Designating/Removing a Full Signature Proxy in Web TPAX

Introduction

This guide provides the procedures for designating/removing a full signature proxy in Web TPAX.

Rules for Full Signature Proxy

A full signature proxy:

- May submit a Travel Authorization/Settlement to an Authorizing Official (AO).
- May **NOT** serve as both Proxy and AO.
- Must be designated by the member.
- Once set, member does not need to log into TPAX.
- The **member** is ultimately responsible.

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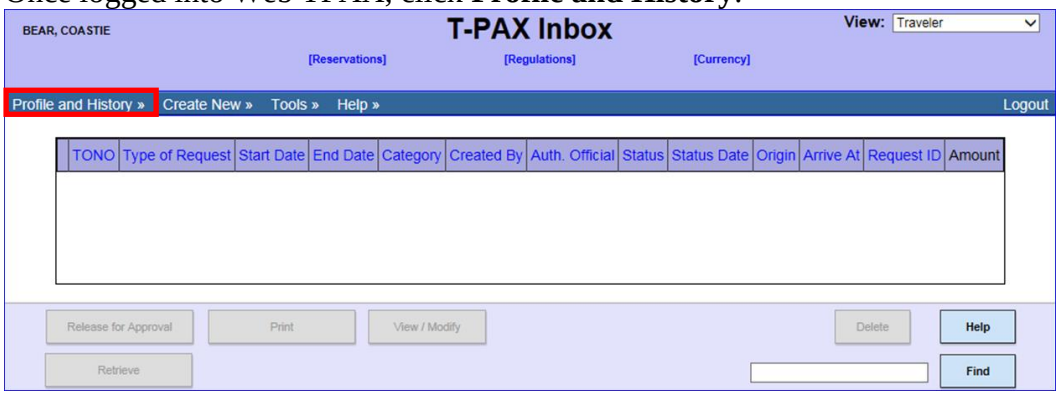
Designating a Full Signature Proxy

Introduction This guide provides the procedures for designating a full signature proxy in Web TPAX.

Procedures See below.

Step	Action
1	Once logged into Web TPAX, click **Profile and History**. 
2	Click the **Profile** option.

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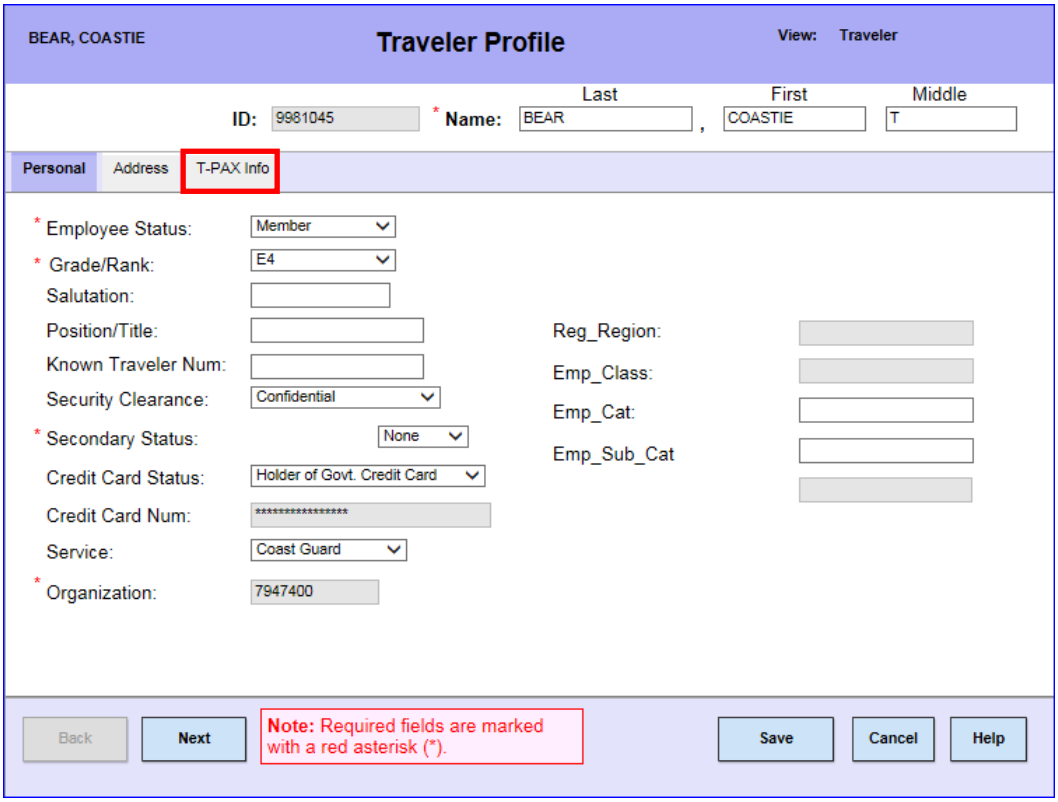
Designating a Full Signature Proxy, Continued

