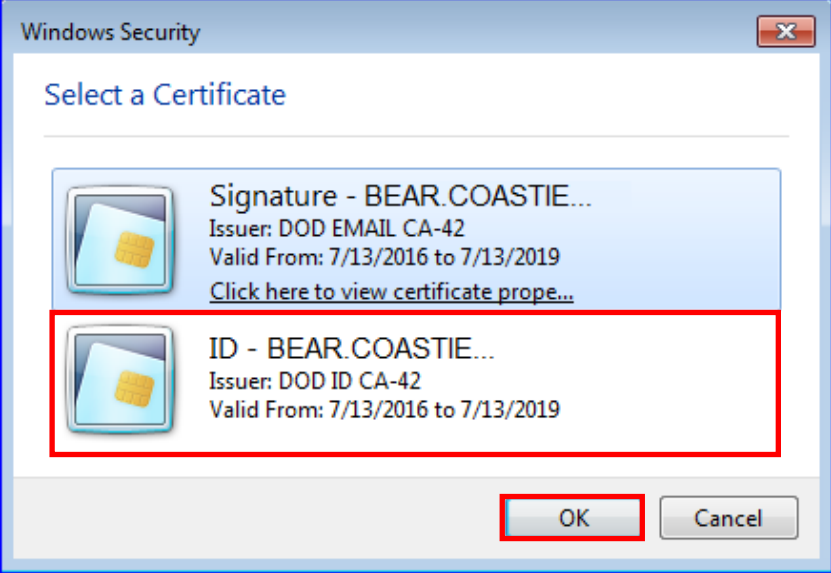


Web TPAX Overview

Introduction This guide provides a basic overview of Web TPAX.

Before you begin If you are a first-time user, please review the [First Time Web TPAX User](#) guide before proceeding.


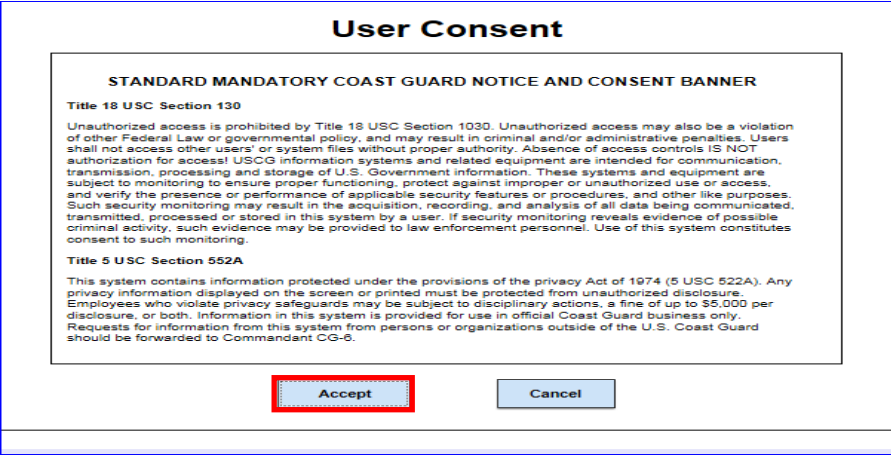
Procedures See below.

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 . 

Continued on next page

Web TPAX Overview, Continued




Procedures,
continued

Step	Action
3	<p>Click the Auto Login button.</p> 
4	<p>Click the Accept button.</p> 

Continued on next page

Web TPAX Overview, Continued

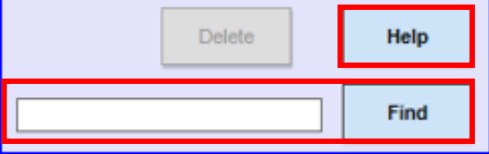


Procedures,
continued

Step	Action								
5	<p>Once logged in, the View will offer only those options available to the user. Click the drop-down to select another option.</p> 								
6	<p>Select the appropriate option before moving on.</p>  <table border="1" data-bbox="316 1319 1369 1585"> <thead> <tr> <th>Option</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Traveler</td> <td>You are the one that is actually traveling and you are entering/viewing a claim for yourself.</td> </tr> <tr> <td>Proxy</td> <td>You have been designated a Proxy for another traveler and are entering/viewing a claim/advance for them.</td> </tr> <tr> <td>Auth. Official</td> <td>You can see your own claims as well as claims you are auditing/authorizing for other travelers.</td> </tr> </tbody> </table>	Option	Description	Traveler	You are the one that is actually traveling and you are entering/viewing a claim for yourself.	Proxy	You have been designated a Proxy for another traveler and are entering/viewing a claim/advance for them.	Auth. Official	You can see your own claims as well as claims you are auditing/authorizing for other travelers.
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Auth. Official	You can see your own claims as well as claims you are auditing/authorizing for other travelers.								
7	<p>The links across the top take you to the following sites:</p>  <ul style="list-style-type: none"> • Reservations – directs to the RezDesk/AdTrav website • Regulations – directs to the Defense Travel Management Office website • Currency – directs to the OANDA Currency Converter website 								

Continued on next page

Web TPAX Overview, Continued

Procedures,
continued

Step	Action
8	<p>At this time, the Help button is not working. You may enter a specific TONO and click Find, if it's not showing up in your list.</p>  <p>The screenshot shows a search interface with a light blue background. At the top, there are two buttons: 'Delete' (grey) and 'Help' (blue with a red border). Below them is a search input field (white with a red border) and a 'Find' button (blue with a red border).</p>
9	<p>Click the Profile and History option.</p>  <p>The screenshot shows the 'T-PAX Inbox' header with 'BEAR, COASTIE' on the left and '[Reservations]', '[Regulations]', and '[Currency]' on the right. Below the header is a dark blue menu bar with the following options: 'Profile and History »', 'Create New »', 'Tools »', and 'Help »'. The 'Profile and History »' option is highlighted with a red border.</p>
10	<p>Now click Profile.</p>  <p>The screenshot shows the 'T-PAX Inbox' header with 'BEAR, COASTIE' on the left and '[Reservations]', '[Regulations]', and '[Currency]' on the right. Below the header is a dark blue menu bar with the following options: 'Profile and History »', 'Create New »', 'Tools »', and 'Help »'. The 'Profile and History »' option is expanded, showing a dropdown menu with the following options: 'Profile', 'Orders', and 'History'. The 'Profile' option is highlighted with a red border. Below the dropdown menu is a table header with the following columns: 'Start Date', 'End Date', 'Category', 'Created By', 'Auth. Official', 'Status', and 'Status Date'.</p>

