



U.S. Department of Homeland Security
United States Coast Guard Auxiliary



Creating an E2 Account

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FSO-MA 054-09-08

Chapel Hill Flotilla

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What and Why?

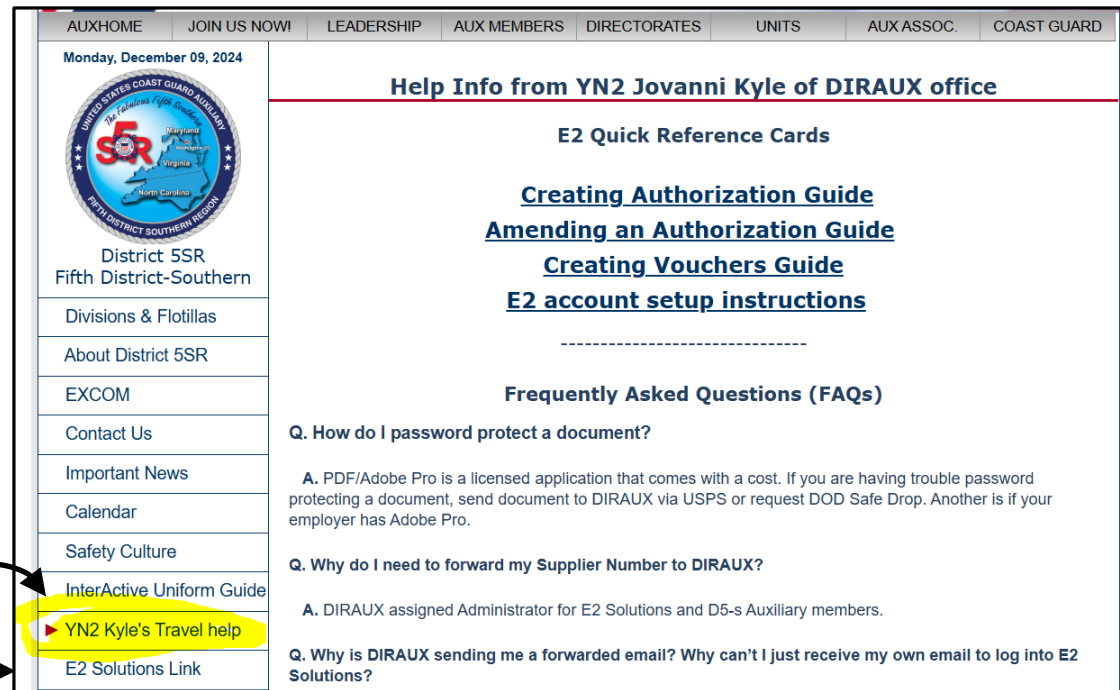
- An E2 account (also called E2 Solutions account) is a personalized account for each “vendor” which the USCG may want to pay or reimburse.
- This is also used to book air travel.
- YOU NEED ONE if you intend to travel under orders or attend a C-school because this is how your travel will be booked and paid for.
- Your application to a C-School **WILL NOT BE PROCESSED** if you do not have an active E2 account!!!
- E2 account passwords **EXPIRE** after a time, so you should be sure to log in before you plan to apply for approvals for travel or school.

How do I create an E2 account?

- Access the District 5SR web site.
<https://wow.uscgaux.info/content.php?unit=054>



- Look at **YN2 Kyle's Travel help**.
<https://wow.uscgaux.info/content.php?unit=054&category=contact-the-bridge>



- **Note** the same page has the link to the **E2 Solutions** logon page, too.
<https://e2.gov.cwtsatotravel.com/ThinkCAP/e2/login?execution=e1s1>

You need TWO forms

- Scroll to the bottom of **YN2 Kyle's Travel help.**
<https://wow.uscgaux.info/content.php?unit=054&category=contact-the-bridge>

- The bottom of the page has 2 forms you'll need, plus instructions if you need more help.