Procedures,
continued

Step	Action
3	Click the **T-PAX Info** tab. 

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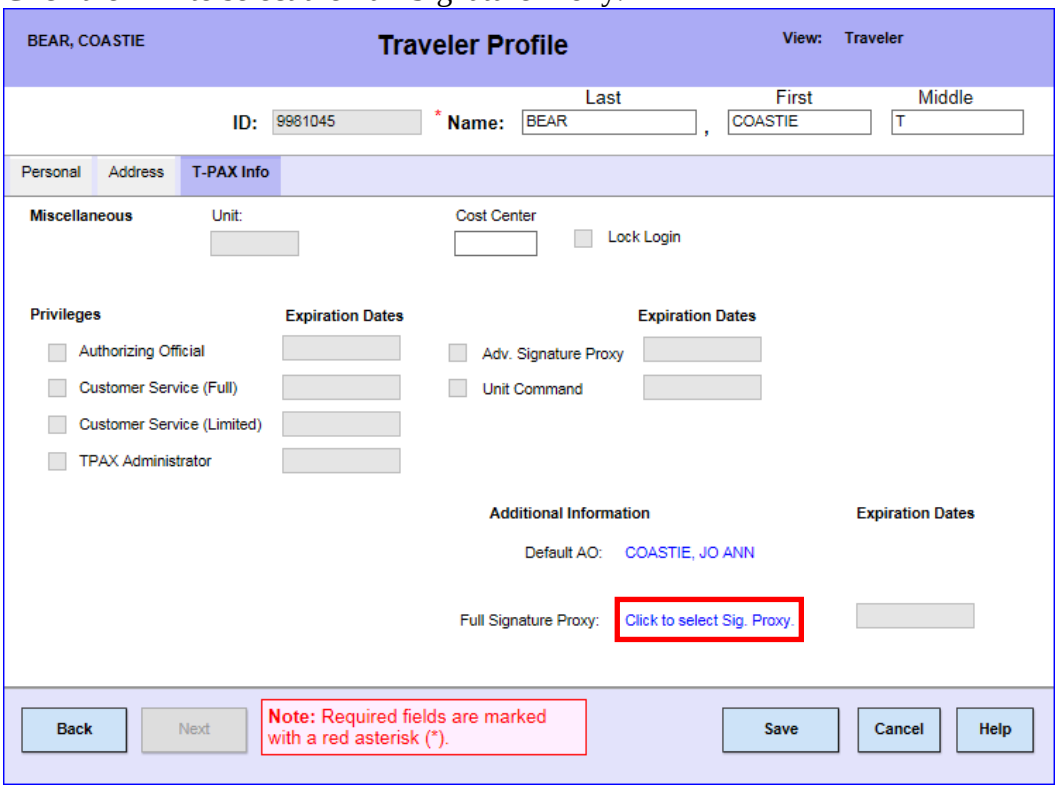
Designating a Full Signature Proxy, Continued

Procedures,
continued

Step	Action
4	Click the **link** to select the Full Signature Proxy. 

