

First Time Web TPAX User

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

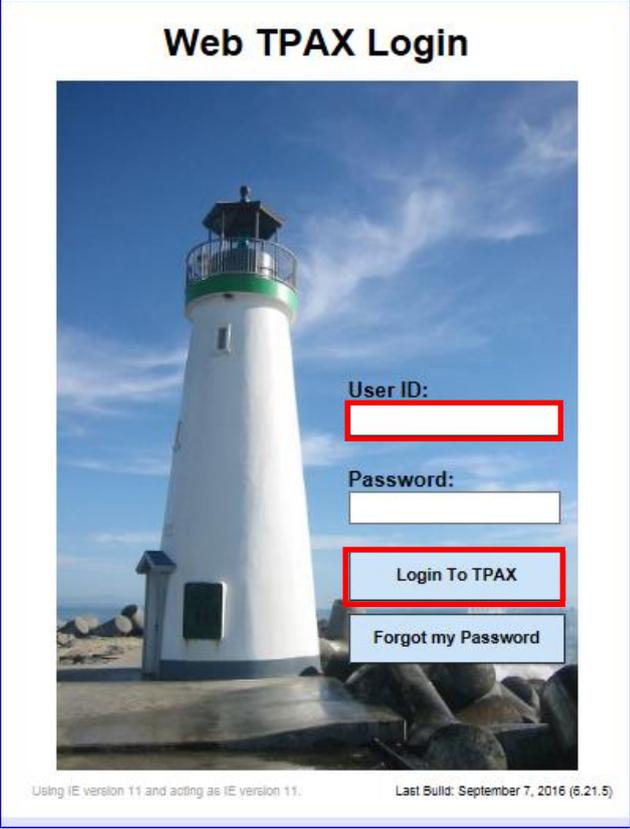
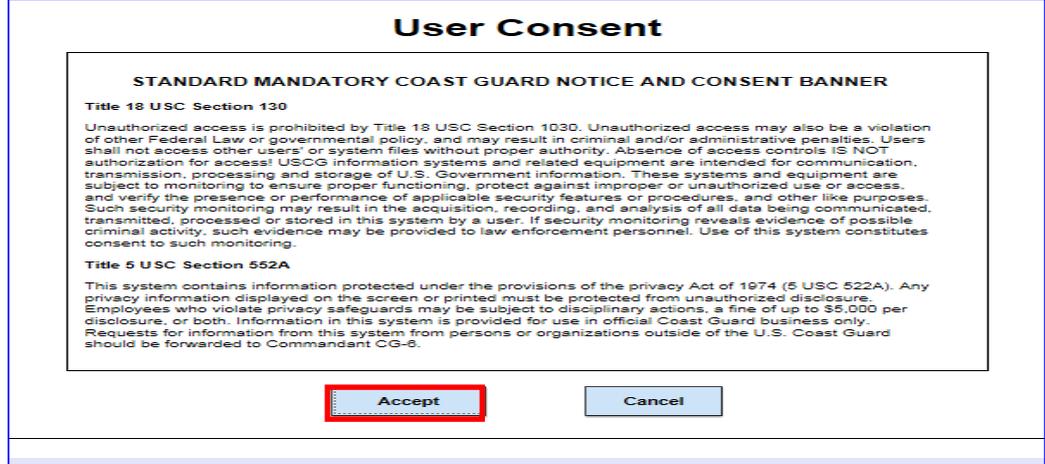
Procedures See below.

| Step | Action |
|------|---|
| 1 | Click the Web TPAX link to begin. https://ppcms-tpaxwb.main.ads.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 528">Enter the User ID (your employee ID), then click Login to TPAX.</p> <div data-bbox="316 528 946 1357"></div> |
| 4 | <p data-bbox="316 1397 635 1431">Click the Accept button.</p> <div data-bbox="316 1431 1361 1895"></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 | <p>The Personal tab will display. Verify that all the information is correct. Required fields are marked with a red asterisk. Click Next.</p> <div data-bbox="316 562 1369 1352"><p>CHEETAH, CHESTER Traveler Profile View: Traveler</p><p>ID: 1234567 * Name: CHEETAH, CHESTER</p><p>Personal Address Misc. Info T-PAX Info</p><p>* Employee Status: Employee * Grade/Rank: GS6 Salutation: Position/Title: Known Traveler Num: Security Clearance: Unknown 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: Emp_Duty_Type:</p><p>Back Next Note: Required fields are marked with a red asterisk (*). Save Cancel Help</p></div> |

