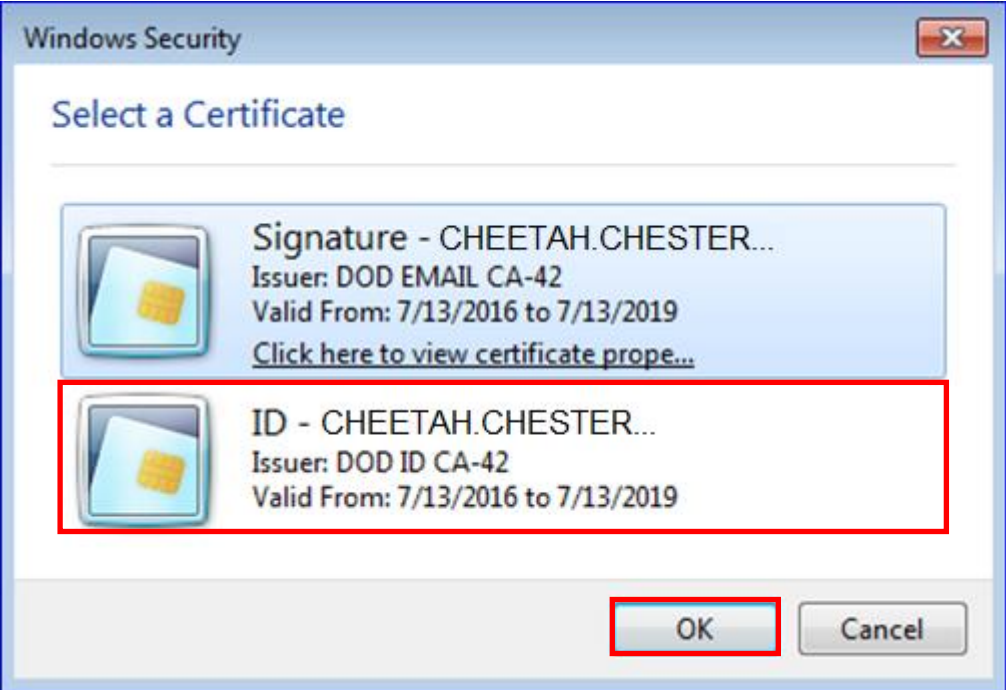


First Time Web TPAX User

Introduction This guide provides the procedures for a First Time Web TPAX User.


Procedures See below.

Step	Action
1	Click the Web TPAX link to begin. https://webtpax.osc.uscg.mil/
2	Select the Certificate that includes the newest Non-Email DOD-CA, then click OK . 

Continued on next page

First Time Web TPAX User, Continued



Procedures,
continued

Step	Action
3	<p data-bbox="316 495 1182 524">Enter the User ID (your employee ID), then click Login to TPAX.</p> <div data-bbox="316 524 946 1357"><p data-bbox="475 551 783 589">Web TPAX Login</p><p data-bbox="347 1312 616 1328">Using IE version 11 and acting as IE version 11.</p><p data-bbox="711 1312 927 1328">Last Build: September 7, 2016 (6.21.5)</p></div>
4	<p data-bbox="316 1397 632 1426">Click the Accept button.</p> <div data-bbox="323 1426 1361 1895"><p data-bbox="707 1447 975 1476">User Consent</p><p data-bbox="443 1503 1203 1520">STANDARD MANDATORY COAST GUARD NOTICE AND CONSENT BANNER</p><p data-bbox="397 1529 603 1543">Title 18 USC Section 1330</p><p data-bbox="397 1550 1246 1682">Unauthorized access is prohibited by Title 18 USC Section 1030. Unauthorized access may also be a violation of other Federal Law or governmental policy, and may result in criminal and/or administrative penalties. Users shall not access other users' or system files without proper authority. Absence of access controls IS NOT authorization for access! USCG Information systems and related equipment are intended for communication, transmission, processing and storage of U.S. Government information. These systems and equipment are subject to monitoring to ensure proper functioning, protect against improper or unauthorized use or access, and verify the presence or performance of applicable security features or procedures, and other like purposes. Such security monitoring may result in the acquisition, recording, and analysis of all data being communicated, transmitted, processed or stored in this system by a user. If security monitoring reveals evidence of possible criminal activity, such evidence may be provided to law enforcement personnel. Use of this system constitutes consent to such monitoring.</p><p data-bbox="397 1688 608 1702">Title 5 USC Section 552A</p><p data-bbox="397 1709 1246 1783">This system contains information protected under the provisions of the privacy Act of 1974 (5 USC 522A). Any privacy information displayed on the screen or printed must be protected from unauthorized disclosure. Employees who violate privacy safeguards may be subject to disciplinary actions, a fine of up to \$5,000 per disclosure, or both. Information in this system is provided for use in official Coast Guard business only. Requests for information from this system from persons or organizations outside of the U.S. Coast Guard should be forwarded to Commandant CG-6.</p><p data-bbox="691 1821 756 1836">Accept</p><p data-bbox="938 1821 999 1836">Cancel</p></div>

