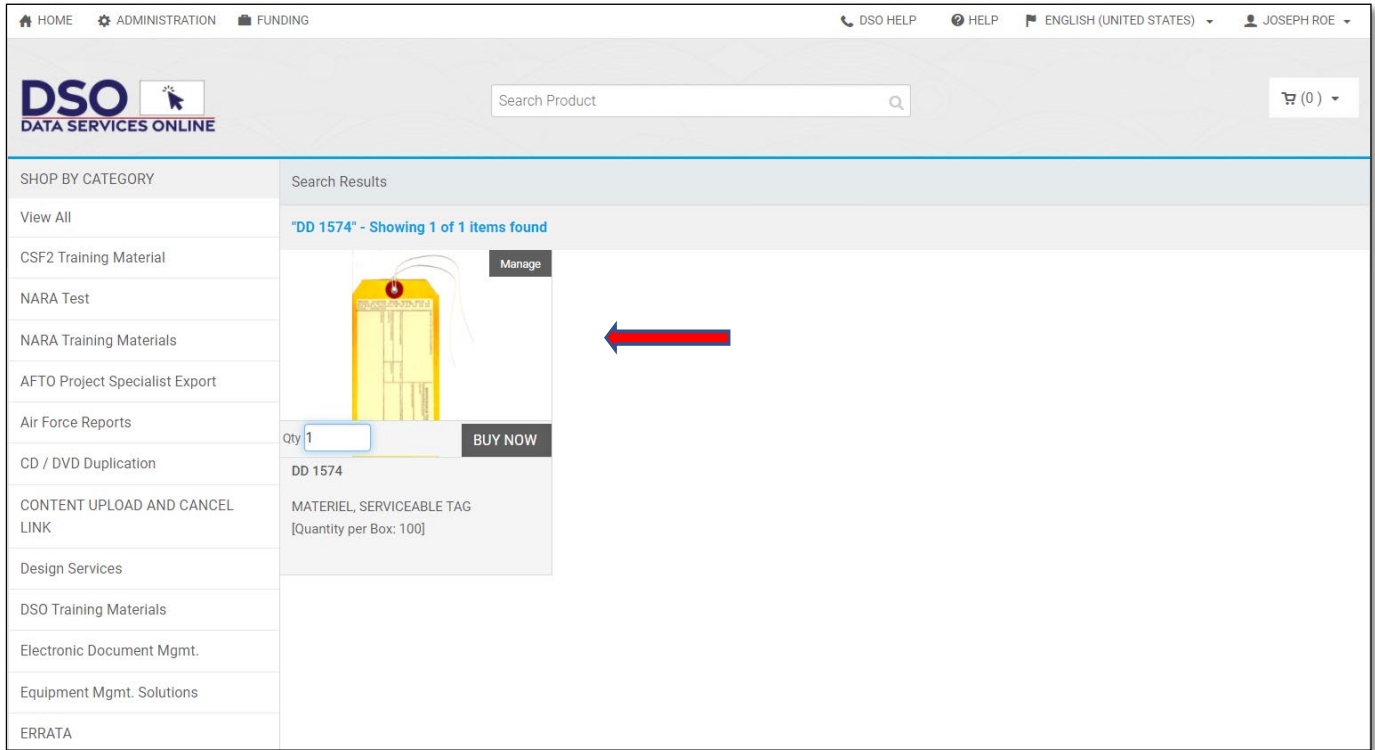
Examples: (NAVMC 10241, 0109LF0632800, BAGGAGE IDENTIFICATION CHECK)