The screenshot shows a website interface with a left sidebar and a main content area. The sidebar contains links: 'Browser Outdated?', 'New Member Info', 'National Help Desk', 'Sign In/Up with USCGAUX', a search box, and 'SECURITY LEVELS'. The main content area has a question: 'Q. When requesting travel, as the first step, do members need their supplier number?' followed by the answer 'A. Yes.' and a 'Pre-Travel' section with five steps. Below this is a 'Travel' section with two steps. At the bottom, there are links for 'Download PowerPoints on Creating Vouchers & E2 Authorizations', 'Creating Vouchers, PPTx download', 'E2 Creating Authorizations, PPTx download', 'E2 Solutions Overview', 'FSMS HR Forms ver. 5-5-22', 'Supplier Request Form', and 'E2 account setup instructions'. Two black arrows point from the text 'The bottom of the page has 2 forms you'll need...' to the 'Supplier Request Form' and 'E2 account setup instructions' links.

Browser Outdated?

New Member Info

National Help Desk

Sign In/Up with USCGAUX

Click Here To Sign Up/In with USCGAUX Help Video - Job Aide

SEARCH NATIONAL SITE

Enter Search Term(s):

Search

SECURITY LEVELS

Q. When requesting travel, as the first step, do members need their supplier number?

A. Yes.

Pre-Travel

STEP 1: must request a supplier number from FINCEN using (EFT/Supplier Request form) find link below..

STEP 2: send Supplier number to DIRAUX then DIRAUX creates E2 account.

STEP 3: Member Initialize E2 account.

Travel

Travel STEP 4: Create an authorization.

Travel STEP 5: Create a Voucher

Download PowerPoints on Creating Vouchers & E2 Authorizations

Creating Vouchers, PPTx download

E2 Creating Authorizations, PPTx download

[E2 Solutions Overview](#)

[FSMS HR Forms ver. 5-5-22](#)

[Supplier Request Form](#)

E2 account setup instructions

There's a lot of directions, here. Help?!

Step by step:

1. Download the Supplier Request Form from the bottom of the page.
2. Fill in Section 1 and **Section 4** only.
3. Don't mail it, yet!

Section 1

THE FOLLOWING FIELDS ARE REQUIRED

| | |
|---|--|
| ** VENDOR TYPE | AUXILIARIST |
| ** AGENCY: | <input checked="" type="radio"/> USCG <input type="radio"/> TSA <input type="radio"/> CWMD |
| ** THIS FORM IS BEING SUBMITTED BY THE: | <input checked="" type="radio"/> Payee (Self) <input type="radio"/> On Behalf of Payee |
| SUBMITTER'S NAME: | SAME AS BELOW |
| SUBMITTER'S TELEPHONE NUMBER: | SAME AS BELOW |
| SUBMITTER'S EMAIL ADDRESS: | SAME AS BELOW |

This information will expedite processing this request should we need any additional information.

These will be auto-filled after you fill in section 4.

Section 4

USCG AUXILIARY BANKING INFORMATION (USCG ONLY)

COAST GUARD – AUXILIARY – ALC 70060000 MUST ENTER AUXILIARIST MEMBER ID

| | | | | | |
|--|---|-------------------------------|-------------------|-------------|-------------|
| NAME | MY NAME GOES HERE | SSN OR TAXPAYER NO. | MY SSN HERE | Re-Enter | MY SSN HERE |
| ADDRESS | MY STREET ADDRESS HERE | | | | |
| CITY | MY CITY HERE | STATE | MY STATE | POSTAL CODE | ZIP |
| PHONE NUMBER | (800)555-1212 | DATE | TODAY | | |
| EMAIL ADDRESS | MY PERSONAL EMAIL | Re-Enter | MY PERSONAL EMAIL | | |
| BANK NAME | MY BANK'S NAME GOES HERE | | | | |
| ROUTING TRANSIT NUMBER (9 DIGIT NUMER) | ROUTING # | | | | |
| DEPOSITOR ACCOUNT NUMBER | MY ACCOUNT # | | | | |
| TYPE OF ACCOUNT | <input checked="" type="radio"/> CHECKING | <input type="radio"/> SAVINGS | | | |

There's a lot of directions, here. Help?!

