

Financial Systems Modernization Procedure

1. The attached “X – Supplier Maintenance Request form-2021” must be completed and emailed to the Finance Center. The Email submission instructions are on the first page.
Section 1 is already filled out and you only need to complete Section 4.
2. Completing the Supplier Maintenance form.
 - a. Open the Supplier Maintenance Request form and complete Section 4. Save the file as a pdf file. Go to Step #3.
 - b. If you can't save the form as a pdf file, print the form. Scan the form you just printed. Go to Step #3.b
3. The document you send to the Finance Center must be Password protected. There are a couple methods to password protect your document.
 - a. If you have Adobe software such as Adobe Standard or Professional
 1. Open the completed “X – Supplier Maintenance Request form-2021” form
 2. Click on “File”
 3. Click on “Properties”
 4. Click on the “Securities” Tab
 5. Change the “Security Method” to “Password Security”
 6. Check the Box “Require a password to open the document”
 7. Enter the “Document Open Password”
 8. Confirm the Document Open Password
 9. Save the file
 10. Follow the instructions on page 1 of the “X – Supplier Maintenance Request form-2021” form to email the Pdf file.
 - b. If you do NOT have Adobe software, you can submit a Microsoft Word document that is Password protected.
 1. Open a Blank Word document
 2. Drag and drop your “X – Supplier Maintenance Request form-2021” file to the Word document. You will see an Icon in the Word Document.
 3. Click on “File”
 4. Click on “Info”. This may vary depending on the version of MS Word
 5. Click on “Protect Document”
 6. Click on “Encrypt with Password”
 7. Enter a Password
 8. Re-enter the Password
 9. Save the Word Document
 10. Follow the instructions on page 1 of the “X – Supplier Maintenance Request form-2021” form to email the file.
 - c. If you have any technical issues and cannot password protect the file, email the Finance Center for support at FIN-SMB-FSMS-VendorSupport@uscg.mil

Financial Systems Modernization Procedure

4. Once you email the document and password, the Finance Center will send you an email. This may take several business days. See sample email below.

From: FIN-SMB-FSMS-VendorSupport <FIN-SMB-FSMS-VendorSupport@uscg.mil>
Sent: Monday, March 7, 2022 6:50 AM
To: 'john@stuhr.us' <john@stuhr.us>; FIN-SMB-FSMS-VendorSupport <FIN-SMB-FSMS-VendorSupport@uscg.mil>
Subject: RE: [Non-DoD Source] EFT/ACH Form (Stuhr)
Good morning,

JOHN F STUHR (supplier number XXXXXX) has been updated in FSMS.
SNOW ticket number: FSMS0047911

Thank you,
Brandon Iwamoto
USCG Finance Center
Vendor Maintenance Team

5. You must immediately Forward the email from the Finance Center to YN1 Poching at moli.t.poching@uscg.mil . This email contains a Supplier number which is required to complete the process.
6. After the YN1 establishes your account, she will forward you an email. See sample email below.

From: etravelservices@cwtsatotravel.com <etravelservices@cwtsatotravel.com>
Sent: Tuesday, March 8, 2022 3:49 PM
To: Robinson, Christopher A CWO-4 USCG (USA) <Christopher.A.Robinson@uscg.mil>
Subject: [URL Verdict: Neutral][Non-DoD Source] E2 New User Access

Dear JOHN STUHR,

This email is to notify you that your E2 Solutions account has been established. 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.

Financial Systems Modernization Procedure

- Once you receive the email from YN1 Moli Poching you have 72 hours to login and change your password. Click on the link "Sign in Using This Link" in the email above. The following will be displayed.



Password Maintenance

The link is expired. Contact your system administrator to restart the initialization process.

Initialize Security Information

E2 User Id:*	<input type="text"/>
Social Security Number or Employee Id:*	<input type="text"/>

*Required

- If you receive the message "The Link is expired", email Moli Poching at moli.t.poching@uscg.mil and ask to have you account initialized. See message above in Red.
- E2 User Id: Enter USCG-XXXXXX (XXXXXX= Supplier number) See email in Step #4.
- Social Security Number or Employee Id: Enter SXXXXXX (XXXXXX= Supplier number)
- Click the "Continue" button.
- Follow the instructions on the screen. Your new password must be at least 15 characters.
- Once you have changed your password, click on the drop-down arrow next to your name (located at the top right corner) and select "Profile".
- Edit your Homesite information. Select your city and default Airport.
- Edit your Address Information.
- Edit your Email Information. The Primary email Address should be moli.t.poching@uscg.mil Make sure your email address is entered in Alternate Email Address 1.

Financial Systems Modernization Procedure

17. You are done for now.