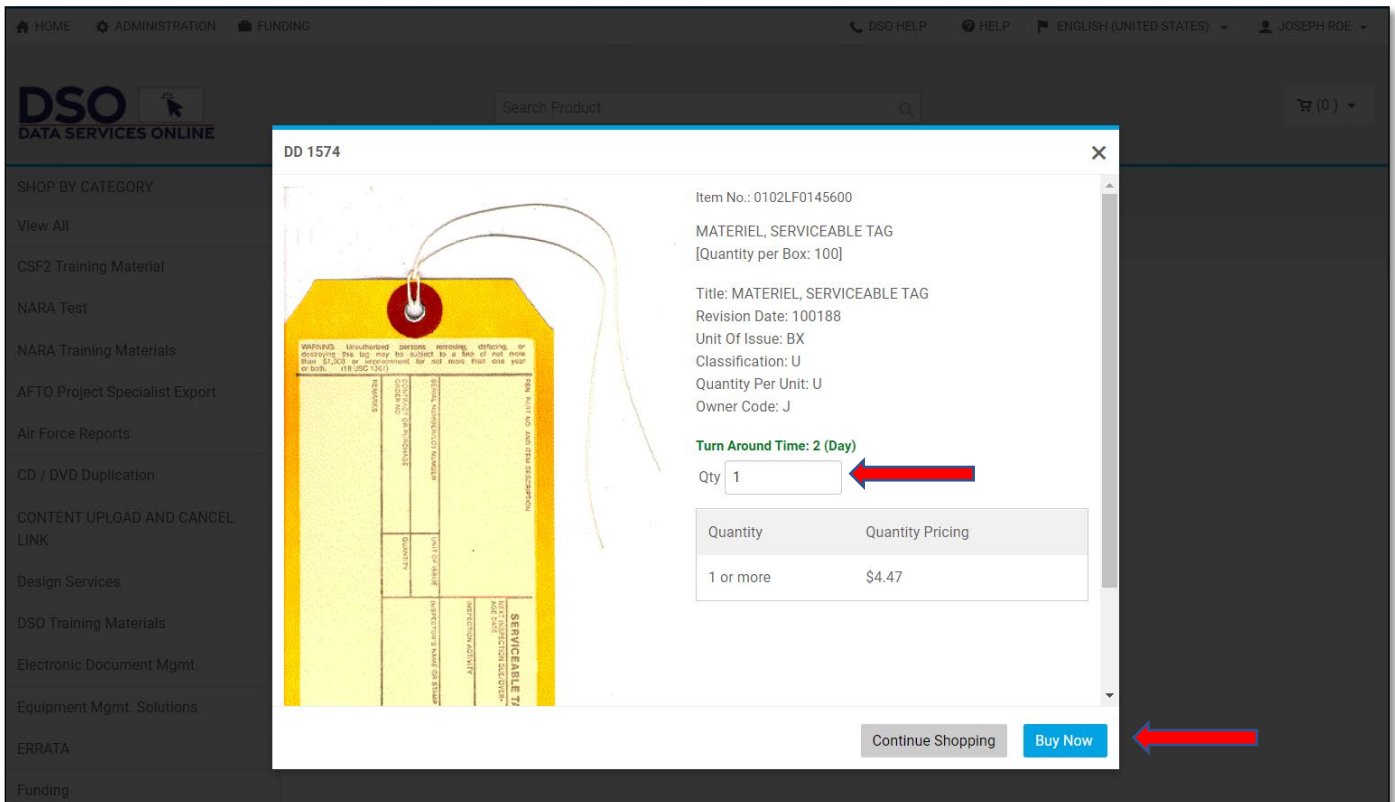
The screenshot shows the JFOL search page. At the top, there are navigation links: "HOME", "ADMINISTRATION", "FUNDING", "DSO HELP", "HELP", "ENGLISH (UNITED STATES)", and "JOSEPH ROE". Below these is a search bar with "DD 1574" entered. A red arrow points to the search bar. To the right of the search bar is a shopping cart icon with "(0)". Below the search bar, the page shows "JFOL -> DON" and a banner for "Defense Logistics Agency - Strategic Data Services" with the text "SEARCH FORMS BY ENTERING ONE OF THE FOLLOWING: STOCK NUMBER, FORM NAME OR KEY WORD". Below the banner, there are two circular icons representing different categories: "GENERAL" and another icon with a yellow triangle.

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12. The results will appear. If you click on the photo, more details regarding the form will appear.




13. The detailed field will list both the unit of issue, quantity per unit, and cost per unit. Please select the number of units you wish to purchase and click "Buy Now".



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14. You will be taken to your shopping cart. You can click the “Continue Shopping” button to return to the previous screen and add more items, adjust quantities, or proceed to check out.

The screenshot shows the DSO shopping cart interface. At the top left is the DSO logo and a search bar. A shopping cart icon in the top right shows 1 item. The main area is titled 'CART' and contains a table of items. The table has columns for 'Products', 'Quantity', 'Unit Price', and 'Total'. One item is listed: '0102LF0145600 [110]' with a quantity of 1, a unit price of \$4.470000, and a total of \$4.47. Below the item are 'Save for later' and 'Remove' buttons. To the right of the table is a summary section with 'Selected Print Shop' set to 'OK - JFOL Warehouse', an '*Estimated Subtotal' of \$4.47, and a 'Total' of \$4.47. Below the summary is a note: 'Proceed to checkout to view final order total, including taxes, fees, shipping.' At the bottom of the cart area are three buttons: 'CONTINUE SHOPPING', 'CLEAR CART', and 'PROCEED TO CHECKOUT'. The footer contains copyright information and a link to 'Terms & Conditions'.