Continued on next page

First Time Web TPAX User, Continued

Procedures,
continued

Step	Action
<p>5</p>	<p>The TPAX Inbox will display. Click Profile and History.</p> 
<p>6</p>	<p>Click Profile.</p> 

Continued on next page

First Time Web TPAX User, Continued

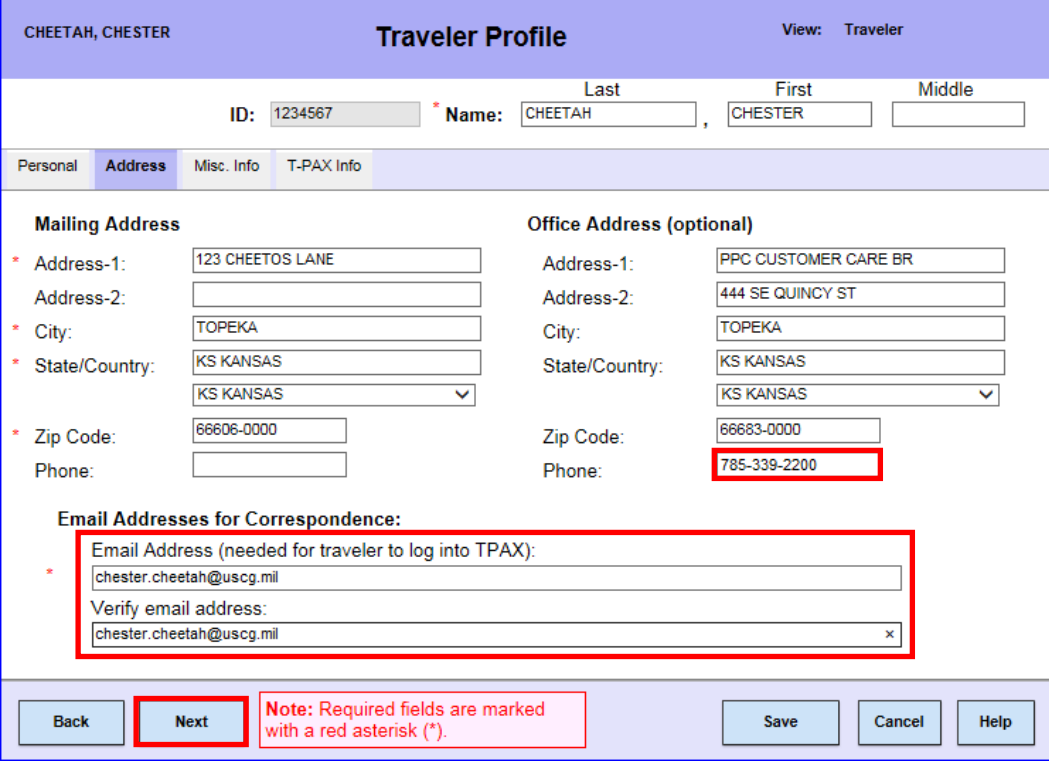
Procedures,
continued

Step	Action																																												
7	The Personal tab will display. Verify that all the information is correct. Required fields are marked with a red asterisk. Click Next .																																												
<div data-bbox="316 562 1364 1361"><p>CHEETAH, CHESTER View: Traveler</p><h3 style="text-align: center;">Traveler Profile</h3><p>ID: 1234567 * Name: CHEETAH, CHESTER</p><p>Personal Address Misc. Info T-PAX Info</p><table><tr><td>* Employee Status:</td><td>Employee</td><td>Reg_Region:</td><td></td></tr><tr><td>* Grade/Rank:</td><td>GS6</td><td>Emp_Class:</td><td></td></tr><tr><td>Salutation:</td><td></td><td>Emp_Cat:</td><td></td></tr><tr><td>Position/Title:</td><td></td><td>Emp_Sub_Cat:</td><td></td></tr><tr><td>Known Traveler Num:</td><td></td><td>Emp_Duty_Type:</td><td></td></tr><tr><td>Security Clearance:</td><td>Unknown</td><td></td><td></td></tr><tr><td>Secondary Status:</td><td>None</td><td></td><td></td></tr><tr><td>Credit Card Status:</td><td>Holder of Govt. Credit Card</td><td></td><td></td></tr><tr><td>Credit Card Num:</td><td>*****</td><td></td><td></td></tr><tr><td>Service:</td><td>Coast Guard</td><td></td><td></td></tr><tr><td>Organization:</td><td>7947400</td><td></td><td></td></tr></table><p>Back Next Note: Required fields are marked with a red asterisk (*). Save Cancel Help</p></div>		* Employee Status:	Employee	Reg_Region:		* Grade/Rank:	GS6	Emp_Class:		Salutation:		Emp_Cat:		Position/Title:		Emp_Sub_Cat:		Known Traveler Num:		Emp_Duty_Type:		Security Clearance:	Unknown			Secondary Status:	None			Credit Card Status:	Holder of Govt. Credit Card			Credit Card Num:	*****			Service:	Coast Guard			Organization:	7947400		
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Security Clearance:	Unknown																																												
Secondary Status:	None																																												
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First Time Web TPAX User, Continued