Step by step:

4. Download the FSMS_HR_Form from the bottom of the page.
5. Fill in as shown here.
6. **Don't mail it, yet!**

| FSMS Federal User Account Setup Form | |
|--------------------------------------|---|
| Last Name: | <input type="text" value="MY LAST NAME"/> |
| First Name: | <input type="text" value="MY FIRST NAME"/> |
| Middle Name: | <input type="text" value="MY MIDDLE NAME"/> |
| SSN: | <input type="text" value="123456789 MY SSN"/> Enter SSN without "-" |
| Gender: | <input type="text" value="Male"/> |
| Email: | <input type="text" value="MY PERSONAL EMAIL"/> |
| Employee ID: | <input type="text" value="MY AUX ID NUMBER"/> |
| OPFAC: | <input type="text" value="71105"/> |
| First Day of Employment: | <input type="text" value="MY BASE ENROLLMENT DATE"/> |

Securely send forms to DIRAUX

These forms have sensitive information (your bank account number, your SSN, etc.). If you mail these to DIRAUX, they will be **deleted and not read.**

7. Go to <https://safe.apps.mil/dropoff.php>

- FROM: You@your.email
- TO: D05-SMB-D5-DirAux@uscg.mil
- Short Note: 'E2 account creation forms.'
- Check 'Encrypt every file', and others.
- Supply a passphrase and click OK.
- Confirm this is not classified.
- Drag your two files to this page.
- Click 'Send Drop-off.'

The screenshot shows the DoD SAFE web interface for dropping off files. A modal dialog box titled "Encryption Passphrase" is open, prompting the user to enter a passphrase and confirm it. The background form includes a "PLEASE NOTE" section, a "From:" field with "MY PERSONAL EMAIL", a "To:" field with "D05-SMB-D5-DirAux@uscg.mil", and a "Short note to the Recipients:" text area. There are several checkboxes for options like "Encrypt every file" and "Send me an email when the Drop-Off is completed". At the bottom, there is a confirmation checkbox and two buttons: "Click to Add Files or Drag Them Here" and "Send Drop-off".

https://safe.apps.mil/dropoff.php

This information system is approved for CUI and PII/PHI data

DoD SAFE

Home Drop-Off Pick-up Help

PLEASE NOTE

NO CLASSIFIED INFORMATION IS ALLOWED

Any files containing CUI, PII and/or PHI must be encrypted. DoD Cyber.mil clarifies policies about transmitting sensitive information.

It is the user's responsibility to only send files to the intended recipient.

DO NOT send files to organizational mailboxes.

Uploaded files are scanned for viruses.

Do not share or disclose drop-off information.

Encryption Passphrase

This passphrase will not be sent to the recipients. You need to do this yourself.

Passphrase: SOME PASSPHRASE

And again: SAME AGAIN

OK

This web page will allow you to drop-off (upload) one or more files (up to 8 GB total) for a DoD user. The recipient will receive an automated email containing the information you enter below and instructions for downloading the file.

DoD SAFE does not guarantee delivery of documents within a specified time period under 4 hours. File transfers of malware or malicious files are not supported.

From: MY PERSONAL EMAIL

To: D05-SMB-D5-DirAux@uscg.mil

Short note to the Recipients:

These are my E2 account creation forms. I'll send you a passphrase shortly. V/r FIRST LAST

* Note should not contain CUI, PII, PHI, or the Encryption Passphrase

1000 / 1000 left

Confirm that the files in this upload do NOT contain classified information. By checking this box, you are confirming that the files do not contain classified information and are aware that your organization will be held accountable for non-compliant data sent through the system.

