



Updating Your Profile in TPAX

Introduction This guide provides the procedures for updating your profile in TPAX.

Procedures See below.

Step	Action
1	<p>Once logged into TPAX, click Profile and History.</p> 
2	<p>Click the Profile option.</p> 

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Updating Your Profile in TPAX, Continued

Procedures,
continued

Step	Action
3	<p>You can update the information on any of the tabs at any time. In this example, we will update the mailing address. Click the Address tab.</p>
<div style="border: 1px solid black; padding: 10px;"> <div style="background-color: #e6e6fa; padding: 5px; border-bottom: 1px solid black;"> BEAR, COASTIE View: Traveler <h3 style="text-align: center; margin: 0;">Traveler Profile</h3> </div> <div style="padding: 5px;"> <p style="text-align: center;">ID: <input type="text" value="9981045"/> * Name: <input type="text" value="BEAR"/> Last, <input type="text" value="COASTIE"/> First, <input type="text" value="T"/> Middle</p> </div> <div style="background-color: #e6e6fa; padding: 5px; border-bottom: 1px solid black;"> Personal Address T-PAX Info </div> <div style="padding: 10px;"> <p>* Employee Status: <input type="text" value="Member"/> <input type="button" value="v"/></p> <p>* Grade/Rank: <input type="text" value="E4"/> <input type="button" value="v"/></p> <p>Salutation: <input type="text"/></p> <p>Position/Title: <input type="text"/></p> <p>Known Traveler Num: <input type="text"/></p> <p>Security Clearance: <input type="text" value="Confidential"/> <input type="button" value="v"/></p> <p>* Secondary Status: <input type="text" value="None"/> <input type="button" value="v"/></p> <p>Credit Card Status: <input type="text" value="Holder of Govt. Credit Card"/> <input type="button" value="v"/></p> <p>Credit Card Num: <input type="text" value="*****"/></p> <p>Service: <input type="text" value="Coast Guard"/> <input type="button" value="v"/></p> <p>* Organization: <input type="text" value="7947400"/></p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="display: flex; gap: 10px;"> <input type="button" value="Back"/> <input type="button" value="Next"/> </div> <div style="border: 1px solid red; padding: 5px; font-size: small; color: red;"> <p>Note: Required fields are marked with a red asterisk (*).</p> </div> <div style="display: flex; gap: 10px;"> <input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/> </div> </div> </div> </div>	

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Updating Your Profile in TPAX, Continued

Procedures,
continued

Step	Action
4	<p data-bbox="300 495 831 528">Make sure you update all required fields.</p> <div data-bbox="300 528 1369 1305"><p data-bbox="323 551 448 568">BEAR, COASTIE</p><p data-bbox="679 551 874 577" style="text-align: center;">Traveler Profile</p><p data-bbox="1086 551 1211 568" style="text-align: right;">View: Traveler</p><p data-bbox="533 607 1331 656">ID: 9981045 * Name: BEAR, COASTIE T</p><p data-bbox="323 680 576 698">Personal Address T-PAX Info</p><p data-bbox="336 741 485 761">Mailing Address</p><p data-bbox="336 779 786 1003">* Address-1: 444 SE QUINCY STREET Address-2: * City: TOPEKA * State/Country: KS KANSAS 66683 Phone: 785-339-2200</p><p data-bbox="831 741 1059 761">Office Address (optional)</p><p data-bbox="847 779 1313 1003">Address-1: Address-2: City: State/Country: Zip Code: Phone: 785-339-2200</p><p data-bbox="360 1037 707 1057">Email Addresses for Correspondence:</p><p data-bbox="392 1068 1209 1171">* Email Address (needed for traveler to log into TPAX): coastie.t.bear@uscg.mil Verify email address:</p><p data-bbox="323 1227 1342 1272">Back Next Note: Required fields are marked with a red asterisk (*). Save Cancel Help</p></div>

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Updating Your Profile in TPAX, Continued

Procedures,
continued

Step	Action
5	<p data-bbox="300 495 518 521">Then click Save.</p> <div data-bbox="300 528 1369 1301"><p data-bbox="323 546 448 566">BEAR, COASTIE</p><p data-bbox="679 546 874 573" style="text-align: center;">Traveler Profile</p><p data-bbox="1086 546 1211 566" style="text-align: right;">View: Traveler</p><p data-bbox="533 622 1334 651">ID: 9981045 * Name: BEAR, COASTIE T</p><p data-bbox="323 678 576 698">Personal Address T-PAX Info</p><p data-bbox="336 734 485 754">Mailing Address</p><p data-bbox="831 734 1059 754">Office Address (optional)</p><p data-bbox="316 775 786 1003">* Address-1: 123 COAST GUARD LANE Address-2: * City: TOPEKA * State/Country: KS KANSAS KS KANSAS * Zip Code: 66683 Phone:</p><p data-bbox="842 775 1313 1003">Address-1: Address-2: City: State/Country: Zip Code: Phone: 785-339-2209</p><p data-bbox="360 1032 708 1052">Email Addresses for Correspondence:</p><p data-bbox="392 1064 842 1084">Email Address (needed for traveler to log into TPAX):</p><p data-bbox="347 1088 1209 1171">* coastie.t.bear@uscg.mil Verify email address:</p><p data-bbox="323 1227 1342 1265"><input type="button" value="Back"/> <input type="button" value="Next"/> Note: Required fields are marked with a red asterisk (*). <input style="border: 2px solid red;" type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/></p></div>