Continued on next page

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> <div data-bbox="316 600 1369 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 border="0"><tr><td>Mailing Address</td><td>Office Address (optional)</td></tr><tr><td>* Address-1: 123 CHEETOS LANE</td><td>Address-1: PPC CUSTOMER CARE BR</td></tr><tr><td>Address-2:</td><td>Address-2: 444 SE QUINCY ST</td></tr><tr><td>* City: TOPEKA</td><td>City: TOPEKA</td></tr><tr><td>* State/Country: KS KANSAS</td><td>State/Country: KS KANSAS</td></tr><tr><td>Zip Code: 66606-0000</td><td>Zip Code: 66683-0000</td></tr><tr><td>Phone:</td><td>Phone: 785-339-2200</td></tr></table><p>Email Addresses for Correspondence:</p><p>* Email Address (needed for traveler to log into TPAX): chester.cheetah@uscg.mil</p><p>Verify email address: chester.cheetah@uscg.mil</p><p>Back Next Note: Required fields are marked with a red asterisk (*). Save Cancel Help</p></div> | Mailing Address | Office Address (optional) | * Address-1: 123 CHEETOS LANE | Address-1: PPC CUSTOMER CARE BR | Address-2: | Address-2: 444 SE QUINCY ST | * City: TOPEKA | City: TOPEKA | * State/Country: KS KANSAS | State/Country: KS KANSAS | Zip Code: 66606-0000 | Zip Code: 66683-0000 | Phone: | Phone: 785-339-2200 |
| Mailing Address | Office Address (optional) | | | | | | | | | | | | | | |
| * Address-1: 123 CHEETOS LANE | Address-1: PPC CUSTOMER CARE BR | | | | | | | | | | | | | | |
| Address-2: | Address-2: 444 SE QUINCY ST | | | | | | | | | | | | | | |
| * City: TOPEKA | City: TOPEKA | | | | | | | | | | | | | | |
| * State/Country: KS KANSAS | State/Country: KS KANSAS | | | | | | | | | | | | | | |
| Zip Code: 66606-0000 | Zip Code: 66683-0000 | | | | | | | | | | | | | | |
| Phone: | Phone: 785-339-2200 | | | | | | | | | | | | | | |

