



# D5SR FINCEN SUPPLIER NUMBER & E2 SOLUTIONS ACCOUNT INSTRUCTIONS

## FINCEN SUPPLIER NUMBER

If you are traveling or conduct patrols, you will need a FINCEN Supplier Number. This is a unique number created by FINCEN that will allow you to be reimbursed for travel claims or patrol orders.

## FSMS FORM

If you don't have a supplier number, then you will need to complete the FSMS form. You will fill out sections 1,4.

For section one clicking vendor type you will click on Auxiliarist.

Section 1

***THE FOLLOWING FIELDS ARE REQUIRED***	
<b>** VENDOR TYPE:</b>	Select a Vendor Type
<b>** AGENCY:</b>	<input checked="" type="radio"/> USCG <input type="radio"/> TSA <input type="radio"/> CWMD
<b>** THIS FORM IS BEING SUBMITTED BY THE:</b>	<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.	

Section 4

USCG AUXILIARY BANKING INFORMATION (USCG ONLY)		
COAST GUARD – AUXILIARY – ALC 70060000 MUST ENTER AUXILIARIST MEMBER ID		
NAME	SSN OR TAXPAYER NO.	Re-Enter
ADDRESS		
CITY	STATE	POSTAL CODE
PHONE NUMBER	DATE	
EMAIL ADDRESS		Re-Enter
BANK NAME		
ROUTING TRANSIT NUMBER (9 DIGIT NUMER)		
DEPOSITOR ACCOUNT NUMBER		
TYPE OF ACCOUNT	<input checked="" type="radio"/> CHECKING	<input type="radio"/> SAVINGS

After you have completed it, you can either request a drop link via DOD safe from the DIRAUX office or you can mail it via USPS. As it contains PII, do not e-mail unless password protected.

DIRAUX E-MAIL: [D05-SMB-D5-DirAux@uscg.mil](mailto:D05-SMB-D5-DirAux@uscg.mil)

DIRAUX Mailing Address: D5 Auxiliary DIR-SOUTH (DPA-S)  
431 Crawford St. Room 119  
Portsmouth, VA 23704

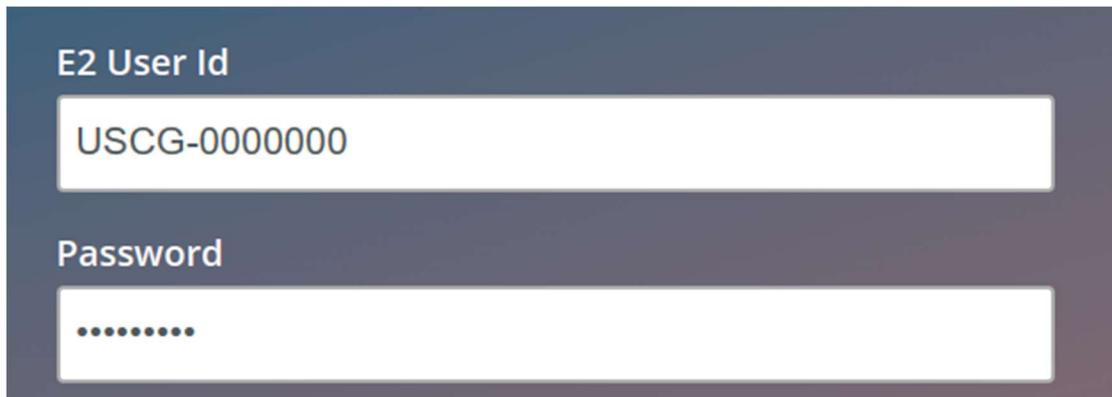
## E2 SOLUTIONS

Once the DIRAUX office has received your supplier number from FINCEN, DIRAUX will create your ETS profile, and send you an initialization email. Then you can login, change your password, and finish setting up your account.

First time login in:

Username will be USCG-your supplier number.