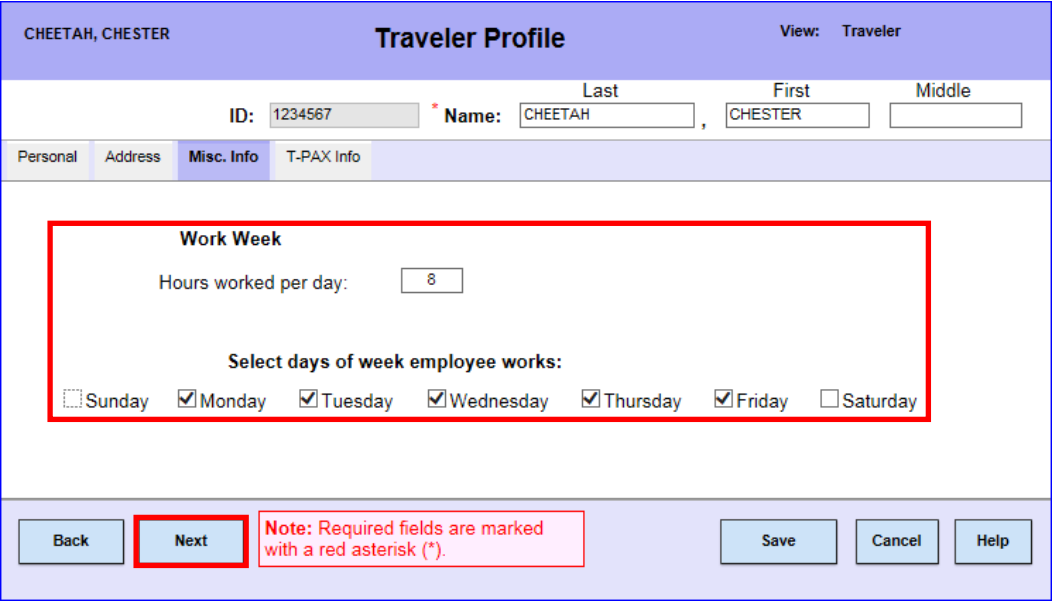
Procedures,
continued

Step	Action
8	<p>The Address tab will display. Verify that all the information is correct. Make sure you enter a Valid Email address. This will be used for any TPAX correspondence. Enter your work phone number. Then click Next.</p>  <p>Traveler Profile View: Traveler</p> <p>CHEETAH, CHESTER</p> <p>ID: 1234567 * Name: CHEETAH, CHESTER</p> <p>Personal Address Misc. Info T-PAX Info</p> <p>Mailing Address</p> <p>* Address-1: 123 CHEETOS LANE Address-2: * City: TOPEKA * State/Country: KS KANSAS Zip Code: 66606-0000 Phone:</p> <p>Office Address (optional)</p> <p>Address-1: PPC CUSTOMER CARE BR Address-2: 444 SE QUINCY ST City: TOPEKA State/Country: KS KANSAS Zip Code: 66683-0000 Phone: 785-339-2200</p> <p>Email Addresses for Correspondence:</p> <p>* Email Address (needed for traveler to log into TPAX): chester.cheetah@uscg.mil Verify email address: chester.cheetah@uscg.mil</p> <p>Back Next Note: Required fields are marked with a red asterisk (*). Save Cancel Help</p>

Continued on next page

First Time Web TPAX User, Continued

Procedures,
continued

Step	Action
9	<p>Civilians have an additional tab called Misc. Info where their work week is designated. Make sure this reflects your actual work schedule, then click Next.</p>  <p>The screenshot shows the 'Traveler Profile' form for CHEETAH, CHESTER. The 'Misc. Info' tab is selected. The 'Work Week' section is highlighted with a red box. It contains the following fields:</p> <ul style="list-style-type: none"> Hours