

Setting up an E2 account for the first time

Getting a supplier number

1. First of all, you need to get a supplier number from the Vendor Support Team at USCG FINCEN. To do so download the [Supplier Request Form](https://wow.uscgaux.info/Uploads_wowII/054/Supplier_Request_Form.pdf) , which is a PDF file to your PC https://wow.uscgaux.info/Uploads_wowII/054/Supplier_Request_Form.pdf
2. Open the PDF file and under Section 1 select under ** VENDOR TYPE the option AUXILIARIST. The pull down menu shows up when clicking on the small down ward triangle at the right of the input box.

Section 1

*****THE FOLLOWING FIELDS ARE REQUIRED*****

** VENDOR TYPE:	Select a Vendor Type	
** AGENCY:	Select a Vendor Type	AD
** THIS FORM IS BEING SUBMITTED BY:	<input checked="" type="radio"/> TRAVELER <input checked="" type="radio"/> AUXILIARIST <input type="radio"/> TSA SETTLEMENT <input type="radio"/> SAM <input type="radio"/> FEDERAL <input type="radio"/> FOREIGN NON-SAM <input type="radio"/> NON-SAM NON-FEDERAL	<input type="radio"/> For (Self) <input type="radio"/> On Behalf of Payee
SUBMITTER'S NAME:	SAME AS BELOW	
SUBMITTER'S TELEPHONE:	SAME AS BELOW	
SUBMITTER'S EMAIL ADDRESS:	SAME AS BELOW	

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

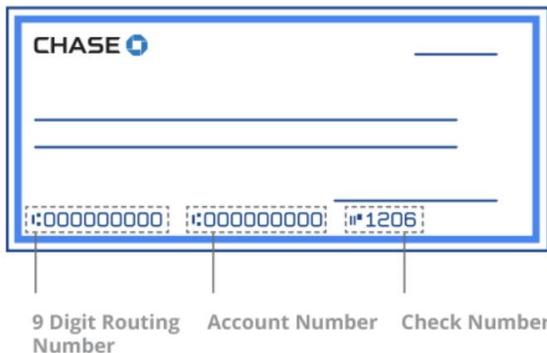
3. Next scroll down to “Section 4” of the PDF document and enter your details.

Section 4

USCG AUXILIARY BANKING INFORMATION (USCG ONLY)

COAST GUARD – AUXILIARY – ALC 70060000 MUST ENTER AUXILIARIST MEMBER ID 1234567		
NAME JOHN MIKE DOE	SSN OR TAXPAYER NO. 123121234	Re-Enter 123121234
ADDRESS 101 MAIN STREET		
CITY NEW BERN	STATE NC	POSTAL CODE 28562
PHONE NUMBER 1231231234	DATE 10/22/2024	
EMAIL ADDRESS johnmdoe@gmail.com	Re-Enter johnmdoe@gmail.com	
BANK NAME YOUR BANK NAME		
ROUTING TRANSIT NUMBER (9 DIGIT NUMBER) 072000326		
DEPOSITOR ACCOUNT NUMBER 123123123		
TYPE OF ACCOUNT	<input checked="" type="radio"/> CHECKING	<input type="radio"/> SAVINGS

Make sure that your Auxiliary member number is entered, as well the SSN in each field where asked (twice). For Routing Number and account number use a check from your bank. Find your routing and account number on the bottom of each of your checks as displayed below.



4. Save the file as PDF.
5. Now it is important to add a Password to that PDF file so that you can send the sensitive data via email to the Vendor Support Team at USCG FINCEN. To add a password there are several options and most commercial tools like Acrobat Pro as quite expensive when you do not have a license to use it regularly. There is some good info about available free tools on a PCmag article.

<https://www.pcmag.com/how-to/how-to-password-protect-a-pdf>

I do not own an Acrobat Pro subscription which is around \$22 the month and use a free online utility called on the link <https://smallpdf.com/protect-pdf>. Use whatever tool you want to use, but you have to password protect the PDF file you just saved.

6. When the PDF file is password protected send two emails to the Vendor Support Team at USCG FINCEN.
 - a. Email PDF file to FIN-SMB-FSMS-VendorSupport@uscg.mil
Subject: EFT/ACH Form (Your Last Name)

Replace (Last Name) with your own LAST NAME,
I use in next email the name DOE as example.
Add as attachment the password protected PDF file and then send the email.
No additional text in email is desired or required.

- b. Next Email the password to FIN-SMB-FSMS-VendorSupport@uscg.mil
Subject: Additional Information (Your Last Name)

Make sure to as only text line the password you selected to protect the PDF file.
That way the FINCEN team can open up the secure PDF file.

7. The Vendor Support Team at USCG FINCEN is pretty responsive and the next two working days you should get an email back with the assigned supplier number.