Continued on next page

Web TPAX Overview, Continued

Procedures,
continued

Step	Action
11	<p>A military member's Traveler Profile has 3 tabs; Personal, Address and T-PAX Info.</p> <div data-bbox="316 562 1369 1352"><p>BEAR, COASTIE Traveler Profile View: Traveler</p><p>ID: 9981045 * Name: BEAR, COASTIE T</p><p>Personal Address T-PAX Info</p><p>* Employee Status: Member * Grade/Rank: E4 Salutation: Position/Title: Known Traveler Num: Security Clearance: Confidential * Secondary Status: None Credit Card Status: Holder of Govt. Credit Card Credit Card Num: ***** Service: Coast Guard * Organization: 7947400</p><p>Reg_Region: Emp_Class: Emp_Cat: Emp_Sub_Cat:</p><p>Back Next Note: Required fields are marked with a red asterisk (*). Save Cancel Help</p></div>

Continued on next page

Web TPAX Overview, Continued

Procedures,
continued

Step	Action
12	<p>A civilian Traveler's Profile has 4 tabs. First we'll look at the 3 common tabs (Personal, Address, TPAX Info), then we'll show the Misc. Info Tab.</p> <div data-bbox="316 562 1370 1350" style="border: 1px solid black; padding: 5px;"> <p>The screenshot shows the 'Traveler Profile' form for a user named BEAR, COASTIE. The 'Personal' tab is selected, and the 'Address' sub-tab is highlighted with a red box. The form contains several required fields marked with a red asterisk (*): Employee Status (set to Employee), Grade/Rank (set to GS7), Secondary Status (set to None), Credit Card Status (set to Holder of Govt. Credit Card), and Organization (set to 7947400). Other fields include Salutation (MRS.), Position/Title, Known Traveler Num, Security Clearance (Unknown), Reg_Region, Emp_Class, Emp_Cat, and Emp_Sub_Cat. The form also includes a 'Note: Required fields are marked with a red asterisk (*)' and buttons for Back, Next, Save, Cancel, and Help.</p> </div> <p>This first Personal tab has the same fields for military and civilians. Notice that Required Fields are marked with a red asterisk. Click on the Address tab.</p>

Continued on next page

Web TPAX Overview, Continued

Procedures,
continued

Step	Action																
13	<p>The Address tab also has the same fields for military and civilians. Again, make sure all of the Required Fields are filled in. The system might ask you to enter a valid work phone number if you haven't already. Now click on the T-PAX Info tab.</p> <div data-bbox="316 636 1369 1406" style="border: 1px solid black; padding: 10px;"> <div style="background-color: #e6e6fa; padding: 5px; border: 1px solid black;"> BEAR, COASTIE View: Traveler <h3 style="text-align: center; margin: 0;">Traveler Profile</h3> </div> <div style="margin-top: 10px;"> <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: 1px solid black; margin-top: 10px;"> Personal Address T-PAX Info </div> <div style="margin-top: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: left;">Mailing Address</th> <th style="width: 50%; text-align: left;">Office Address (optional)</th> </tr> </thead> <tbody> <tr> <td>* Address-1: <input type="text" value="444 SE QUINCY STREET"/></td> <td>Address-1: <input type="text"/></td> </tr> <tr> <td>Address-2: <input type="text"/></td> <td>Address-2: <input type="text"/></td> </tr> <tr> <td>* City: <input type="text" value="TOPEKA"/></td> <td>City: <input type="text"/></td> </tr> <tr> <td>* State/Country: <input type="text" value="KS KANSAS"/></td> <td>State/Country: <input type="text"/></td> </tr> <tr> <td><input type="text" value="KS KANSAS"/> (dropdown)</td> <td><input type="text"/> (dropdown)</td> </tr> <tr> <td>* Zip Code: <input type="text" value="66683"/></td> <td>Zip Code: <input type="text"/></td> </tr> <tr> <td>Phone: <input type="text" value="785-339-2200"/></td> <td>Phone: <input style="border: 2px solid red;" type="text" value="785-339-2200"/></td> </tr> </tbody> </table> </div> <div style="margin-top: 10px;"> <p>Email Addresses for Correspondence:</p> <p>Email Address (needed for traveler to log into TPAX):</p> <p>* <input type="text" value="coastie.t.bear@uscg.mil"/></p> <p>Verify email address: <input type="text"/></p> </div> <div style="margin-top: 10px; border-top: 1px solid black; padding-top: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="display: flex; gap: 10px;"> <input type="button" value="Back"/> <input type="button" value="Next"/> </div> <div style="border: 1px solid red; padding: 2px; font-size: small;"> Note: Required fields are marked with a red asterisk (*). </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>	Mailing Address	Office Address (optional)	* Address-1: <input type="text" value="444 SE QUINCY STREET"/>	Address-1: <input type="text"/>	Address-2: <input type="text"/>	Address-2: <input type="text"/>	* City: <input type="text" value="TOPEKA"/>	City: <input type="text"/>	* State/Country: <input type="text" value="KS KANSAS"/>	State/Country: <input type="text"/>	<input type="text" value="KS KANSAS"/> (dropdown)	<input type="text"/> (dropdown)	* Zip Code: <input type="text" value="66683"/>	Zip Code: <input type="text"/>	Phone: <input type="text" value="785-339-2200"/>	Phone: <input style="border: 2px solid red;" type="text" value="785-339-2200"/>
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Web TPAX Overview, Continued

