Changing Passwords in Web TPAX

Introduction	This guide provides the procedures for changing your passwords in Web TPAX.
Before you begin	If you are a first-time user, please review the <u>First Time Web TPAX User</u> guide before proceeding.

Procedures See below.

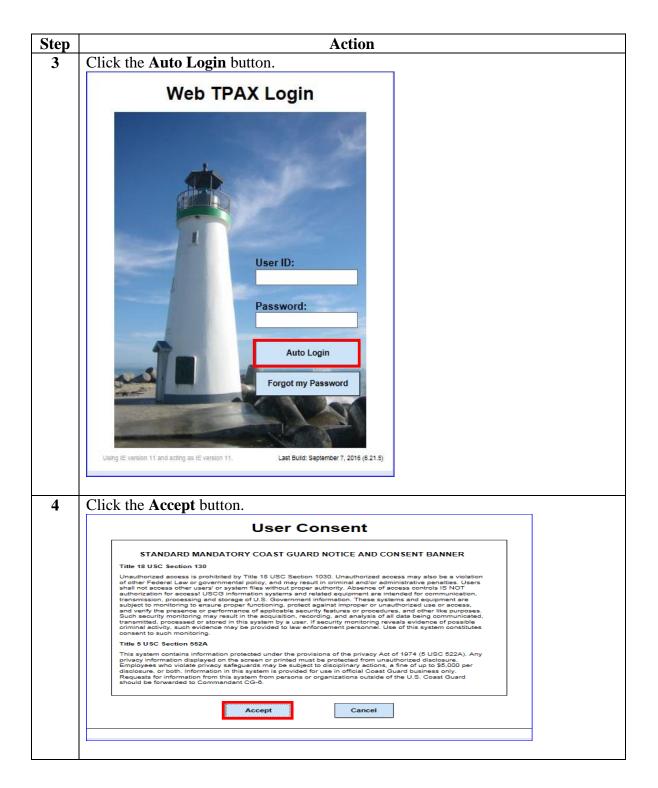
Step	Action		
1	Click the Web TPAX link to begin. https://webtpax.osc.uscg.mil/		
2	If you've already paired your CAC with Web TPAX, select the Certificate that includes the newest Non-Email DOD-CA, then click OK .		
	Windows Security		
	Select a Certificate		
	Signature - BEAR.COASTIE Issuer: DOD EMAIL CA-42 Valid From: 7/13/2016 to 7/13/2019 <u>Click here to view certificate prope</u>		
	ID - BEAR.COASTIE Issuer: DOD ID CA-42 Valid From: 7/13/2016 to 7/13/2019		
	OK Cancel		

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Changing Passwords in Web TPAX, Continued

Procedures,

continued



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Changing Passwords in Web TPAX, Continued

Procedures,

continued

Step	Action
5	Click Tools.
	BEAR, COASTIE T-PAX Inbox View: Traveler
	[Reservations] [Regulations] [Currency]
	Profile and History » Create New » Tools » Help » Logout
	TONO Type of Request Start Date End Date Category Created By Auth. Official Status Status Date Origin Arrive At Request ID Amount
	Release for Approval Print View / Modify Delete Help
	Retrieve
6	Click Passwords.
U	
	BEAR, COASTIE T-PAX Inbox
	[Reservations] [Regulations]
	Profile and History » Create New » Tools » Help »
	Passwords
	TONO Type of Request Star Rates Auth. Official
	DTOD Lookup

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Changing Passwords in Web TPAX, Continued

Procedures,

continued

Step	Action
7	This box will appear where the user can change their initial or secondary passwords for Web TPAX. Notice the Current Passwords are not required to change them. Passwords must contain: • Exactly 9 characters • One Uppercase letter • One Lowercase letter • One Number • NO Special Characters (#@!*)
	Enter the Login/Secondary Password, then Re-enter the password, then click Update Password .
	BEAR, COASTIE Change Passwords
	Change Login Password Change Secondary Password Current Login Password Current secondary password New Login Password New secondary password Re-enter Login Password Re-enter secondary password Image: Re-enter Login Password Re-enter secondary password Image: Re-enter Login Password Re-enter secondary password
8	Update Password Cancel Help Once updated, this will appear. Click OK. System Notification
	Your password(s) have been changed.