Send received Supplier Number to DirAux

1. Send the email you receive then to DIRAUX general mailbox D05-SMB-D5-DirAux@uscg.mil. The DIRAUX team has the permissions and capability to create a E2 / ETS account based on the provided Supplier Number you received from Vendor Support Team at USCG FINCEN.
2. When E2 account is initially created by DirAux, you get an email like the example below:

Username USCG-123456

PW S123456

From: etravelservices@cwtsatotravel.com <etravelservices@cwtsatotravel.com>

Sent: Wednesday, October 23, 2024 12:18 PM

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

Subject: [Non-DoD Source] E2 New User Access or Initialized User

Dear KAY KAVANAUGH,

This email is to notify you that your E2 Solutions account has been established or initialized. To create your security profile, please click on the following link to log on for the first time, [Sign In Using This Link](#). This link will expire in 72 hours from the date of this email.

If you have any questions or this email has expired, please contact your Agency System Administrator or your agency's designated E2Solutions Customer Support Center.

Thank you for using E2Solutions.

Please note: Replies to this mailbox are not monitored.

Some E2 email notifications are optional. To manage your email notifications, go to E2 Solutions to change your email settings. Click 'Profile' on the task bar and then click the 'Edit Email Notifications' link to manage the emails that you receive from us.

Reference ID# S0002

May Contain CUI

This e-mail and any attachments may contain confidential and/or proprietary information. If you received this e-mail in error, please notify the sender immediately by reply e-mail and delete the e-mail and any attachments; any further use of such e-mail or attachments is strictly prohibited.

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

3. After login for the first time in less than 72 hours after receiving the email you create your own password (must be 15char long, and containing one special character and one number). Next follow the instructions from YN2 Jovanni N. Kyle as outlined in the follow PDF file which was based for this document.
https://wow.uscgaux.info/Uploads_wowII/054/E2_account_instructions.pdf

When the E2 Account is setup it is then possible to create for travel purpose then an authorization and a travel voucher. However, that requires another more detailed document.

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 our new Yeoman YN2 Michelle Y. Clark your designated arranger.

Anyway, search first for Michelle Y. Clark in the **Travel Arranger Search** section by inputting **Jovanni** in the **Arranger's First Name** box and click the **Search** button.

Travel Arranger Search

Arranger Search Criteria

Arranger's First Name:	<input type="text" value="Michelle"/>
Arranger's Last Name:	<input type="text" value="Clark"/>
Arranger's Login Name:	<input type="text"/>

- For example when done, **CLARK, MICHELLE Y** will appear in the **Travel Arrangers** section at the top of the page.

Travel Arrangers		
Show Email Addresses		
Name:	Permission to directly submit voucher:	
CLARK, MICHELLE Y	N	
KYLE, JOVANNI N	N	

Now, note the **N** under **Permission to directly submit voucher:** and change the **N** to **Y** in order to obtain a TMC profile ID. When you click on the “N” the follow window will pop-up. Select “Yes” and then click on “Save”.

Arranger Permission

Do you wish to permit CLARK, MICHELLE Y to submit a voucher for approval on your behalf?

Yes

No

Please note that you are legally responsible for the accuracy and completeness of any voucher submitted on your behalf by any arrange. 

This is one 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, our DirAux staff does not have usually the permissions to perform this task on your behalf.

Once you’ve made this change, select the **Return to User Profile** button and should look like the following when allis done.

Travel Arrangers		
Show Email Addresses		
Name:	Permission to directly submit voucher:	
CLARK, MICHELLE Y	Y	
KYLE, JOVANNI N	Y	

- 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.

Credit Cards

User Name: Kay Kavanugh Account Status: Enabled (Active) Last Successful Login: Wed, 23 Oct 2024 12:24 PM CDT

Credit card information was saved successfully.

Travel Charge Card

Type of Card:

Card Number:

Expiration Date:

Personal Charge Card

Type of Card:

Card Number:

Expiration Date:

Online Booking Charge Card Defaults

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

Airfare Charge Card:*

Rail Charge Card:*

Hotel Guarantee Charge Card:*

*Required

[Save Changes](#)

[Back to Profile](#)

- 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. For example, any Rental Car, Airline or Hotel loyalty or preferred customer Program details. Also make sure to enter your TSA Pre details, Hotel Room, Rental Car Category preference and so on.

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 (here in example it is KAVA07762)

Travel Arrangers

[Edit Arrangers](#)

CLARK, MICHELLE Y	Michelle.Y.Clark@uscg.mil
KYLE, JOVANNI N	Jovanni.N.Kyle@uscg.mil

Credit Card Information

[Edit Credit Card Information](#)

Travel Charge Card: None
Personal Credit Card: AMERICAN EXPRESS Card#: XXXXXXXXXXXX5006

Travel Preferences

[Edit Travel Preferences](#)

TMC Profile ID: KAVA07762

[Register PKI Certificate](#)

- 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 back to DirAux in order to let them know that this task is completed. (D05-SMB-D5-DirAux@uscg.mil)