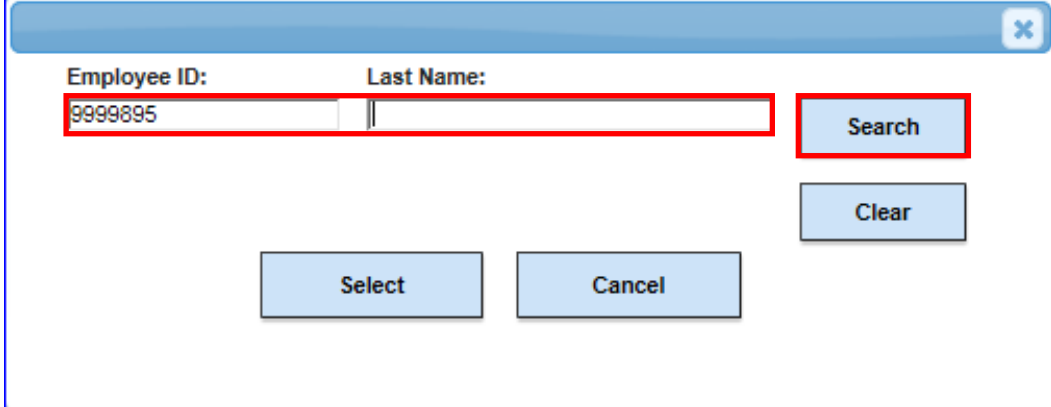
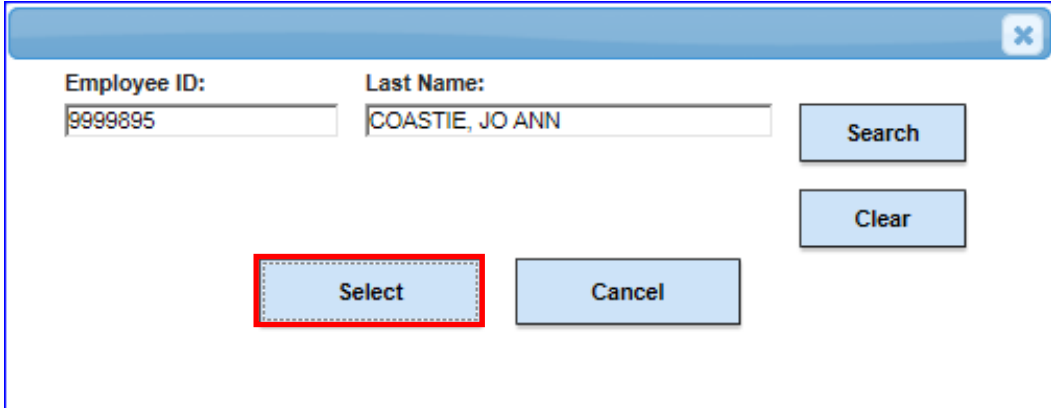
Procedures,
continued

Step	Action
<p>14</p>	<p>The TPAX Info tab has the same fields for both military and civilians. This is where you can select both a Default Authorizing Official (AO) and or a Full Signature Proxy. Click on either link to continue.</p> <div data-bbox="316 600 1369 1370" style="border: 1px solid black; padding: 5px;"> <div style="background-color: #e6e6fa; padding: 2px; border: 1px solid #8080ff;"> BEAR, COASTIE View: Traveler <h3 style="text-align: center; margin: 0;">Traveler Profile</h3> </div> <div style="margin-top: 5px;"> <p style="text-align: right; margin-right: 100px;">Last First Middle</p> <p>ID: <input type="text" value="9981045"/> * Name: <input type="text" value="BEAR"/> , <input type="text" value="COASTIE"/> <input type="text" value="T"/></p> </div> <div style="background-color: #d8bfd8; padding: 2px; border: 1px solid #8080ff; margin-top: 5px;"> Personal Address T-PAX Info </div> <div style="margin-top: 5px;"> <p>Miscellaneous Unit: <input type="text"/> Cost Center: <input type="text"/> <input type="checkbox"/> Lock Login</p> </div> <div style="margin-top: 10px;"> <p>Privileges Expiration Dates Expiration Dates</p> <p><input type="checkbox"/> Authorizing Official <input type="text"/> <input type="checkbox"/> Adv. Signature Proxy <input type="text"/></p> <p><input type="checkbox"/> Customer Service (Full) <input type="text"/> <input type="checkbox"/> Unit Command <input type="text"/></p> <p><input type="checkbox"/> Customer Service (Limited) <input type="text"/></p> <p><input type="checkbox"/> TPAX Administrator <input type="text"/></p> </div> <div style="margin-top: 10px;"> <p style="text-align: center;">Additional Information Expiration Dates</p> <p>Default AO: Click to select Default AO <input type="text"/></p> <p>Full Signature Proxy: Click to select Sig. Proxy. <input type="text"/></p> </div> <div style="margin-top: 10px; border-top: 1px solid #8080ff; padding-top: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="display: flex; gap: 10px;"> <input type="button" value="Back"/> <input type="button" value="Next"/> </div> <div style="border: 1px solid red; padding: 2px; font-size: small; color: red;"> Note: Required fields are marked with a red asterisk (*). </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>

Continued on next page

Web TPAX Overview, Continued

Procedures,
continued

Step	Action
15	<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 dialog box with a blue header bar containing a close button (X). Below the header are two input fields: "Employee ID:" containing "9999895" and "Last Name:" which is empty. A red box highlights the "Employee ID" field and the "Search" button. Below these fields are "Clear", "Select", and "Cancel" buttons.</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 dialog box, but now the "Last Name" field is populated with "COASTIE, JO ANN". The "Employee ID" field still contains "9999895". A red box highlights the "Select" button.</p></div>