Encrypt every file (REQUIRED FOR CUI, PII, AND PHI)

Send me an email when the Drop-Off is completed

Send me an email when each recipient picks up the files

Click to Add Files or Drag Them Here

Send Drop-off

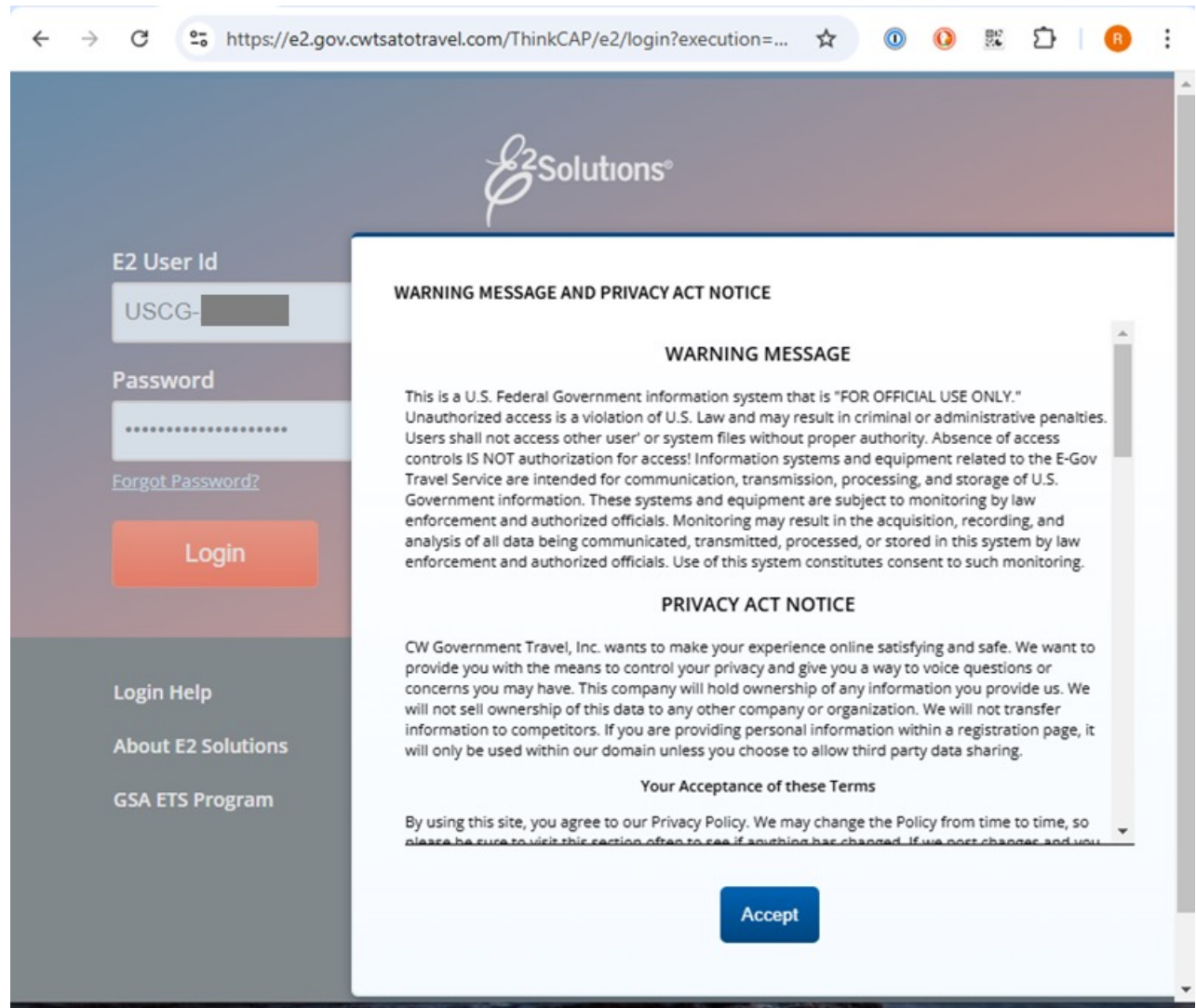
DIRAUX actually creates the account

8. Notify DIRAUX D05-SMB-D5-DirAux@uscg.mil that forms are waiting:
 - Send an email to DIRAUX letting them know you're writing to establish an E2 account.
 - Tell them you've dropped the forms in DOD Safe Drop.
 - Give them the passphrase that you used when you dropped the files.
9. DIRAUX will respond to your personal email with a FORWARDED email from E2 Solutions. DIRAUX will add your Username and your Password to the email. There will be a sign-in link.
THIS LINK EXPIRES IN 72 HOURS, so watch for it and hit it right away.
10. If it has expired, write DIRAUX and ask them to reset for you; they'll do that and let you know the new initial password.

First Login

11. Now log in for the first time.

Each time you log in, you'll have to accept the Warning and Privacy Act Notices.



The screenshot shows a web browser window with the URL <https://e2.gov.cwtsatottravel.com/ThinkCAP/e2/login?execution=...>. The page features the E2 Solutions logo at the top right. On the left side, there is a login form with the following elements:

- E2 User Id:** A text input field containing "USCG-".
- Password:** A password input field with masked characters.
- [Forgot Password?](#) link.
- Login:** An orange button.
- [Login Help](#) link.
- [About E2 Solutions](#) link.
- [GSA ETS Program](#) link.

A large white modal window is overlaid on the right side of the page, containing the following text:

WARNING MESSAGE AND PRIVACY ACT NOTICE

WARNING MESSAGE

This is a U.S. Federal Government information system that is "FOR OFFICIAL USE ONLY." Unauthorized access is a violation of U.S. Law and may result in criminal or administrative penalties. Users shall not access other user' or system files without proper authority. Absence of access controls IS NOT authorization for access! Information systems and equipment related to the E-Gov Travel Service are