worked per day: <input type="text" value="8"/> Select days of week employee works: <ul style="list-style-type: none"> <input type="checkbox"/> Sunday <input checked="" type="checkbox"/> Monday <input checked="" type="checkbox"/> Tuesday <input checked="" type="checkbox"/> Wednesday <input checked="" type="checkbox"/> Thursday <input checked="" type="checkbox"/> Friday <input type="checkbox"/> Saturday <p>At the bottom of the form, there are buttons for 'Back', 'Next', 'Save', 'Cancel', and 'Help'. The 'Next' button is highlighted with a red box. A note states: 'Note: Required fields are marked with a red asterisk (*)'.</p>

Continued on next page

First Time Web TPAX User, Continued

Procedures,
continued

Step	Action
<p>10</p>	<p>The TPAX Info tab will display. Enter and Re-enter both a Logon and Secondary password. Passwords must contain:</p> <ul style="list-style-type: none"> • Exactly 9 characters • One Uppercase letter • One Lowercase letter • One Number • NO Special Characters (#@!*) <p>Click Save.</p> <p>The screenshot shows the 'Traveler Profile' page for user CHEETAH, CHESTER. The 'T-PAX Info' tab is active. The 'New Logon Password' and 'New Secondary Password' sections are highlighted with a red border. Each section has 'Enter:' and 'Re-enter:' fields. The 'Save' button at the bottom right is also highlighted with a red border. A note at the bottom states: 'Note: Required fields are marked with a red asterisk (*).'</p>

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First Time Web TPAX User, Continued