Continued on next page

Web TPAX Overview, Continued

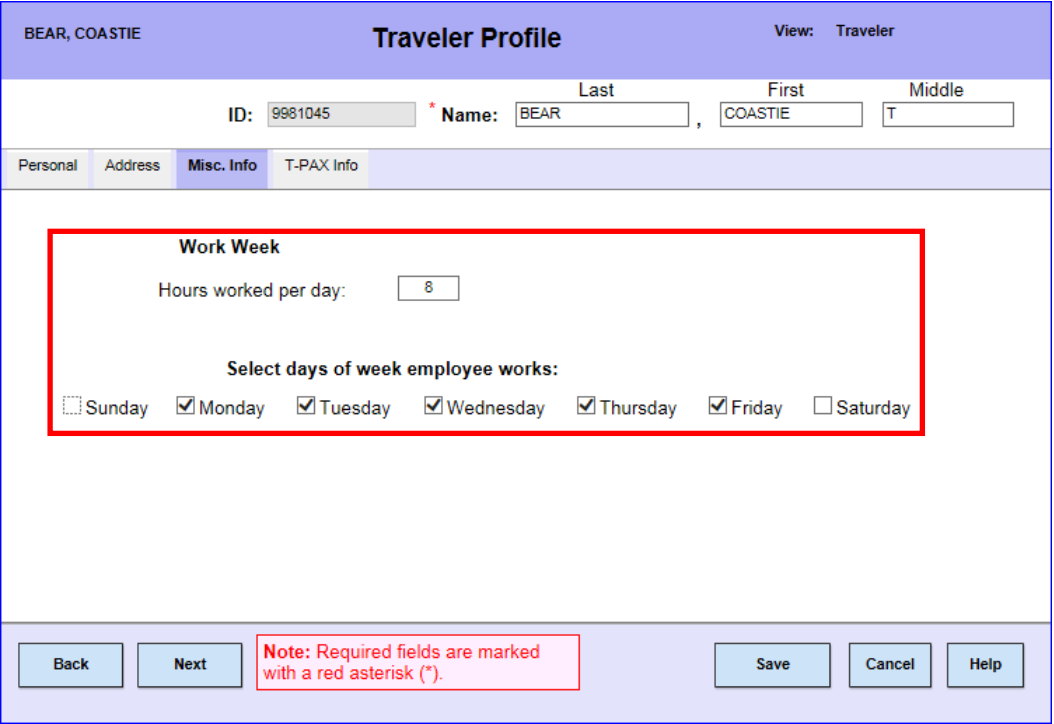

Procedures,
continued

Step	Action
16	<p>The selected Default AO or Full Signature Proxy will display. Click Save.</p> <div data-bbox="316 524 1374 1301"><p>BEAR, COASTIE View: Traveler</p><h3 style="text-align: center;">Traveler Profile</h3><p>ID: 9981045 * Name: BEAR, COASTIE T</p><p>Personal Address T-PAX Info</p><p>Miscellaneous Unit: Cost Center Lock Login</p><p>Privileges Expiration Dates Expiration Dates</p><p><input type="checkbox"/> Authorizing Official <input type="text"/> <input type="checkbox"/> Adv. Signature Proxy <input type="text"/></p><p><input type="checkbox"/> Customer Service (Full) <input type="text"/> <input type="checkbox"/> Unit Command <input type="text"/></p><p><input type="checkbox"/> Customer Service (Limited) <input type="text"/></p><p><input type="checkbox"/> TPAX Administrator <input type="text"/></p><p>Additional Information Expiration Dates</p><p>Default AO: COASTIE, JO ANN</p><p>Full Signature Proxy: Click to select Sig. Proxy <input type="text"/></p><p>Back Next Note: Required fields are marked with a red asterisk (*). Save Cancel Help</p></div>

Continued on next page

Web TPAX Overview, Continued

Procedures,
continued

Step	Action
<p>17</p>	<p>Civilians have an additional tab called Misc. Info where their work week is designated. Make sure this reflects the actual work schedule.</p> 
<p>18</p>	<p>Click Orders.</p> 

Continued on next page

Web TPAX Overview, Continued

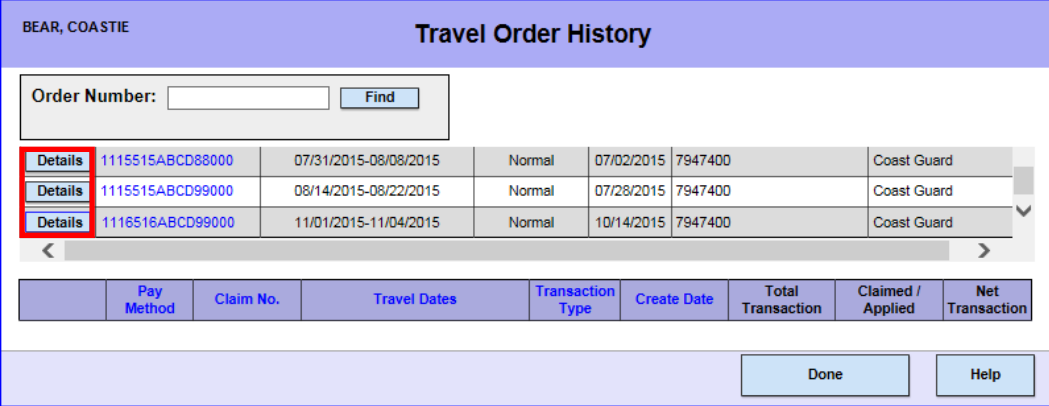
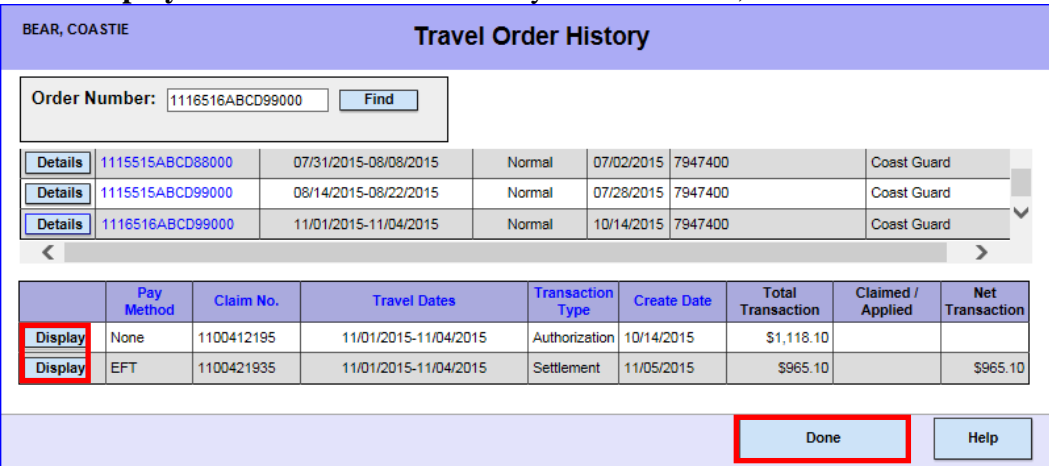
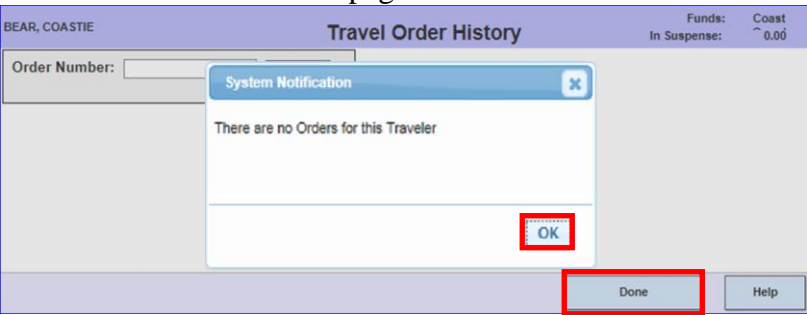
Procedures,
continued