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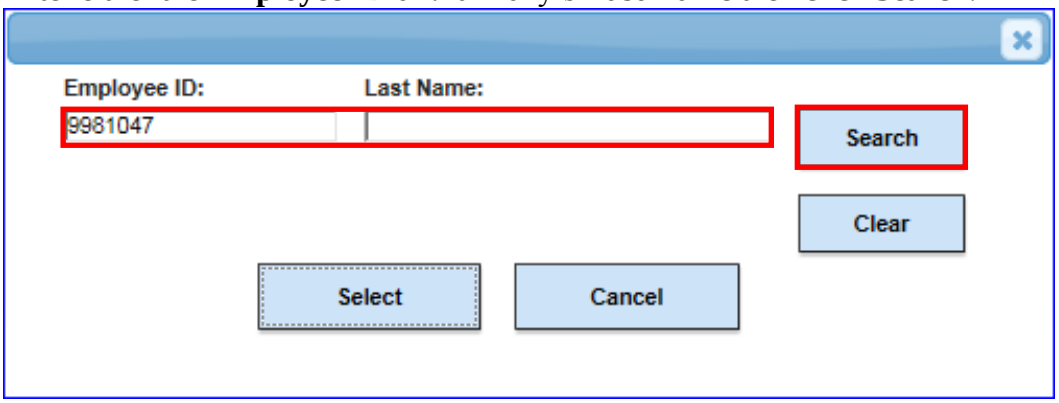
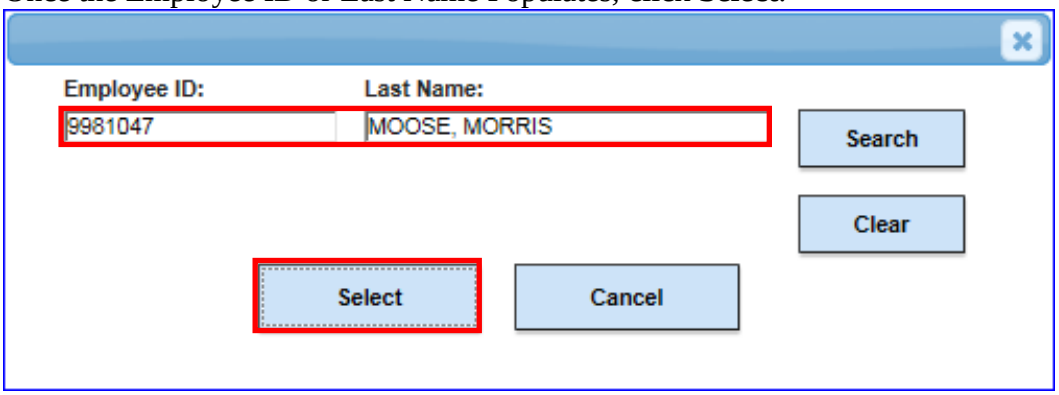
Designating a Full Signature Proxy, Continued

Procedures, continued

Step	Action
5	Enter either the **Employee ID** or the Proxy's **Last Name** then click **Search**.  Once the Employee ID or Last Name Populates, click **Select**. 