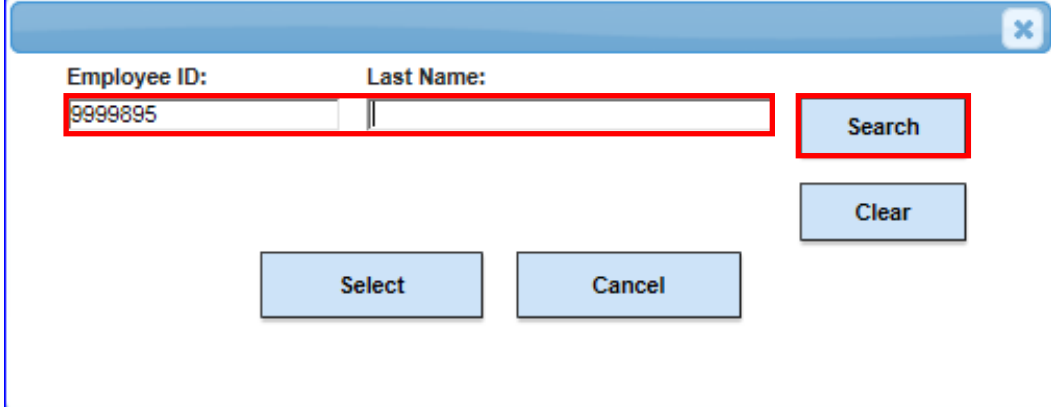
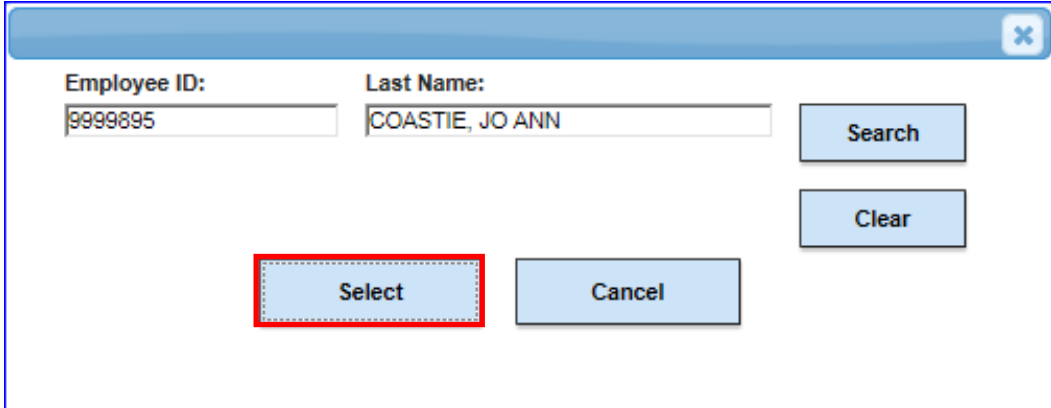
Procedures,
continued

Step	Action
11	<p>Click the link to select a Default Authorizing Official (AO).</p> <div data-bbox="316 524 1374 1205"><p>CHEETAH, CHESTER View: Traveler</p><h3 style="text-align: center;">Traveler Profile</h3><p>ID: <input type="text" value="1234567"/> * Name: <input type="text" value="CHEETAH"/> Last, <input type="text" value="CHESTER"/> First, <input type="text"/> Middle</p><p>Personal Address Misc. Info T-PAX Info</p><p>Miscellaneous Unit: <input type="text" value="7947400"/> Cost Center: <input type="text"/> <input type="checkbox"/> Lock Login</p><p>Privileges Expiration Dates: <input type="text"/> <input type="checkbox"/> Authorizing Official <input type="checkbox"/> Customer Service (Full) <input type="text"/> <input type="checkbox"/> Adv. Signature Proxy <input type="text"/> <input type="checkbox"/> Customer Service (Limited) <input type="text"/> <input type="checkbox"/> Unit Command <input type="text"/> <input type="checkbox"/> TPAX Administrator <input type="text"/></p><p>Additional Information Expiration Dates: Default AO: Click to select Default AO Full Signature Proxy: Click to select Sig. Proxy. <input type="text"/></p><p><input type="button" value="Back"/> <input type="button" value="Next"/> Note: Required fields are marked with a red asterisk (*). <input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/></p></div>

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First Time Web TPAX User, Continued