Step	Action																																			
<p>19</p>	<p>Any previous Orders will display. Select an existing order or enter a new TONO, then click OK. Click Cancel to return to the main page.</p> <div data-bbox="316 562 1369 1216" style="border: 1px solid black; padding: 10px;"> <p>BEAR, COASTIE View: Traveler</p> <h3 style="text-align: center;">Travel Order Selection</h3> <p style="text-align: center;">Settlement</p> <p>TONO: <input style="border: 2px solid red;" type="text"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Order Number</th> <th></th> <th>Category</th> <th>Start Date</th> <th>End Date</th> <th>Who Created Obl.</th> <th>Date Obl.</th> </tr> </thead> <tbody> <tr style="border: 2px solid red;"> <td>1113513ABCD14000</td> <td>Del</td> <td>Normal</td> <td>1/26/2013</td> <td>2/2/2013</td> <td></td> <td></td> </tr> <tr style="border: 2px solid red;"> <td>1113513ABCD17000</td> <td>Del</td> <td>Normal</td> <td>2/24/2013</td> <td>3/2/2013</td> <td></td> <td></td> </tr> <tr style="border: 2px solid red;"> <td>1114234ABCD55000</td> <td>Del</td> <td>Normal</td> <td>11/17/2013</td> <td>11/23/2013</td> <td></td> <td></td> </tr> <tr style="border: 2px solid red;"> <td>1115515ABCD25000</td> <td>Del</td> <td>Normal</td> <td>6/14/2015</td> <td>6/26/2015</td> <td></td> <td></td> </tr> </tbody> </table> <p>Select an existing order or enter a new order number with which you wish to work and then click the OK button</p> <p style="text-align: right;"> <input style="border: 2px solid red;" type="button" value="OK"/> <input style="border: 2px solid red;" type="button" value="Cancel"/> <input type="button" value="Help"/> </p> </div>	Order Number		Category	Start Date	End Date	Who Created Obl.	Date Obl.	1113513ABCD14000	Del	Normal	1/26/2013	2/2/2013			1113513ABCD17000	Del	Normal	2/24/2013	3/2/2013			1114234ABCD55000	Del	Normal	11/17/2013	11/23/2013			1115515ABCD25000	Del	Normal	6/14/2015	6/26/2015		
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1115515ABCD25000	Del	Normal	6/14/2015	6/26/2015																																
<p>20</p>	<p>Click the History option.</p> <div data-bbox="316 1290 1369 1541" style="border: 1px solid black; padding: 10px;"> <p>BEAR, COASTIE T-PAX Inbox</p> <p style="text-align: center;">[Reservations] [Regulations] [Currency]</p> <p>Profile and History » Create New » Tools » Help »</p> <ul style="list-style-type: none"> Profile Orders <li style="border: 2px solid red; padding: 2px;">History <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <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> </tr> </thead> <tbody> </tbody> </table> </div>	Start Date	End Date	Category	Created By	Auth. Official	Status	Status Date																												
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Web TPAX Overview, Continued