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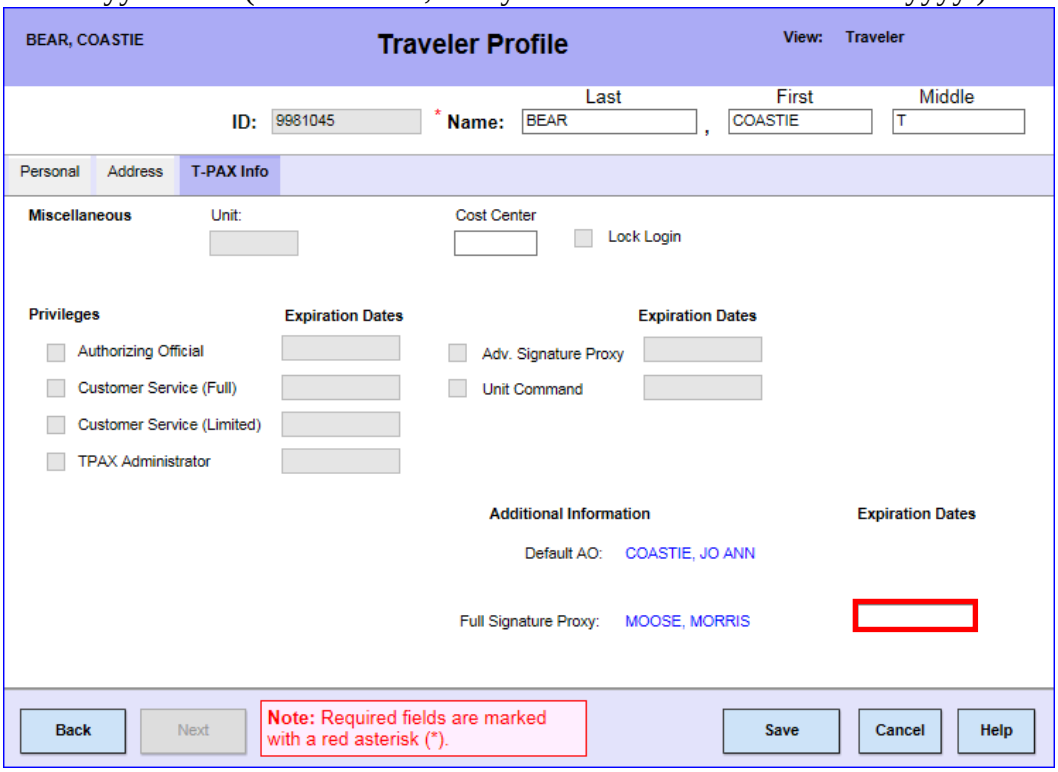
Designating a Full Signature Proxy, Continued

Procedures,
continued

Step	Action
6	The selected Full Signature Proxy will display. Enter an **Expiration Date** in mm/dd/yy format. (Once entered, the system will convert it to mm/dd/yyyy.)



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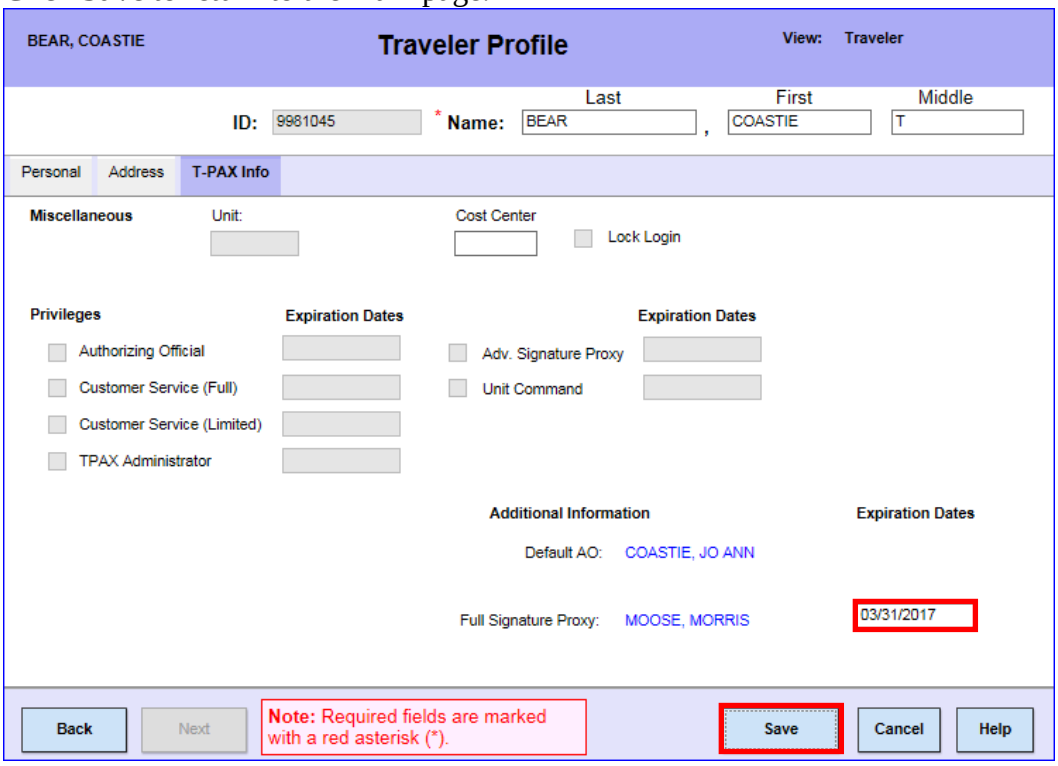
Designating a Full Signature Proxy, Continued

