Update 26 November 2007 (Version 6.09):

Increased First time login Verification – when a member is initially loaded into the TPAX, they will need to complete an authentication information screen. If the information is not correct, the system will not allow you into Tpax, if it is correct member will be taken to Tpax profile to be completed. Members will be able to log in using the just created password.

TPAX Initial Logon



Start Internet Explorer and navigate to this link:

http://cgweb.fincen.uscg.mil/metaframe.htm and click the link "Launch TPAX Application" link in the right-hand column of the page.



If this is the first time you have accessed the Citrix Metaframe, you may get this notice.

A screen may come up asking you what permissions you want

- a. Click "Full" permissions
- b. Click "Never ask again for any application"

CA CI	ver application is trying to access your	
local	client files.	
What	access should be allowed?	-
C	No Access	
0	Read Access	
•	Eull Access	
6	Always ask me once per connection	1
C	Never ask me again for this application	
	Never ask me again for any application	
		1
	OK Cancel	

Note: You may also access the Login page for TPAX from the this online help file (http://www.uscg.mil/hq/psc/t-pax/webhelp/) click on the Use T-PAX topic in the table of contents.

You will get the below screen

T-PAX	7
1-1744	
Travel Preparation And Ex	amination System
Copyright (C) 2003 - Professional	Software Consortium
Copyright (C) 2003 - Professional : Version 6.0.8 (Traveler's Claim Preparation	Software Consortium 1 Module ECG June 8, 2007)
Copyright (C) 2003 - Professional Version 6.0.8 (Traveler's Claim Preparation	Software Consortium Module ECG June 8, 2007)
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Copyright (C) 2003 - Professional Version 6.0.8 (Traveler's Claim Preparation User ID Password Database: WinIATS-	Software Consortium Module ECG June 8, 2007) Eorgotten or No Password TPAXProd

Follow these steps to establish your TPAX user profile:

Step	Action
1	Enter your Employee ID number into the User ID field.
2	Click the "Forgotten or No Password"button
<u> </u>	
	1 Complete the Authentication Information

Authentication Information Please enter all of the following information to verify your identity and edit your T-PAX traveler profile. SSN: SSN: Image: Statu: First Name: M. I. Employee Statu: First Name: Write: Grade/Rank: Write: Click the Verify button then should see this box come up, and you must select Accept, and click Ok. FPAX Copyright The Travel Preparation And Examination System (T-PAS) is the soft of professional Software Consorting. Inc. PAX copyright The Travel Preparation And Examination System (T-PAS) is the soft of professional Software Consorting to Professional Software to software the consert of Professional Software the consert of Profescof	Authentication Information Please enter all of the following information to verify your identity and edit your T-PAX traveler profile. SNN: SNN: Enter Name: First Name: Werify Cancel Up of the Mark Werify Cancel Help The should see this box come up, and you must select Accept, and click Ok. PAX Copyright The Tavel Preparation And Examination System (1-PAX) is the soft prefy of Professional Software Consortium, Inc. (PSC) of New Jerseys the Shower consent of PAX. Professional Software Consortium, Inc. (PSC) of New Jerseys the soft prefy of Professional Software Consortium, Inc. (PSC) of New Jerseys the soft prefy of Professional Software Consent of PAX (Strengt the software facilities rothout the express written consent of PSC. Professional Software Consent of PSC. Werify the consent of PSC. Written consent of PSC. Written consent of	Authentication Information Please enter all of the following information to verify your identity and edit your T-PAX traveler profile. SNN: SNN: Enter Name: First Name: Werify Cancel Please enter all of the following information Werify Cancel Werify Cancel Help Chick the Verify button The should see this box come up, and you must select Accept, and click Ok. FPXCopyright The Travel Preparation And Examination System (T-PAX) in the soft prev of professional Software Connonition, Inc. (PSC) of New Jerseys is located to professional Software Connonition, Inc. (PSC) of New Jerseys is located to professional Software Connonition, Inc. (PSC) of New Jerseys is located to professional Software Connonition, Inc. (PSC) of New Jerseys is located to professional Software Connonition of Professional Software Connonition of Professional Software Connonition of Professional Software Connonit of Professional Software Connonit of Professional Softw	Authentication Information Please enter all of the following information to verify: SSN: SSN: It at Name: It is the Name:
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Employee SSN [999991212 Employee ID [999991212 Name SERVICE , CUSTOM	R II
Personal Address/Contact Miscellaneous T-PAX Information	
Employee Status Employee Status Grade/Rank C Credit Card Status Holder of Govt. Credit Card	
Salutation Organization COAST GUARD	
Security Clearance N/A Service Coart Guard	
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	I Help
Click the Address/Contact tab OR click the next button at	the bottom left corner to go to the
	5

next page.

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Address/Contact page:

- Please ensure that you enter your home, and work mailing address.
- Enter your work e-mail address in the proper spot, and check the primary address **box**. This will ensure that you receive the notification from your AO when your claim has been approved. You will receive an e-mail from the system when your claim is completed by PSC. This is also the e-mail address that will be used, by the system, for forgotten password resets.
- You can choose to enter two e-mail addresses and check both for delivery, and you will get the notification at both locations.

		For Offic	cial Use Only	Tuesday, June 12.	2007
Imployee SSN (999991212	Employee ID 99999121	Z Name	SERVICE	CUSTOMER	F
Personal	Addres	:/Contact	Miscellaneous	T-PAX Information	
Mailing Address			Office Address		
Address-1	444 SE QUINCY		Address-1	444 SE QUINCY	
Address-2	-		Address-2		
Cky	ТОРЕКА	_	City	TOPEKA	
State/Country	KS KANSAS	_	State/Country	KS KANSAS	
Zip Code	66683		Zip Code	66683	
Phone	785-339-2200 Ext.		Phone	785-339-2200 Ext.	
East Address for C	and the second second				
Email Addresses for L	onespondence				
Primary Email Address	8	1	Secondary Email Address	1	-
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• You may designate a Unit Representative. This will allow the selected individual to view the traveler/AO box/claims and certain profile information to assist with any

serID: 000002222	For Official Use Or	nly	Tuesday, November 2	20, 2007
Employee SSN 000002222 Employee II	0 000002222 Name 000		SCOOBY	
Personal	Address/Contact	Miscellaneous	T-PAX Informatio	
Miscellaneous	2			
Unit 5	02848	Cost Center.		
New Logon Password		New Secondary Password		
Erker.		Enter:		
Re-enter.		Re-enter.		
Authentication Information		Additional Information		
Mother's Maiden Name:		Default Authorizing Official:		
Town or Bitth: TOPE	KA	Unit Representative:	MOUSE, MICK E	
Date or Bith:]		Signature Proxy.	JDUCK, DONALD	
(Back Next)				
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	Please remember to keep the information in this profile up to date, and ensure that anytime your e-mail address changes, you must update it to continue to get your notifications from the system.
11	Congratulations on completing the TPAX Initial Log On. Refer to <u>http://www.uscg.mil/hq/psc/travel/t-pax/webhelp/</u> for instructions on creating
	authorizations and claims.
12	Click the <i>Logout</i> button to exit the system. End of Procedure.
Ś	Printer friendly version of these instructions

Printer friendly version of these instructions.

Questions, problems, need more information or have a comment? Submit an Online Trouble-Ticket/Info Request or call (866) 772-8724 (toll free) or (785) 339-2200 -- 0700-1600 M-F (central time) and select weekends as posted on http://www.uscg.mil/hq/psc/ccb/ (Note: Password resets are not provided via telephone. Use the Online Trouble-Ticket for password problems)