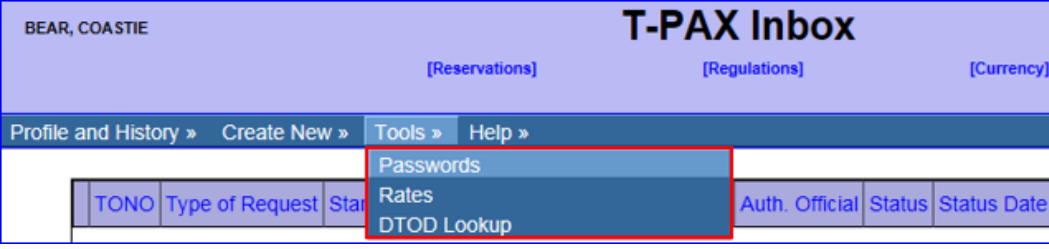
Procedures,
continued

Step	Action																																																																																							
21	<p data-bbox="316 472 1358 533">History will show a list of all previous orders where you can click on the Details button to view additional information.</p> <div data-bbox="316 539 1369 943">  <p>BEAR, COASTIE Travel Order History</p> <p>Order Number: <input type="text"/> <input type="button" value="Find"/></p> <table border="1"> <tr> <td>Details</td> <td>1115515ABCD88000</td> <td>07/31/2015-08/08/2015</td> <td>Normal</td> <td>07/02/2015</td> <td>7947400</td> <td>Coast Guard</td> </tr> <tr> <td>Details</td> <td>1115515ABCD99000</td> <td>08/14/2015-08/22/2015</td> <td>Normal</td> <td>07/28/2015</td> <td>7947400</td> <td>Coast Guard</td> </tr> <tr> <td>Details</td> <td>1116516ABCD99000</td> <td>11/01/2015-11/04/2015</td> <td>Normal</td> <td>10/14/2015</td> <td>7947400</td> <td>Coast Guard</td> </tr> </table> <table border="1"> <thead> <tr> <th></th> <th>Pay Method</th> <th>Claim No.</th> <th>Travel Dates</th> <th>Transaction Type</th> <th>Create Date</th> <th>Total Transaction</th> <th>Claimed / Applied</th> <th>Net Transaction</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: right;"><input type="button" value="Done"/> <input type="button" value="Help"/></p> </div> <p data-bbox="316 972 1294 1032">The Details button will show all claim numbers associated with that TONO. Click Display to view each claim. When you are finished, click Done.</p> <div data-bbox="316 1039 1369 1503">  <p>BEAR, COASTIE Travel Order History</p> <p>Order Number: <input type="text" value="1116516ABCD99000"/> <input type="button" value="Find"/></p> <table border="1"> <tr> <td>Details</td> <td>1115515ABCD88000</td> <td>07/31/2015-08/08/2015</td> <td>Normal</td> <td>07/02/2015</td> <td>7947400</td> <td>Coast Guard</td> </tr> <tr> <td>Details</td> <td>1115515ABCD99000</td> <td>08/14/2015-08/22/2015</td> <td>Normal</td> <td>07/28/2015</td> <td>7947400</td> <td>Coast Guard</td> </tr> <tr> <td>Details</td> <td>1116516ABCD99000</td> <td>11/01/2015-11/04/2015</td> <td>Normal</td> <td>10/14/2015</td> <td>7947400</td> <td>Coast Guard</td> </tr> </table> <table border="1"> <thead> <tr> <th></th> <th>Pay Method</th> <th>Claim No.</th> <th>Travel Dates</th> <th>Transaction Type</th> <th>Create Date</th> <th>Total Transaction</th> <th>Claimed / Applied</th> <th>Net Transaction</th> </tr> </thead> <tbody> <tr> <td>Display</td> <td>None</td> <td>1100412195</td> <td>11/01/2015-11/04/2015</td> <td>Authorization</td> <td>10/14/2015</td> <td>\$1,118.10</td> <td></td> <td></td> </tr> <tr> <td>Display</td> <td>EFT</td> <td>1100421935</td> <td>11/01/2015-11/04/2015</td> <td>Settlement</td> <td>11/05/2015</td> <td>\$965.10</td> <td></td> <td>\$965.10</td> </tr> </tbody> </table> <p style="text-align: right;"><input type="button" value="Done"/> <input type="button" value="Help"/></p> </div> <p data-bbox="316 1532 1337 1592">Or you will see this if the user has no Travel Order History. Click OK and then Done to return to the main page.</p> <div data-bbox="316 1599 1126 1912">  <p>BEAR, COASTIE Travel Order History Funds: Coast In Suspense: 0.00</p> <p>Order Number: <input type="text"/></p> <div style="border: 1px solid gray; padding: 5px; margin: 10px auto; width: fit-content;"> <p>System Notification [X]</p> <p>There are no Orders for this Traveler</p> <p style="text-align: right;"><input type="button" value="OK"/></p> </div> <p style="text-align: right;"><input type="button" value="Done"/> <input type="button" value="Help"/></p> </div>	Details	1115515ABCD88000	07/31/2015-08/08/2015	Normal	07/02/2015	7947400	Coast Guard	Details	1115515ABCD99000	08/14/2015-08/22/2015	Normal	07/28/2015	7947400	Coast Guard	Details	1116516ABCD99000	11/01/2015-11/04/2015	Normal	10/14/2015	7947400	Coast Guard		Pay Method	Claim No.	Travel Dates	Transaction Type	Create Date	Total Transaction	Claimed / Applied	Net Transaction										Details	1115515ABCD88000	07/31/2015-08/08/2015	Normal	07/02/2015	7947400	Coast Guard	Details	1115515ABCD99000	08/14/2015-08/22/2015	Normal	07/28/2015	7947400	Coast Guard	Details	1116516ABCD99000	11/01/2015-11/04/2015	Normal	10/14/2015	7947400	Coast Guard		Pay Method	Claim No.	Travel Dates	Transaction Type	Create Date	Total Transaction	Claimed / Applied	Net Transaction	Display	None	1100412195	11/01/2015-11/04/2015	Authorization	10/14/2015	\$1,118.10			Display	EFT	1100421935	11/01/2015-11/04/2015	Settlement	11/05/2015	\$965.10		\$965.10
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Web TPAX Overview, Continued