intended for communication, transmission, processing, and storage of U.S. Government information. These systems and equipment are subject to monitoring by law enforcement and authorized officials. Monitoring may result in the acquisition, recording, and analysis of all data being communicated, transmitted, processed, or stored in this system by law enforcement and authorized officials. Use of this system constitutes consent to such monitoring.

PRIVACY ACT NOTICE

CW Government Travel, Inc. wants to make your experience online satisfying and safe. We want to provide you with the means to control your privacy and give you a way to voice questions or concerns you may have. This company will hold ownership of any information you provide us. We will not sell ownership of this data to any other company or organization. We will not transfer information to competitors. If you are providing personal information within a registration page, it will only be used within our domain unless you choose to allow third party data sharing.

Your Acceptance of these Terms

By using this site, you agree to our Privacy Policy. We may change the Policy from time to time, so please be sure to visit this section often to see if anything has changed. If we post changes and you

Accept

Set Security Questions and Password

12. For your very first log in, you'll have to set:

- two security questions and answers
- a new password.

Password is limited to 15-25 characters.

Digits, upper case, lower case and special characters are required.

- Don't forget to save the Q/As.

← → ↻ 📄 https://e2.gov.cwtsatotravel.com/ThinkC... ☆

e2Solutions

Edit Password Information

Enter your password. Passwords must be between 15 and 25 characters. Must contain at least 1 numeric character. Must contain at least 1 upper case character. Must contain at least 1 lower case character. Must contain at least 1 special character.

New Password:*

Confirm New Password:*

Choose a security question and enter an answer. In the event that you forget your password, the security information will be used to verify your identity and assist you with resetting your password.