Products	Quantity	Unit Price	Total
 0102LF0145600 [110] Item Name: DD 1574	1	\$4.470000	\$4.47

*Estimated Subtotal: \$4.47
Total: \$4.47

Proceed to checkout to view final order total, including taxes, fees, shipping.

Buttons: CONTINUE SHOPPING, CLEAR CART, PROCEED TO CHECKOUT

15. Click on the due date and accept the default date provided by clicking the blue “Save” button.
DO NOT Change the default date that is provided.

This screenshot shows the same shopping cart page as above, but with a 'Due Date' modal window open. The modal has a title 'Choose a Requested Due Date & Time' and a calendar for 'OCTOBER 2021'. The date '18' is selected. Below the calendar, the 'Time' is set to '07:30AM'. At the bottom of the modal are 'Cancel' and 'Save' buttons. A red arrow points from the 'Save' button back to the 'Due Date' field in the cart. The rest of the cart page remains the same as in the previous screenshot.

Due Date: Choose a Requested Due Date & Time

Rush fee may be applied to job

OCTOBER 2021

MON TUE WED THU FRI SAT SUN

27 28 29 30 01 02 03

04 05 06 07 08 09 10

11 12 13 14 15 16 17

18 19 20 21 22 23 24

25 26 27 28 29 30 31

Time: 07:30AM

(GMT-06:00) Central Time (US & Canada)

Buttons: Cancel, Save

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16. Click the blue "PROCEED TO CHECKOUT" button.

HOME ADMINISTRATION FUNDING DSO HELP HELP ENGLISH (UNITED STATES) JOSEPH ROE

DSO DATA SERVICES ONLINE Search Product (1)

CART

Due Date: MON October 18 2021 07:30 Selected Print Shop: OK - JFOL Warehouse

Products	Quantity	Unit Price	Total
 0102LF0145600 [110] Item Name: DD 1574	1	\$4.470000	\$4.47

*Estimated Subtotal: \$4.47
Total: \$4.47

Proceed to checkout to view final order total, including taxes, fees, shipping.

CONTINUE SHOPPING CLEAR CART **PROCEED TO CHECKOUT**

17. Fill out the shipping address information.

*****NOTE: Estimated delivery dates and tracking information cannot be provided for international USPS shipments and can only be provided using FedEx/UPS. A physical address (not an FPO/APO address) is also required to ship via Fedex/UPS internationally. If your order is time-sensitive or requires tracking information then a physical address must be provided.**

1 Shipping 2 Payment 3 Finish

Select a shipping address & shipping options

****Your order contains estimated amounts based on selections, special instructions and other variables ; final quote can be obtained from your CRS. If you require delivery in less than 3 days please contact your CRS or print shop directly. Final charges will be calculated upon completion of your order. If paying by Credit Card, the initial authorization may not reflect the final total. You will only be charged for the final amount

SHIPMENT 1
Please select a shipment type.
USPS

ADDRESS
[Add from Address Book](#)

* First Name: Joseph

* Last Name: Roe

* Address Line 1: J6 DLA Information Operations

Address Line 2: J63E HQ DLA Document Services

Address Line 3: Customer Supprt Center

* City:

Products
0102LF0145600 [110]
Item Name: DD 1574

Qty	Unit Price	Total
1	\$4.470000	\$4.47

*Estimated Subtotal: \$4.47
*Estimated Shipping: \$0.00
Total: \$4.47

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18. Click the blue "Save" button.

New Cumberland

Country:
United States

* State/Province/Region:
PA - Pennsylvania

* Zip/Postal Code:
17070

Phone Number 1:

* Agency:
Department of Defense

Email:
joseph.roe@dla.mil

Delivery Instructions

Save to My Address Book

Save **Cancel**

You must click save to proceed with checkout.

Add Another Recipient

19. Confirm your address information is correct. If it is incorrect, click the back button to edit.

Once verified correct, click the blue "PROCEED TO PAYMENT" button.