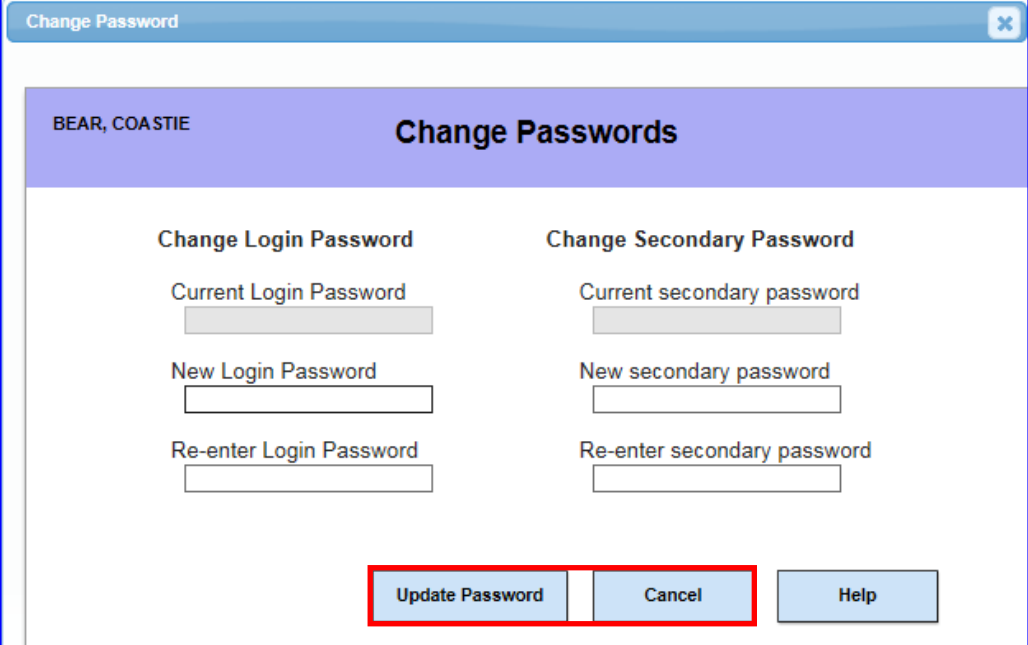

Procedures,
continued

Step	Action
22	<p>The Create New drop-down has 3 options; Create a New Authorization Request, Create a New Settlement Request or Create a New Advance Request. See the appropriate user guide for step-by-step instructions for each option.</p>  <p>The screenshot shows the T-PAX Inbox interface. At the top, it says 'BEAR, COASTIE' and 'T-PAX Inbox'. Below that are links for '[Reservations]', '[Regulations]', and '[Currency]'. A navigation bar contains 'Profile and History »', 'Create New »', 'Tools »', and 'Help »'. The 'Create New »' dropdown menu is open, showing three options: 'Authorization Request', 'Settlement Request', and 'Advance Request'. Below the menu is a table with columns: 'TONO', 'Type', 'Category', 'Created By', 'Auth. Official', 'Status', and 'Status Date'.</p>
23	<p>The Tools drop-down has 3 options, Passwords, Rates and DTOD Lookup. Click Passwords.</p>  <p>The screenshot shows the T-PAX Inbox interface. At the top, it says 'BEAR, COASTIE' and 'T-PAX Inbox'. Below that are links for '[Reservations]', '[Regulations]', and '[Currency]'. A navigation bar contains 'Profile and History »', 'Create New »', 'Tools »', and 'Help »'. The 'Tools »' dropdown menu is open, showing three options: 'Passwords', 'Rates', and 'DTOD Lookup'. Below the menu is a table with columns: 'TONO', 'Type of Request', 'Status', 'Auth. Official', 'Status', and 'Status Date'.</p>

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Web TPAX Overview, Continued

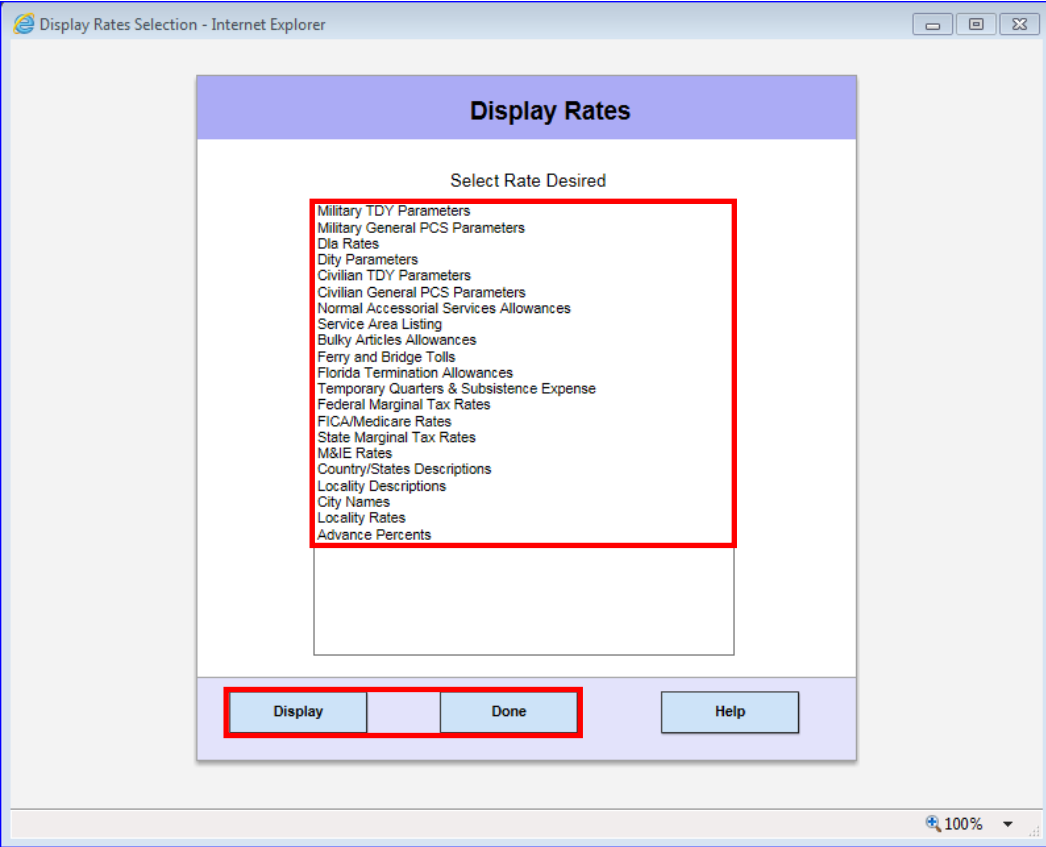

Procedures,
continued

Step	Action
<p>24</p>	<p>This box will appear where the user can change their initial or secondary passwords for Web TPAX.</p> <p>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>Once the Login/Secondary Password has been entered/re-entered, click Update Password or hit Cancel to return to the main page.</p> 
<p>25</p>	<p>Now click on the Rates option.</p> 

Continued on next page

Web TPAX Overview, Continued


Procedures,
continued

Step	Action
<p>26</p>	<p>Click on any of the rates, then click Display to view those rates. When finished, click Done.</p> 
<p>27</p>	<p>Now click on the DTOD Lookup option.</p> 

