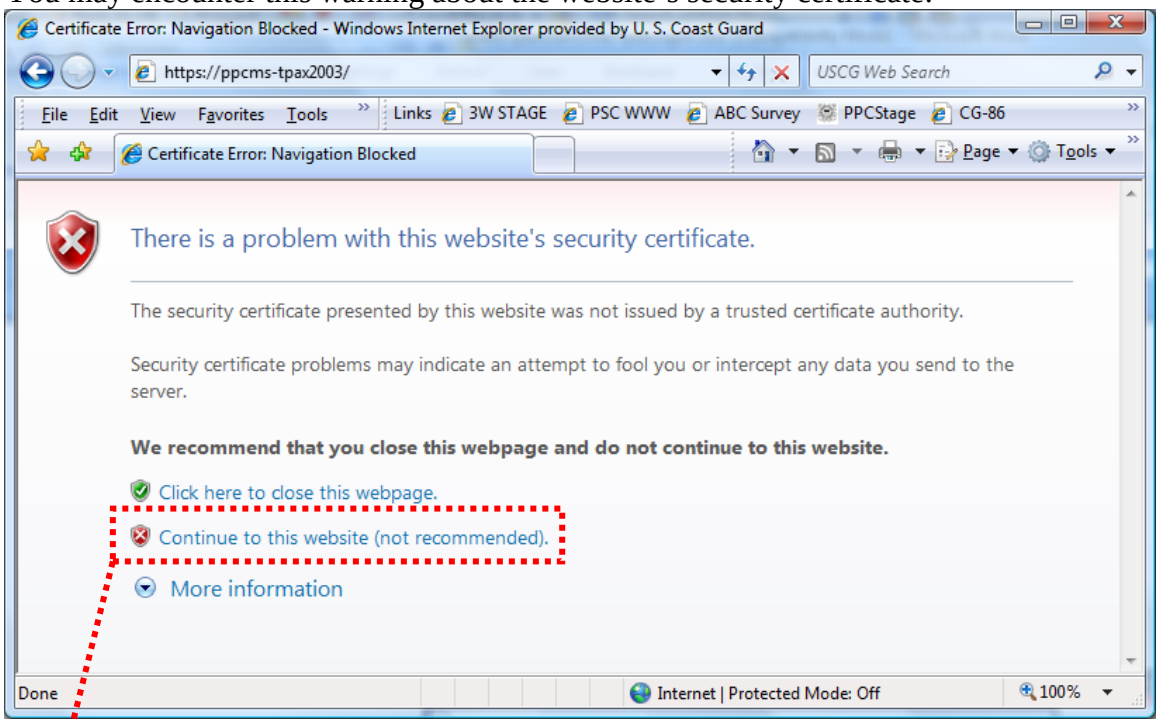
Web-TPAX Initial Logon Instructions

1. Open Internet Explorer
2. Type the URL into the web address line: https://ppcms-tpax2003/
3. Press the enter/return key on your keyboard
4. You may encounter this warning about the website's security certificate:



Click the **Continue to this website (not recommended)** link to continue. You can safely ignore this warning because webtpax is only accessible on the Coast Guard's secure data network. It is not an internet site.