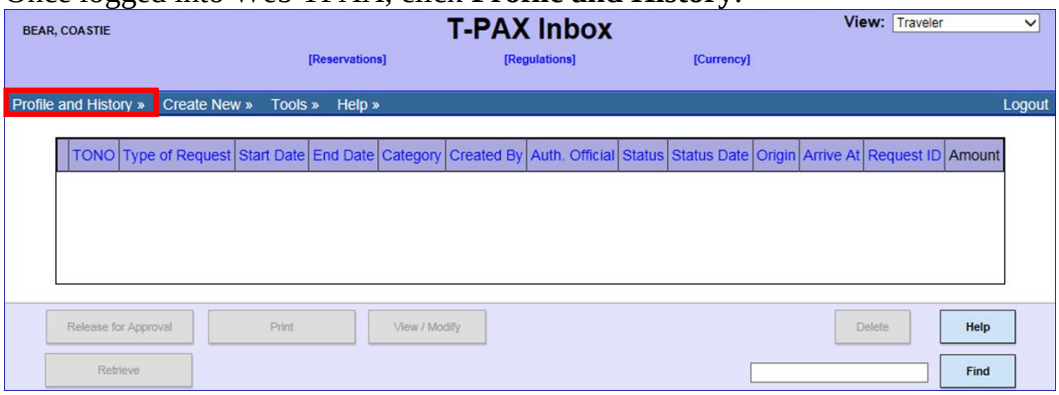
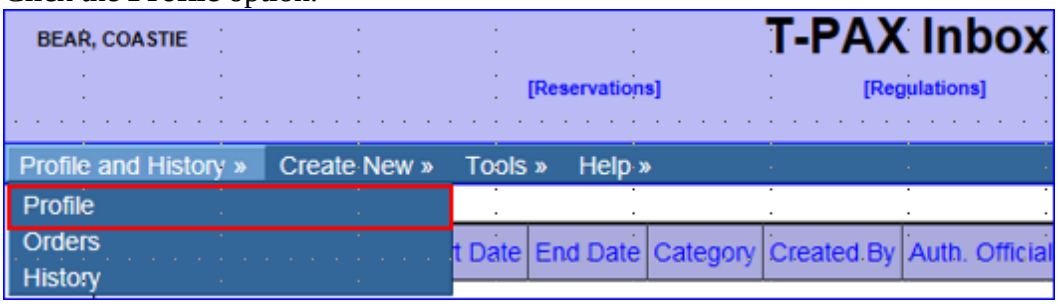
Procedures,
continued

Step	Action
7	Click **Save** to return to the main page.  **Note:** The Expiration Date can be changed at any time. Simply edit the **Expiration Date** field and click **Save**.

Removing a Full Signature Proxy

Introduction This guide provides the procedures for removing a full signature proxy in Web TPAX.