Password will your supplier number with a “S” first before the number



The image shows a login form with two input fields. The first field is labeled "E2 User Id" and contains the text "USCG-0000000". The second field is labeled "Password" and contains a series of dots representing a masked password.

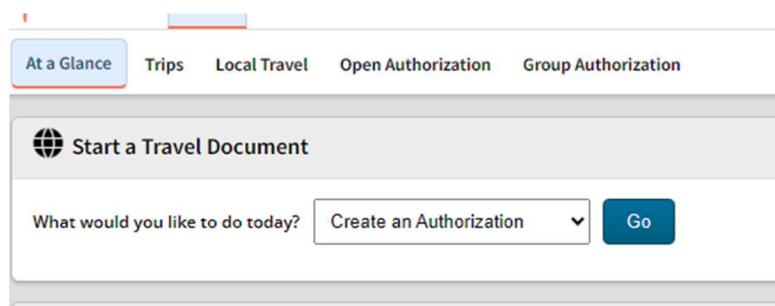
Once you have logged in you will have to set up your security question and change your password.

You do not need to assign a specific travel arranger since the Approving official can see everyone's account in the USCG from their account.

You will also need to add your home address and a personal credit card on file for making reservations.

## CREATING AN AUTHORIZATION

On the home page under "start a travel document" click on the arrow down and click create an authorization and then click go.



The image shows a web interface for "Start a Travel Document". It features a navigation bar with tabs: "At a Glance", "Trips", "Local Travel", "Open Authorization", and "Group Authorization". Below the navigation bar, there is a section titled "Start a Travel Document" with a globe icon. Underneath, there is a prompt "What would you like to do today?" followed by a dropdown menu showing "Create an Authorization" and a "Go" button.

If you previously made air or hotel reservations a box will pop up that you can add your reservations to your authorization, click on the OA or GA selection and it will allow you to pick you reservations for your authorization, once you have selected your reservations click create trip. If you have not made reservations, continue to select type of travel.

### Authorizations Exist

OA/GA #	Purpose	Destinations	Start Date	End Date	Show
OA1531406-4	RA	CONUS and OCONUS	10-Jul-2024	25-Jul-2024	<a href="#">Show</a>

OA or GA selection:

Create Trip

Exit Window

**Step 1:** create an authorization, pick the type of travel and name your trip.

#### Basic Information

Type of Travel:\*

Specific Travel Purpose:\*

Document Number: (System Assigned)

**Step 2:** this is where you can edit, add or cancel your reservations.

**Step 2 : Reservation** 

Traveler Name: MICHELLE Y CLARK   Trip ID: 14748336   Authorization Status: New Authorization

 Basic Information has been successfully updated.

Confirmation Number:

[Make New Reservation](#)

[Manage Trip Reservations](#)

**Step 3:** is site details, here your will put your departing date, time and location. The box below you will add returning date, time and location. There is also a spot in both boxes to choose your mode of transportation.

NOTE: Primary mode of transportation is POV (personally owned vehicle).

**Step 3 : Site Details** 

Traveler Name: MICHELLE Y CLARK   Trip ID: 14748336   Authorization Status: New Authorization

[Site 1] Begin: Sault Ste. Marie CG Base, MI, United States on 19-Nov-2024 to Portsmouth, VA, United States

Departing Date:\*  

Departing Time:\*  

Departing From: \*  

Going To:\*  

Arrival Date:\*  

Mode of Transportation:\*  

Reason For Stop:\* Temporary Duty

[Site 2] End: Portsmouth, VA, United States on 20-Nov-2024 to Sault Ste. Marie CG Base, MI, United States

Returning Date:\*  

Returning From: Portsmouth, VA, United States

Returning To:\*  

Arrival Date:\*  

Arrival Time:\*\*  

Mode of Transportation:\*  

**Step 4:** is adding expenses, lodging cost & taxes, mileage, tolls, parking, etc. Also verify MI&E for travel area. Let E2 calculate mileage and costs.