First Security Question:*

Security Answer:*

Confirm Security Answer:*

Second Security Question:*

Security Answer:*

Confirm Security Answer:*

*Required

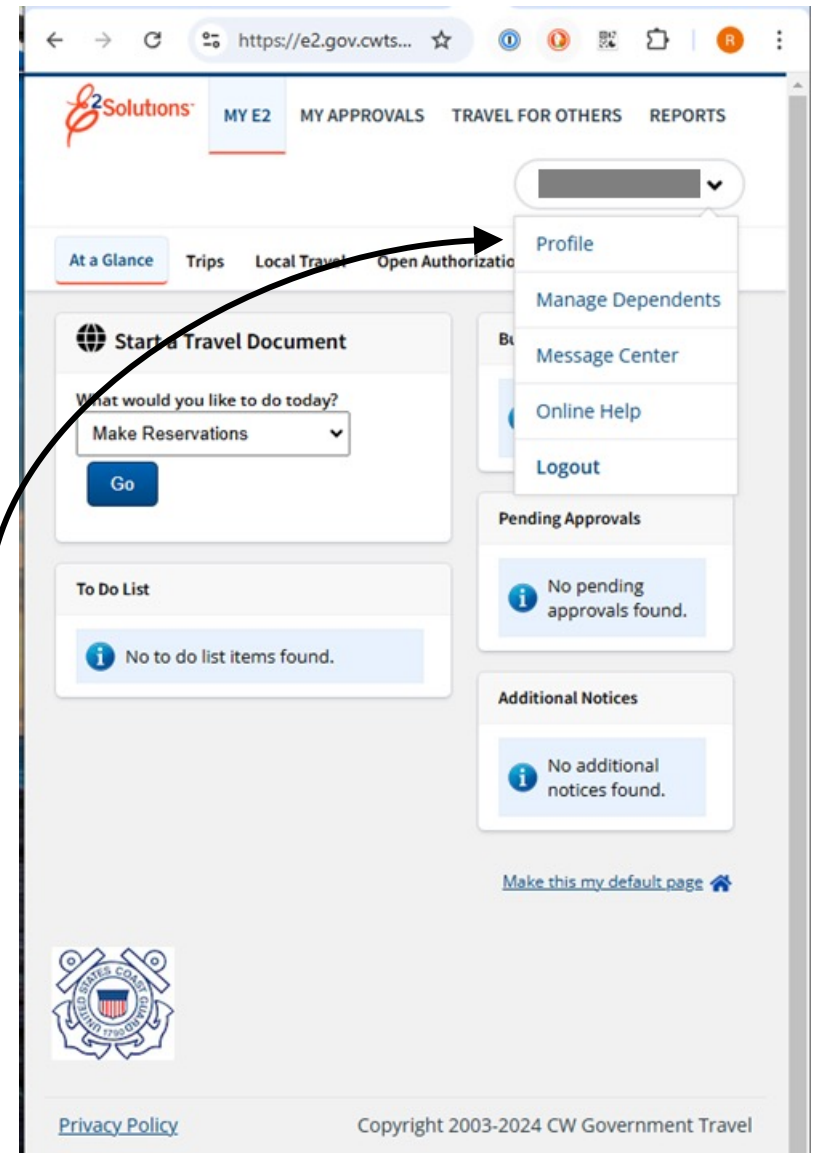
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CONGRATULATIONS! You have an E2 Account!

BUT we're not done, yet!

We now need to set up our profile on the account...

13. Click your name, then choose **Profile**.



Edit / Validate Profile (1/4)

To edit a section, click **Edit xxx**. Fill in the info, **Save**, then click **Return to Profile**.

14. Edit the Homesite

- Edit homesite
- Edit airport
- Click 'Return to User Profile.'