*****Reference page 2 of this guide for assistance with funding.**

1 Shipping 2 Payment 3 Finish

Select a shipping address & shipping options

****Your order contains estimated amounts based on selections, special instructions and other variables ; final quote can be obtained from your CRS. If you require delivery in less than 3 days please contact your CRS or print shop directly. Final charges will be calculated upon completion of your order. If paying by Credit Card, the initial authorization may not reflect the final total. You will only be charged for the final amount

SHIPMENT 1
USPS

ADDRESS
[Edit Address](#)
Joseph Roe
J6 DLA Information Operations
J63E HQ DLA Document Services
Customer Supprt Center New Cumberland
United States
PA - Pennsylvania - 17070
Department of Defense
joseph.roe@dla.mil

Add Another Recipient

Products		
0102LF0145600 [110]		
Item Name: DD 1574		
Qty	Unit Price	Total
1	\$4.470000	\$4.47
*Estimated Subtotal:		\$4.47
*Estimated Shipping:		\$0.00
Total:		\$4.47

CONTINUE SHOPPING **PROCEED TO PAYMENT**

Joint Forms Online User Guide

@
#

***Reference page 2 of this guide for assistance with funding.

Shipping 2 Payment 3 Finish

How would you like to pay?

1 ****Your order contains estimated amounts based on selections, special instructions and other variables ; final quote can be obtained from your CRS. If you require delivery in less than 3 days please contact your CRS or print shop directly. Final charges will be calculated upon completion of your order. If paying by Credit Card, the initial authorization may not reflect the final total. You will only be charged for the final amount

PAYMENT METHOD
Please select a payment type.

Add funding

ADD FUNDING

Thank You!
Please continue to provide funding details

Products		
0102LF0145600 [110]		
Item Name: DD 1574		
Qty	Unit Price	Total
1	\$4.470000	\$4.47
*Estimated Subtotal:		\$4.47
*Estimated Shipping:		\$0.00
Total:		\$4.47

← CONTINUE SHOPPING → ADD FUNDING DETAILS →

o # # @
pa #ko

***Reference page 2 of this guide for assistance with funding.

HOME ADMINISTRATION FUNDING DSO HELP HELP ENGLISH (UNITED STATES) JOSEPH ROE

DSO DATA SERVICES ONLINE Search Product (1)

How would you like to pay?

Choose Payment Option *

Please Select

- Please Select
- Not Funded Yet
- Open Funding
- Credit Card
- Line of Accounting
- Pre-Paid Check

PROCEED TO CHECKOUT →

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22. Fill out the fields and click "PROCEED TO CHECKOUT".

Shipping 2 Payment 3 Finish

How would you like to pay?

Choose Payment Option *
Credit Card

Add New Credit Card Use Existing Credit Card

Agency *
DOD

Funding Name *
Joe_CC

Credit Card # *
444522299990007

Card Holder First Name *
JOE

Card Holder Address *
1 1st St.

City *
New Cumberland

Card Holder Email *
Joseph.roe@dla.mil

Upload Authorization Form File
Choose File No file chosen

Credit Card Type *
VISA

Expiration Date (MM/YY) *
10/24

Card Holder Last Name *
ROE

State *
Pennsylvania

Zip *
17070

Card Holder Phone *
1234567890

Save as Template

← CONTINUE SHOPPING PROCEED TO CHECKOUT →

23. Your order will then be placed. You will receive an order number and summary of your purchase. Please keep the order number, as it can be used to track your order through the system.

DATA SERVICES ONLINE

Shipping 2 Payment 3 Finish

Order Confirmation

Thank you for your order!

If you chose store pickup, please bring a copy of this order confirmation when you come to pick up your order.

Order # 767409	Status: User approved	Order Date: 10/12/2021 2:07:02 PM CDT
	As of 10/12/2021 2:07:02 PM CDT	Due Date: 10/18/2021 7:30:00 AM CDT

Order placed by:
Joseph Roe

Print Shop
OK - JFOL Warehouse

Hours Of Operation

Sun : Closed
Mon-Thu : 7:30 AM-3:30 PM
Fri : 8:00 AM-3:30 PM
Sat : Closed

SHIPMENT 1
USPS

Products

0102LF0145600 [110]
Item Name: DD 1574

Qty	Unit Price	Total
1	\$4.470000	\$4.47

Payment Method:
Add funding

Subtotal	\$4.47
Shipping	\$0.00
Total	\$4.47

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24. To Print an Estimate:

Log in to DSO and scroll to your name in the top right and select "Order History" from the drop-down. Locate the correct DSO order # and print accordingly.

25. To Print a Receipt:

This can only be done 24 hours after your payment has processed. From the DSO Homepage select "Funding" in the upper left corner. Next, select "Funding Reports" and click search. Click the "Order ID" circle and type in the DSO # and select "search". Click on the entry found and select "Print SO Receipt" on the receipt that populates.

If you have any questions, please contact the Customer Support Center at: contact.docsvcs@dla.mil or 1-866-736-7010