**NOTE:** For D-Trains, hotel is specified.

Step 4: Expenses

Traveler Name: MICHELLE Y CLARK Trip ID: 14748336 Authorization Status: New Authorization

Site details information has been saved successfully.

**Expense Information**

Travel Charge Card: 16.50  
Traveler: 212.00  
Unassigned: 0.00  
Amount: 228.50

Filter Options

Order by: **Date** Sort Ascending Sort Descending

Date	Type	Amount	Description	Pay To	Alerts	Modify	Copy
19-Nov-2024	Lodging	110.00	Lodging expense in Portsmouth, VA, United States including lodging taxes	Traveler		Modify	
19-Nov-2024	Meals and Incidentals	102.00	MI&E expense in Portsmouth, VA, United States	Traveler		Modify	
20-Nov-2024	Voucher Transaction Fee	16.50	Voucher Transaction Fee	Travel Charge Card			

[Add New Expense](#)

Click “add new expenses” to add each expense. Choose the day of expense, after that there is a drop down for type of expense. There are a lot of options but most common is POV, gas, tolls, parking. Add the amount, if over \$75 you will need to upload a receipt. Once you have finished, click either save and new if you have more expenses, or save and close.

**Add New Expense**

Date of Expense:\*  

Expense:\*

Amount:\*

Description:

Remark: [Add an Optional Remark](#)

Site of Expense:

\*Required

**Step 5:** is adding the “poet” accounting code. SK2 adds the poet, you will not need to do this step. Click next step.

**Step 6:** is travel policy, for hotel booking justification you will choose lodging through meeting conference for D-Train. After you have chosen justification, you will click save and next step.

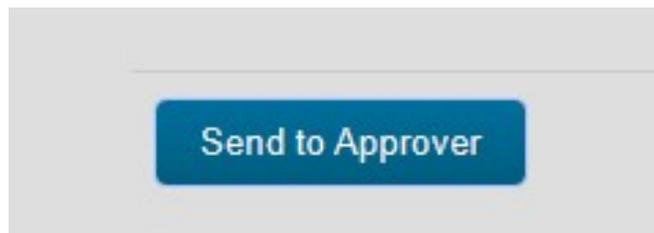
The screenshot shows the 'Step 6: Travel Policy' interface. At the top, it displays 'Traveler Name: MICHELLE Y CLARK' and 'Trip ID: 14748336'. A yellow warning banner states 'This policy item is incomplete: Hotel Booking'. Below this, a green message says 'Accounting information has been saved successfully'. The main section is titled 'Travel Policy Justifications' and contains a table with columns for 'Policy Item', 'Information', and 'Explanation'. The 'Policy Item' is 'Hotel Booking', 'Information' is 'No Reservation', and 'Explanation' is 'Select one'. Below this is a 'Travel Policy Warnings' section with a message 'No travel policy warnings found.' At the bottom is a 'City Pair Information' section with a table of fares.

City Pair	Contract Airline	TCA Fare	-CA Fare	-CP Fare	-CB Fare
Sault Ste Marie (SUI) > Norfolk International Airport (ORF)		None	None	None	None

**Step 7:** is the summary page; here you can look at the whole claim. At the bottom you can add remarks and receipts or attachments.

The screenshot shows the 'Step 7: Summary' interface. It displays 'Traveler Name: MICHELLE Y CLARK' and 'Trip ID: 14748336'. The 'Basic Information' section shows 'Type of Travel: CONFERENCE ATTENDANCE', 'Specific Travel Purpose: D train', and 'Document Number: (System Assigned)'. The 'Reservation' section shows 'No reservations found.' The 'Site Details' section shows two site entries: '[Site 1] Begin: Sault Ste. Marie CG Base, MI, United States on 19-Nov-2024 to Portsmouth, VA, United States' and '[Site 2] End: Portsmouth, VA, United States on 20-Nov-2024 to Sault Ste. Marie CG Base, MI, United States'. The 'Expenses' section is also visible at the bottom.