15. Verify / correct your home address and phone numbers.

The screenshot shows a 'User Profile' page with several sections. A blue header bar at the top contains the text 'User Profile'. Below this, the page is divided into sections by horizontal lines. The sections are: 'Traveler Name' (with a redacted field), 'Last Login Information' (with 'Login Time: Tue, 10 Dec 2024 2:41 PM CST'), 'Personal Profile' (with 'Position Title:', 'Employee ID:', 'Ticket Preference: Electronic', and 'Reservation Name:' followed by redacted fields), 'Default Homesite' (with 'Default Homesite:' and 'Default Depart Airport:' followed by redacted fields), and 'Address Information' (with 'Mailing Address:' followed by redacted fields and 'United States', and 'Telephone Number:' followed by redacted fields and options '(Work)', '(Home)', '(Cell Phone)', 'Not on record (Fax)', and 'Not on record (Alt Phone)'). On the right side of the page, there are three blue links: 'Edit Profile' (aligned with the Personal Profile section), 'Edit Homesite' (aligned with the Default Homesite section), and 'Edit Address Information' (aligned with the Address Information section). Three black arrows originate from the text on the left: one points from 'Edit xxx' to 'Edit Profile', another from 'Save' to 'Edit Homesite', and a third from 'Return to Profile' to 'Edit Address Information'.

Edit / Validate Profile (2/4)

16. Verify email addresses:

- Primary must be the DIRAUX address as shown.
- Verify / correct your personal email address under Alternate.

17. Verify / correct Travel Arranger to be Kyle.

18. Ensure 'Permission to directly submit voucher' is **Y!!! THIS IS CRITICAL!!!**

Email Information [Edit Email Information](#)

The primary email address should be the address where you want to receive information about travel arrangements made through E2 Solutions.

Primary Email Address: D05-SMB-D5-DirAux@uscg.mil

The alternate email addresses can be an alternate email for you, supervisor, or a manager to receive information about travel arrangements made through E2 Solutions.

Alternate Email Address 1: [REDACTED]

Alternate Email Address 2: Not on record

Alternate Email Address 3: Not on record

Alternate Email Address 4: Not on record

Travel Arrangers [Edit Arrangers](#)

KYLE, JOVANNI N Jovanni.N.Kyle@uscg.mil

Travel Arrangers

[Show Email Addresses](#)

Name: KYLE, JOVANNI N

Permission to directly submit voucher: Y

Credit Card Information [Edit Credit Card Information](#)

Travel Charge Card: NONE

Personal Credit Card: MASTERCARD Card#: XXXX [REDACTED]

Travel Preferences [Edit Travel Preferences](#)

TMC Profile ID [REDACTED]

[Register PKI Certificate](#)

Edit / Validate Profile (3/4)

19. Update Credit Card Info

- Enter your personal card info. Don't forget to keep this updated prior to booking travel.
- 'Online Booking Charge Card Defaults': set to CBA for both Airfare and Rail.

Personal Charge Card

Type of Card: MASTERCARD

Card Number: XXXXXXXXXXXX

Expiration Date: November 20

Online Booking Charge Card Defaults

Select which charge cards the online booking engine should use for air travel and hotel guarantees.

Airfare Charge Card:* CBA (Centrally Billed Account)

Rail Charge Card:* CBA (Centrally Billed Account)

Hotel Guarantee Charge Card:* No Default

*Required

Edit / Validate Profile (4/4)

20. Edit travel preferences to select preferred seating locations, etc.
21. Press 'Register PKI Certificate.'
22. **Verify you now see a TMC Profile ID.**
 - Format is ABCD98765
 - Copy this. You'll need it.
23. Go back to the MY E2 page, then back into Profile just to double-check everything looks right.

Email Information [Edit Email Information](#)

The primary email address should be the address where you want to receive information about travel arrangements made through E2 Solutions.

Primary Email Address: D05-SMB-D5-DirAux@uscg.mil

The alternate email addresses can be an alternate email for you, supervisor, or a manager to receive information about travel arrangements made through E2 Solutions.