Procedures See below.

Step	Action
1	Once logged into Web TPAX, click **Profile and History**. 
2	Click the **Profile** option. 

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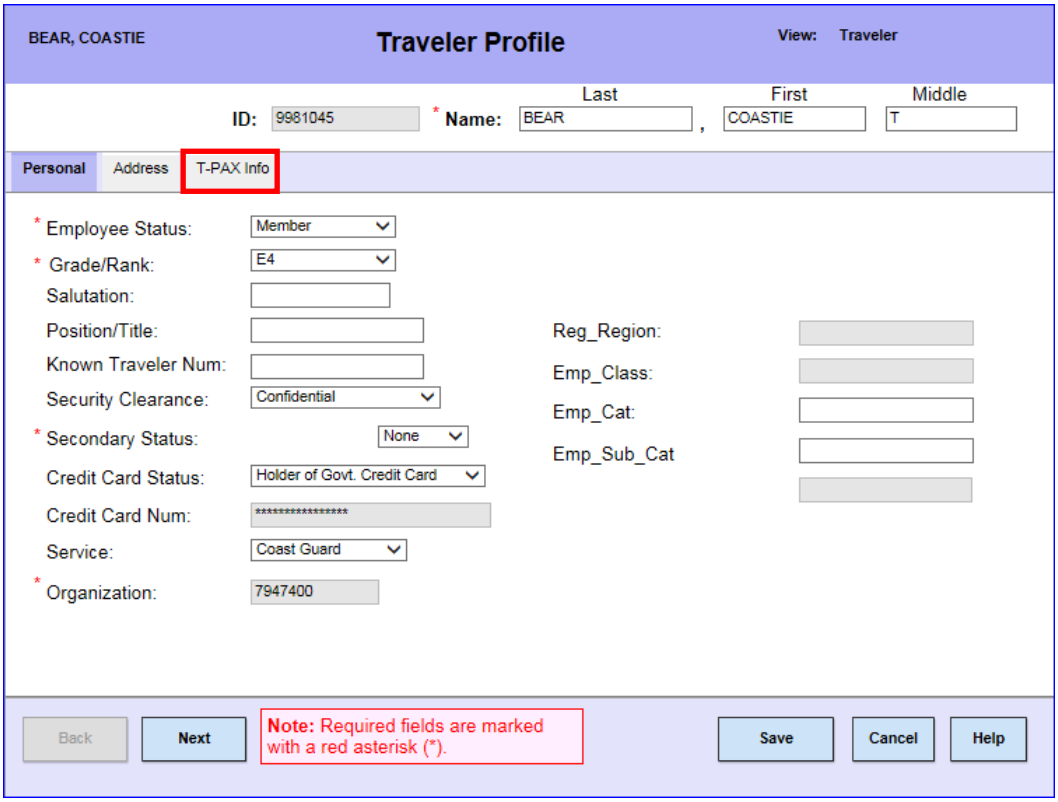
Removing a Full Signature Proxy, Continued

Procedures,
continued

Step	Action
3	Click the **T-PAX Info** tab. 