At the very bottom you will see “send to approver”, once you are done with your authorization you will click that.



## AMENDING AN AUTHORIZATION

In the event you go over the amount of the original authorization you will need to amend it for the new cost. You will go to trips and click on the trip, and you will see a link called amend authorization, click it.

The screenshot shows a table with the following data:

Begin Date	End Date
10-Jul-2024	10-Jul-2024
10-Jul-2024	10-Jul-2024

Below the table is a blue button labeled "Amend Authorization".

Once you have clicked, edit your expenses in the expense tab, once you have corrected that go to the last tab and click send to approver.

## MAKING RESERVATIONS (If Needed, Not Applicable For D-Trains)

Go to your home page and you will see a drop-down icon, click it and look for reservations click on it and click go.

The screenshot shows the user dashboard with the following elements:

- Logo: **2Solutions**
- Navigation tabs: MY E2, MY APPROVALS, TRAVEL FOR OTHERS, VIEW DOCUMENTS, AC
- Sub-navigation tabs: At a Glance, Trips, Local Travel, Open Authorization, Group Authorization
- Warning message: Your last login was Wed, 6 Nov 2024 9:37 AM CST. There have been 1 unsuccessful attempt
- Action button: Start a Travel Document
- Form: What would you like to do today?

From here it will take you to page shown below, you will input your dates and where you are going to and from. You will choose if you need flight, hotel, or rental car (if applicable).

[✈ Book travel](#) ^

Flight or  Train  Hotel  Car \* = required

Round-trip  One-way  Multi-destination

Search by time  Search by price [\(What's this?\)](#)

\* From  \* To

\* Depart  Leaves at  \* Time

\* Return  Leaves at  \* Time

▶ Advanced search (Coach, Unrestricted)

\* Hotel search location  \* Check in  \* Check out

Once you have input all the information for your travel click search

After you have picked flight, hotel, or rental car it will take you to a screen with all the info and prices scroll to the bottom.

## Flight billing information

\* Bill to

Charge card type: Visa

Charge card number: On file

Address line 1: On file

State/province: On file

Expiration date: On file

Address line 2: On file

Postal code: On file

Name on card: On file

City: On file

Country: On file

---

## Hotel billing information

\* Bill to

\* Charge card type

\* Charge card number

\* Expiration date

\* Name on card

\* Address line 1

Address line 2

\* City

\* State/province

\* Postal code

\* Country

You will pick how your air flight will be billed, and it will always be the CBA. With car rental and hotel (if applicable), you will have to provide your own card, since AUX do not have a GTCC (government travel credit card).

NOTE: For D-Trains, hotel reservations are made at the hotel specified with link provide on the D-Train Registration Website.

Once completed scroll the very bottom and click complete reservation.

## VOUCHER

For creating a voucher, you will click on trips on the home screen and find your trip and click show trip. Once on the trip dashboard click on voucher.

Vouchers			
Cut Off Date	Doc Num	ID	Type
14-Aug-2024	70Z0TDY24112063V01	1	Final

[Create Voucher](#)

Once on the voucher you can go through the steps and make sure everything is correct. On the last page you will upload your receipts (attachment link on the left) from travel and click send to approver. Don't forget miscellaneous charges like lodging taxes, tolls, parking, etc.

Receipts and Attachments - [Edit Details](#)

Trip Attachments - Trip ID: 14425053

Uploaded By

CLARK, MICHELLE Y

CLARK, MICHELLE Y

CLARK, MICHELLE Y

E2 Solutions

E2 Solutions

Trip Attachments - Trip ID: 14425053(1)

Uploaded By

CLARK, MICHELLE Y

[Send to Approver](#) [Back to Step 3: Accounting](#)