Alternate Email Address [REDACTED]

1: **Alternate Email Address** Not on record

2: **Alternate Email Address** Not on record

3: **Alternate Email Address** Not on record

4: **Alternate Email Address** Not on record

Travel Arrangers [Edit Arrangers](#)

| | |
|-----------------|-------------------------|
| KYLE, JOVANNI N | Jovanni.N.Kyle@uscg.mil |
|-----------------|-------------------------|

Credit Card Information [Edit Credit Card Information](#)

Travel Charge Card: None

Personal Credit Card: MASTERCARD Card#: XXXX [REDACTED]

Travel Preferences [Edit Travel Preferences](#)

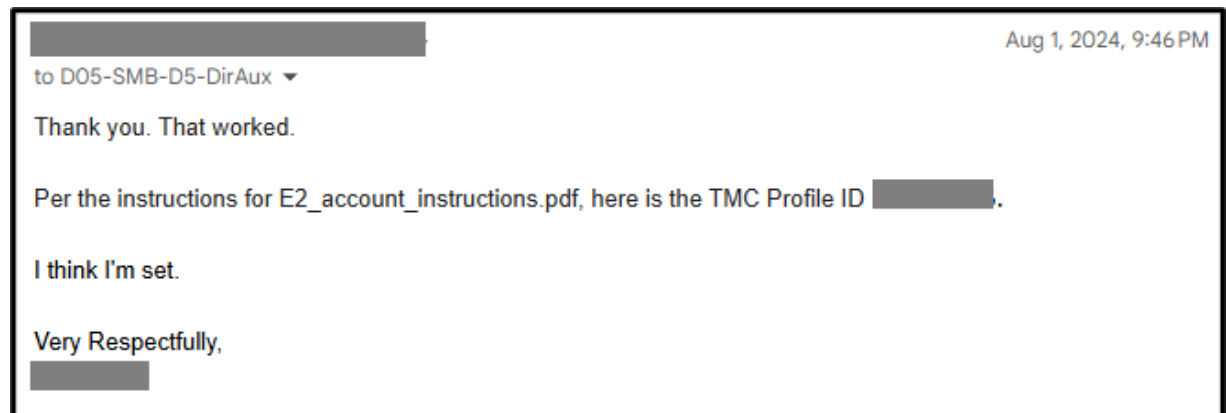
TMC Profile ID [REDACTED]

[Register PKI Certificate](#)

Respond to DIRAUX

In step 9, DIRAUX sent you an email with your Username and initial Password.

24. Respond to their email, and let them know your TMC Profile ID from the Profile page of your account.



Congratulations!!

Now you're done.

Refer to the presentations on the D5SR YN2 Kyle's Travel Help for information on using the E2 account to create travel vouchers and so forth.

Don't forget:

1. Your password will expire periodically. Log in BEFORE you start applying to schools to make sure your account is active and the password is updated.
2. Your credit card info will eventually expire, so make sure that is updated as shown in your profile before you start applying to schools.

E2 Passwords Expire pretty often

- First, you'll be asked to answer your security questions and then ...

← → ↻ https://e2.gov.cwtsatotravel.com/ThinkCAP/e2/resetPassword?execution=e2s1

E2 Solutions

Password Maintenance

Your password has expired. Answer your security questions below to reset your password.

Security Questions

What is your maternal grandmother's maiden name?:*

What elementary school did you attend?:*

*Required

[Privacy Policy](#)

E2 Passwords Expire pretty often

- You'll have to set a new password.
- And new Security questions (though you can use the same ones again).

The screenshot shows a web browser window with the URL <https://e2.gov.cwtsatotravel.com/ThinkC...> and the E2 Solutions logo. The page title is "Password Maintenance". The form is titled "Edit Password Information" and contains the following fields and instructions:

Enter your password. Passwords must be between 15 and 25 characters. Must contain at least 1 numeric character. Must contain at least 1 upper case character. Must contain at least 1 lower case character. Must contain at least 1 special character.

New Password:*

Confirm New Password:*

Choose a security question and enter an answer. In the event that you forget your password, the security information will be used to verify your identity and assist you with resetting your password.

First Security Question:*

Security Answer:*

Confirm Security Answer:*

Second Security Question:*

Security Answer:*

Confirm Security Answer:*

*Required

Save Cancel

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