Continued on next page

First Time Web TPAX User, Continued

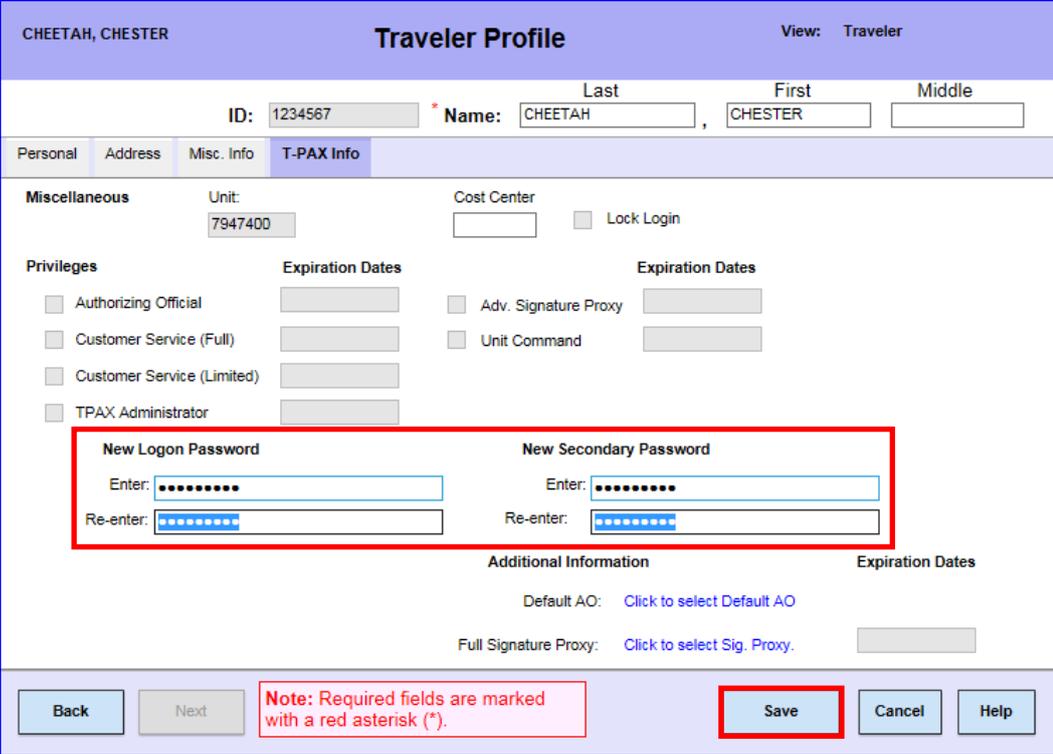
Procedures,
continued

| 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> <div data-bbox="316 562 1374 1160"><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><div style="border: 2px solid red; padding: 10px;"><p>Work Week</p><p>Hours worked per day: <input type="text" value="8"/></p><p>Select days of week employee works:</p><p><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></div><p><input type="button" value="Back"/> <input style="border: 2px solid red;" 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> |

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 box. Each section has 'Enter' and 'Re-enter' fields. A red asterisk is visible next to the 'Name' field in the header. At the bottom, a red box contains the note: 'Note: Required fields are marked with a red asterisk (*).' The 'Save' button is also highlighted with a red box.</p> |

Continued on next page

First Time Web TPAX User, Continued

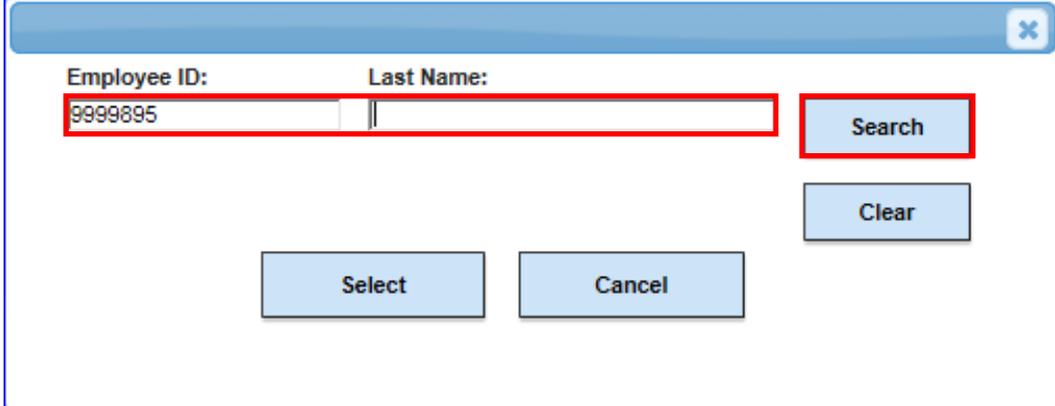
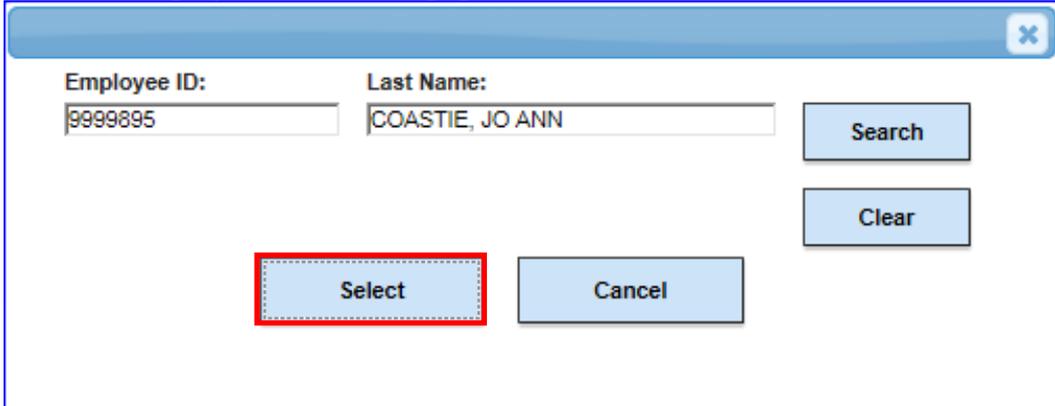
Procedures,
continued

