

From: [D05-SMB-D5-DirAux](#)

Subject: E2 Solutions Welcome/ETS

Now that you have your Supplier Number

E2 USER ID USCG-999999

Social Security Number or Employee Id S999999

SUPPLIER NUMBER 999999

After you receive this email you will receive a forwarded email that will ask you to sign in. Please use the link in the forwarded email to login. For your initial login, use the above E2 USER ID and EMPLOYEE ID. Once logged in, you will be asked to create answers to security questions and create a unique password to replace this temporary login.

****NEVER USE YOUR SOCIAL****

After you've created your unique password, edit your profile. To find your profile, click on your name in the upper right corner and select **Profile** from the pull-down menu.

On the **User Profile** page:

- To the right of the **Default Homesite** caption, click the [Edit Homesite](#) link. The system auto-populates with DC and DCA airports. You may need to change these to your hometown and Default Airport. Click the [Edit Homesite](#) and [Edit Airport](#) links to make these changes. Once you've made these changes, select the **Return to User Profile** button.
- To the right of the **Address Information** caption, click the [Edit Address Information](#) link. Make any changes needed to the **Edit Address Information** screen and select the **Save** button.

To the right of the **Email Information** caption, click the [Edit Email Information](#) link. Make any changes needed to the **Edit Email Information** screen and select the **Save** button. **NOTE:** [D05-SMB-D5-DirAux@uscg.mil](#) should be the *Primary Email* address, and your personal email address(s) should be the alternate email addresses. (please note E2 will not accept primary email that is not .mil or .gov.)

- To the right of the **Travel Arrangers** caption, click the [Edit Arrangers](#) link. It is important that you make YN2 Giovanni N. Kyle your designated arranger. Search for her in the **Travel Arranger Search** section by inputting *Jovanni* in the **Arranger's First Name** box and click the **Search** button. *KYLE, JOVANNI N* will appear in the **Travel Arrangers** section at the top of the page. Now, note the **N** under **Permission to directly submit voucher:** and change the **N** to **Y** in order to obtain a TMC profile ID. ***This is the most important function without performing this task your travel will not be reimbursed.*** Please be advised this is the most important task that needs to be done by you and unfortunately I'm not able to perform this task on your behalf. Once you've made this change, select the **Return to User Profile** button.

- To the right of the **Credit Card Information** caption, click the [Edit Credit Card Information](#) link. On the Credit Cards page in the Online Booking Charge Card Defaults, select **CBA (Centrally Billed Account)** pull-down menu choice next to both the **Airfare Charge Card** and **Rail Charge Card** boxes. You are asked/not required to provide a personal charge card for **Hotel Guarantee Charge Card**. Fill in the **Personal Charge Card** section with your credit card information. When done, select the **Save Changes** button at the bottom.
- To the right of the **Travel Preferences** caption, click the [Edit Travel Preferences](#) link. This will open a popup window. Fill in any categories in the popup window that appear to be relevant. When finished, click the [CLICK HERE](#) link to close the window. **Select register PKI**. At this point you should return to the **User Profile** screen. Confirm that there is an alphanumeric code after **TMC Profile ID:** in the **Travel Preferences** section. It should look something like this: **TMC Profile ID: ABCD98765**
- Highlight to Copy the TMC Profile ID by blocking the ID and pressing **<Ctrl>-C**.
- Before you logout, click the **My E2** link in the left hand corner of the screen. Now go back to your Profile page by clicking your name in the upper right corner and selecting **Profile** from the pull-down menu. Confirm that everything looks OK to you. If anything needs to be changed, now is a good time to do it. Once finished, save anything that hasn't been saved and logout.

Now, reply to this email, pasting in (**<Ctrl>-V**) your TMC profile ID, and send it to me to let me know that this task is completed.

Very Respectively,

YN2 Jovanni Kyle

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