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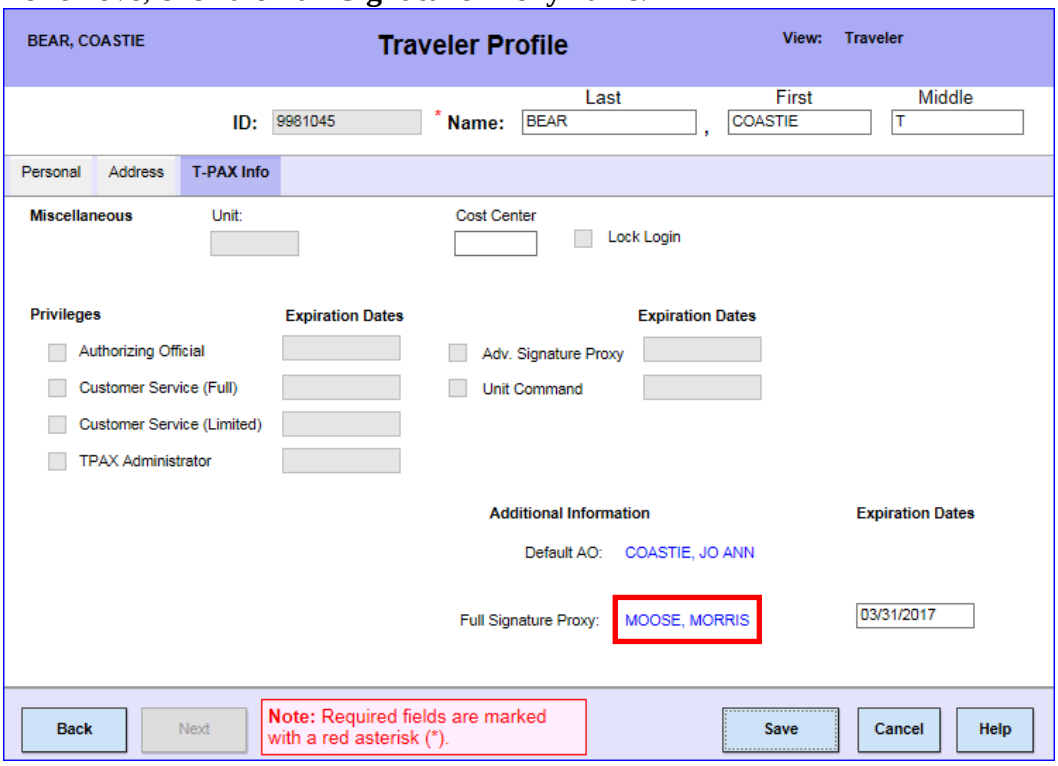
Removing a Full Signature Proxy, Continued

Procedures,
continued

Step	Action
4	To remove, click the **Full Signature Proxy** name. 

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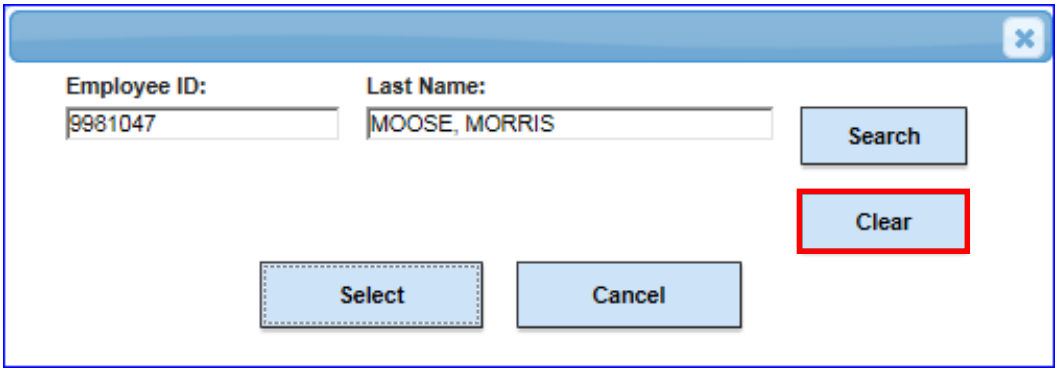
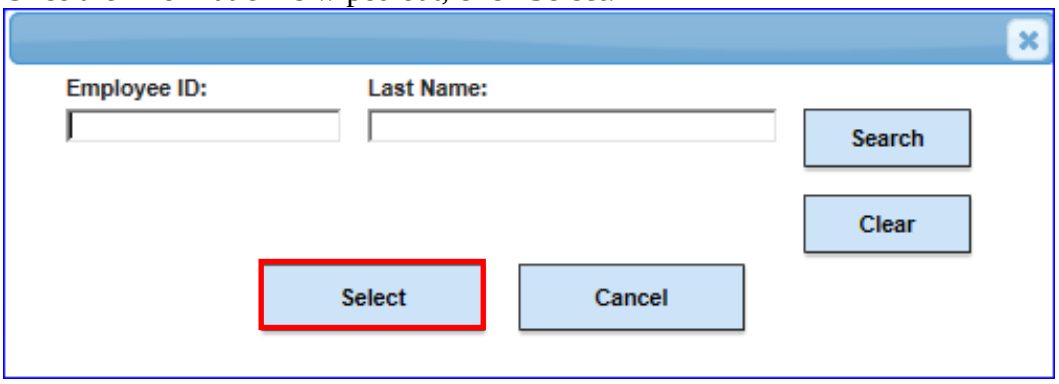
Removing a Full Signature Proxy, Continued