| Step | Action |
|------|---|
| 11 | <p>Click the link to select a Default Authorizing Official (AO).</p> <div data-bbox="316 524 1369 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 Expiration Dates</p><p><input type="checkbox"/> Authorizing Official <input type="checkbox"/> Adv. Signature Proxy <input type="text"/></p><p><input type="checkbox"/> Customer Service (Full) <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: Click to select Default AO</p><p>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> |

Continued on next page

First Time Web TPAX User, Continued

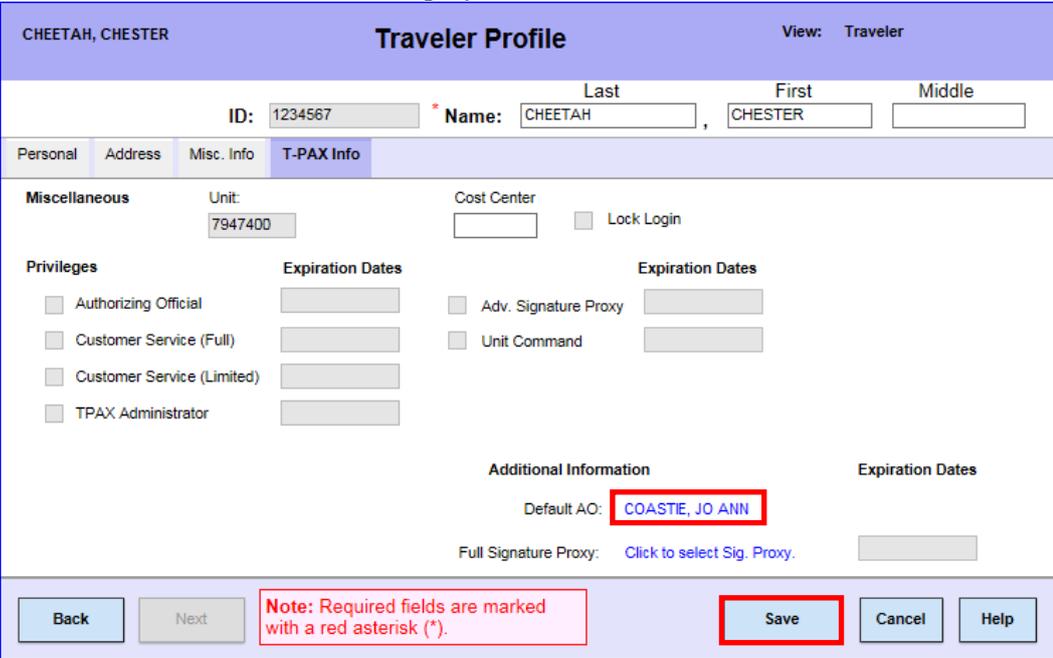
Procedures,
continued

| 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 dialog box with a blue header bar containing a close button (X). Below the header are two input fields: 'Employee ID:' and 'Last Name:'. The 'Employee ID' field contains the text '9999895'. To the right of these fields are three buttons: 'Search', 'Clear', and 'Select'. The 'Search' button is highlighted with a red rectangular box.</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. The 'Employee ID' field now contains '9999895' and the 'Last Name' field contains 'COASTIE, JO ANN'. The 'Search' button is no longer highlighted. The 'Select' button is now highlighted with a red dashed rectangular box.</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>14</p> | <p>This will return you to the main page where you can now enter travel claims or Logout.</p>  |