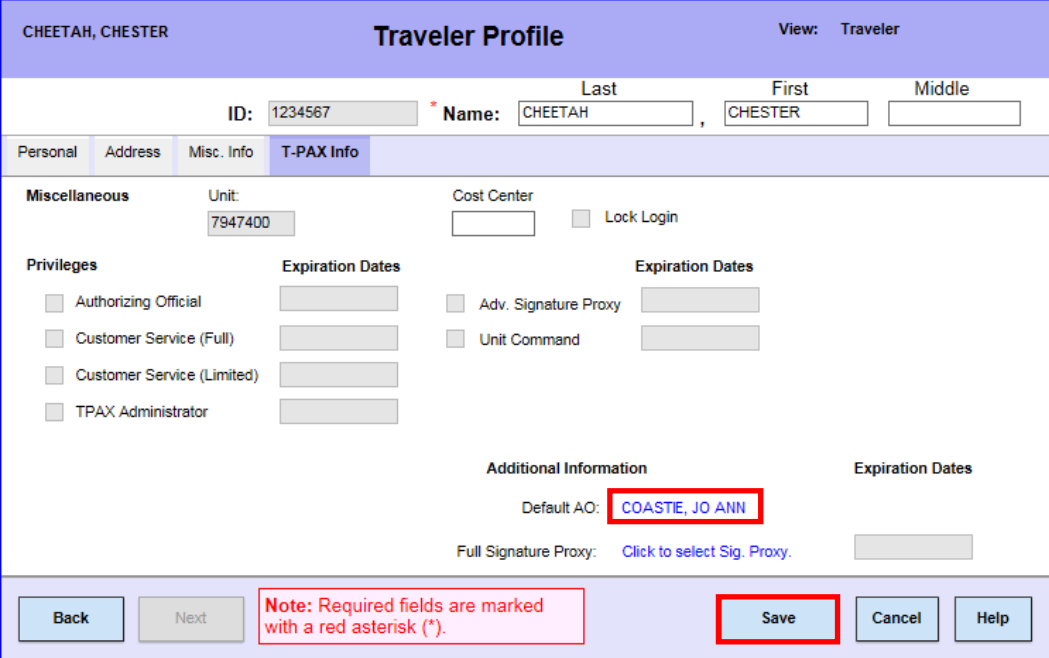

Procedures,
continued

Step	Action
12	<p data-bbox="312 497 1367 530">Enter either the Employee ID or the Last Name, then click Search.</p> <div data-bbox="312 530 1367 936"><p>The screenshot shows a search form with two input fields: 'Employee ID' containing '9999895' and an empty 'Last Name' field. A red box highlights the 'Employee ID' field and the 'Search' button. Below the input fields are 'Select' and 'Cancel' buttons. A 'Clear' button is also present.</p></div> <p data-bbox="312 981 1367 1014">Once the Employee ID or Name populates, click Select.</p> <div data-bbox="312 1014 1367 1420"><p>The screenshot shows the same search form, but now the 'Last Name' field is populated with 'COASTIE, JO ANN'. A red box highlights the 'Select' button.</p></div>

Continued on next page

First Time Web TPAX User, Continued

Procedures,
continued

Step	Action																										
<p>13</p>	<p>The selected Default AO will display. Click Save.</p>  <p>Traveler Profile View: Traveler</p> <p>ID: 1234567 * Name: CHEETAH, CHESTER</p> <p>Unit: 7947400 Cost Center: Lock Login</p> <p>Privileges: Authorizing Official, Customer Service (Full), Customer Service (Limited), TPAX Administrator</p> <p>Expiration Dates: Adv. Signature Proxy, Unit Command</p> <p>Additional Information: Default AO: COASTIE, JO ANN</p> <p>Full Signature Proxy: Click to select Sig. Proxy.</p> <p>Buttons: Back, Next, Save, Cancel, Help</p> <p>Note: Required fields are marked with a red asterisk (*).</p>																										
<p>14</p>	<p>This will return you to the main page where you can now enter travel claims or Logout.</p>  <p>T-PAX Inbox View: Traveler</p> <p>[Reservations] [Regulations] [Currency]</p> <p>Profile and History » Create New » Tools » Help » Logout</p> <table border="1"> <thead> <tr> <th>TONO</th> <th>Type of Request</th> <th>Start Date</th> <th>End Date</th> <th>Category</th> <th>Created By</th> <th>Auth. Official</th> <th>Status</th> <th>Status Date</th> <th>Origin</th> <th>Arrive At</th> <th>Request ID</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p>Buttons: Release for Approval, Print, View / Modify, Retrieve, Delete, Help, Find</p>	TONO	Type of Request	Start Date	End Date	Category	Created By	Auth. Official	Status	Status Date	Origin	Arrive At	Request ID	Amount													
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