Procedures,
continued

Step	Action
5	Click **Clear**.  Once the information is wiped out, click **Select**. 

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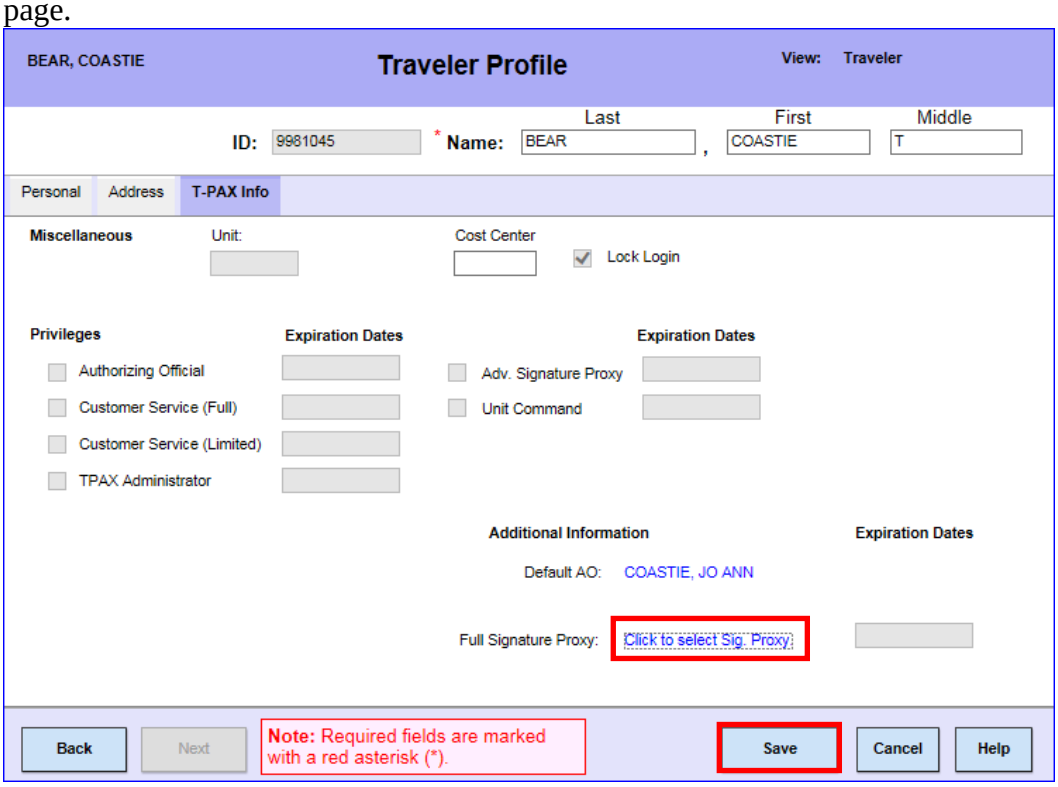
Removing a Full Signature Proxy, Continued

Procedures,
continued

Step	Action
6	The Full Signature Proxy has been removed. Click **Save** to return to the main page.