Continued on next page

Web TPAX Overview, Continued


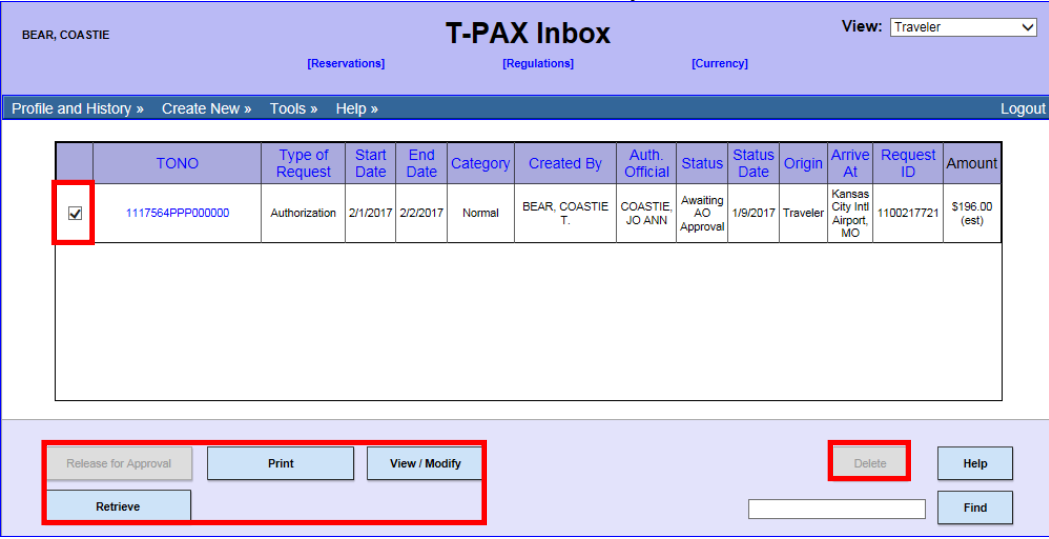

Procedures,
continued

Step	Action
28	<p>This will open a new window. Select Click to enter departure location and enter your place of origin, then select Click to enter arrival location to enter your destination. Once the origin and destination have been entered, click Find Distance and the Official DTOD Distance will populate. Once finished, click Done.</p> <div data-bbox="316 674 1369 1308"><p style="text-align: center;">Distance Lookup</p><p>Enter origin and destination locations and then press the Find Distance button to lookup the official travel distance between those places.</p><p>Note: You may only lookup up distance between locations which have drivable routes as determined by the DTOD.</p><p>* Origin <input type="text" value="Click to enter departure location..."/></p><p>* Destination <input type="text" value="Click to enter arrival location..."/></p><p>Official DTOD Distance: <input type="text"/> <input type="button" value="Find Distance"/></p><p><input type="button" value="Done"/> <input type="button" value="Help"/></p></div>
29	<p>This error will appear. Click Yes.</p> <div data-bbox="316 1384 1118 1749"><p>Windows Internet Explorer</p><p> The webpage you are viewing is trying to close the tab. Do you want to close this tab?</p><p><input type="button" value="Yes"/> <input type="button" value="No"/></p></div>

Continued on next page

Web TPAX Overview, Continued

Procedures,
continued

Step	Action																												
30	<p>This Help functionality currently isn't working in Web TPAX.</p>  <p>The screenshot shows the 'T-PAX Inbox' header with navigation links for Reservations, Regulations, and Currency. Below the header is a menu bar with 'Profile and History', 'Create New', 'Tools', and 'Help'. The 'Help' menu is expanded, and the 'Help' option is highlighted with a red box.</p>																												
31	<p>The buttons along the bottom, will only be accessible when necessary. You must first select the claim you wish to act on, then click Release for Approval to release it to the AO, Print to print either the Travel Voucher Summary or the DD Form 1351-2, View/Modify to view or edit the claim, Retrieve to pull it back from the AO or Delete to delete a claim (currently disabled).</p>  <p>The screenshot shows the 'T-PAX Inbox' header with a 'View: Traveler' dropdown. Below the header is a menu bar with 'Profile and History', 'Create New', 'Tools', 'Help', and 'Logout'. A table of claims is displayed with the following columns: TONO, Type of Request, Start Date, End Date, Category, Created By, Auth. Official, Status, Status Date, Origin, Arrive At, Request ID, and Amount. The first row is selected, and the 'Release for Approval', 'Print', 'View / Modify', and 'Retrieve' buttons are highlighted with red boxes. The 'Delete' button is also highlighted with a red box.</p> <table border="1" data-bbox="368 1122 1321 1384"> <thead> <tr> <th></th> <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><input checked="" type="checkbox"/></td> <td>1117564PPP000000</td> <td>Authorization</td> <td>2/1/2017</td> <td>2/2/2017</td> <td>Normal</td> <td>BEAR, COASTIE T.</td> <td>COASTIE, JO ANN</td> <td>Awaiting AO Approval</td> <td>1/9/2017</td> <td>Traveler</td> <td>Kansas City Intl Airport, MO</td> <td>1100217721</td> <td>\$196.00 (est)</td> </tr> </tbody> </table>		TONO	Type of Request	Start Date	End Date	Category	Created By	Auth. Official	Status	Status Date	Origin	Arrive At	Request ID	Amount	<input checked="" type="checkbox"/>	1117564PPP000000	Authorization	2/1/2017	2/2/2017	Normal	BEAR, COASTIE T.	COASTIE, JO ANN	Awaiting AO Approval	1/9/2017	Traveler	Kansas City Intl Airport, MO	1100217721	\$196.00 (est)
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32	<p>Once you have completed all actions in TPAX, click Logout.</p>  <p>The screenshot shows the 'T-PAX Inbox' header with a 'View: Traveler' dropdown. Below the header is a menu bar with 'Profile and History', 'Create New', 'Tools', 'Help', and 'Logout'. The 'Logout' button is highlighted with a red box.</p>																												