5. Enter your USER ID – this will typically be the your EMPLID

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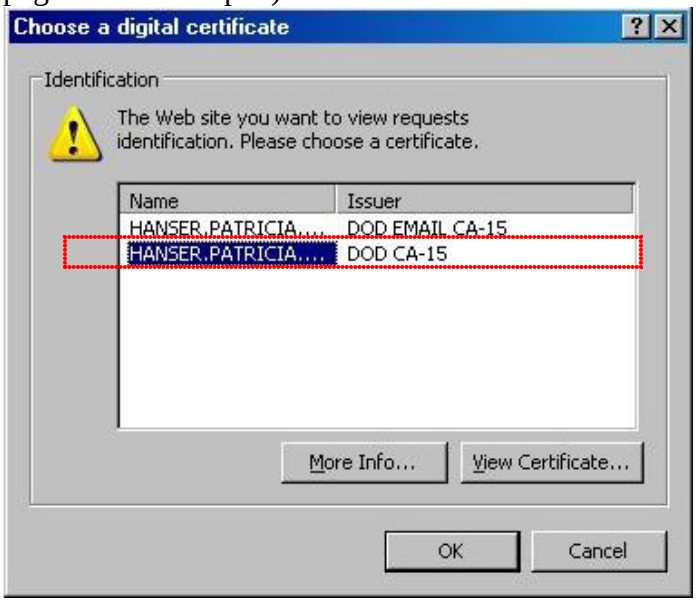
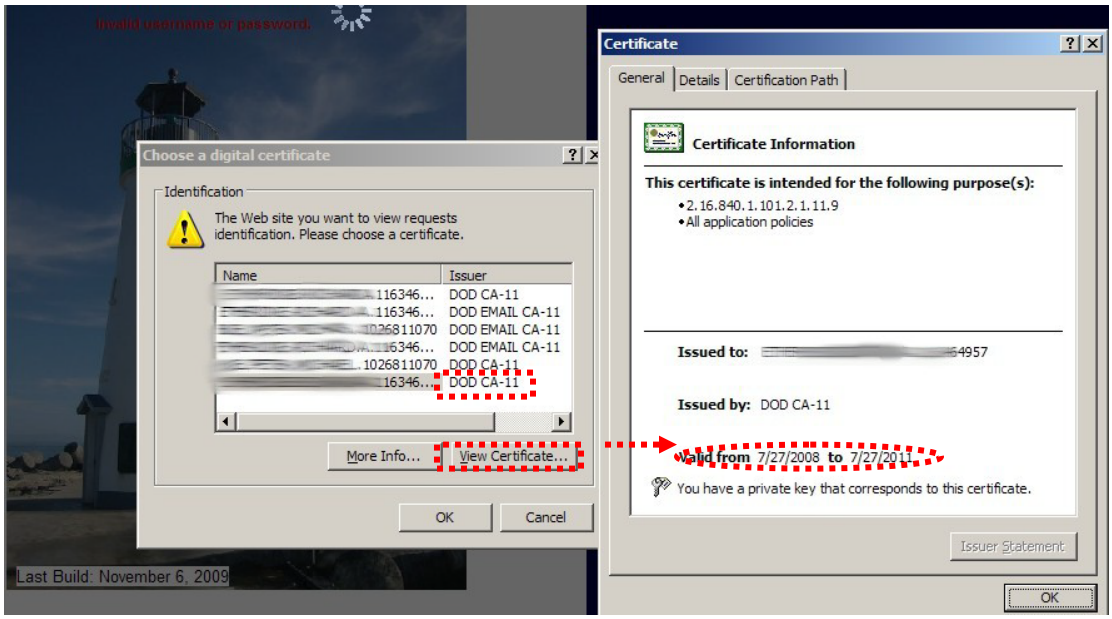
6. Input your **current** T-PAX LOGON password, click Login To WebT-PAX. If you do not know your T-PAX logon password, use the "Forgotten or no Password" button on the legacy, Citrix-TPAX system (http://cgweb.fincen.uscg.mil/citrix/TPAXPROD.ica) to obtain a new password.

Note: Whenever the system presents you with the "Choose a digital certificate" dialog box (as shown below), always be sure to select the **non-email** certificate. If multiple non-email certificates are listed, choose the newest one (Click the "View Certificate" button and exam the dates, see next page for an example.).



7. This step now has associated your CAC with your USER ID. Log out of the system again going back to the logon page. You will now see your ID is grayed

out and cannot be changed, logon password is no longer required and your LOGIN to Webtpax button has changed to “AUTO LOGIN”.

8. Your CAC card is now permanently assigned to your USER ID in WebT-PAX If somehow you have associated the incorrect USER ID a CAC card, YOU MUST contact the WebT-PAX System Support Administrator for assistance.
9. For future logons, just go to the web page (https://ppcms-tpax2003/), and click the Auto Login button. The **Choose a digital certificate** dialog will display. Select the newest **non-email** DOD-CA certificate. You may have to click the “View Certificate” button to determine the date if multiple DOD CA certificates are present. Examine the “Valid from” dates on the Certificate detail panel to find the newest certificate.