

APPENDIX A: General Traveler Information

This appendix provides guidance on using the Self-Registration Tool and the Traveler Setup menu.

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A.1 How to Self-Register

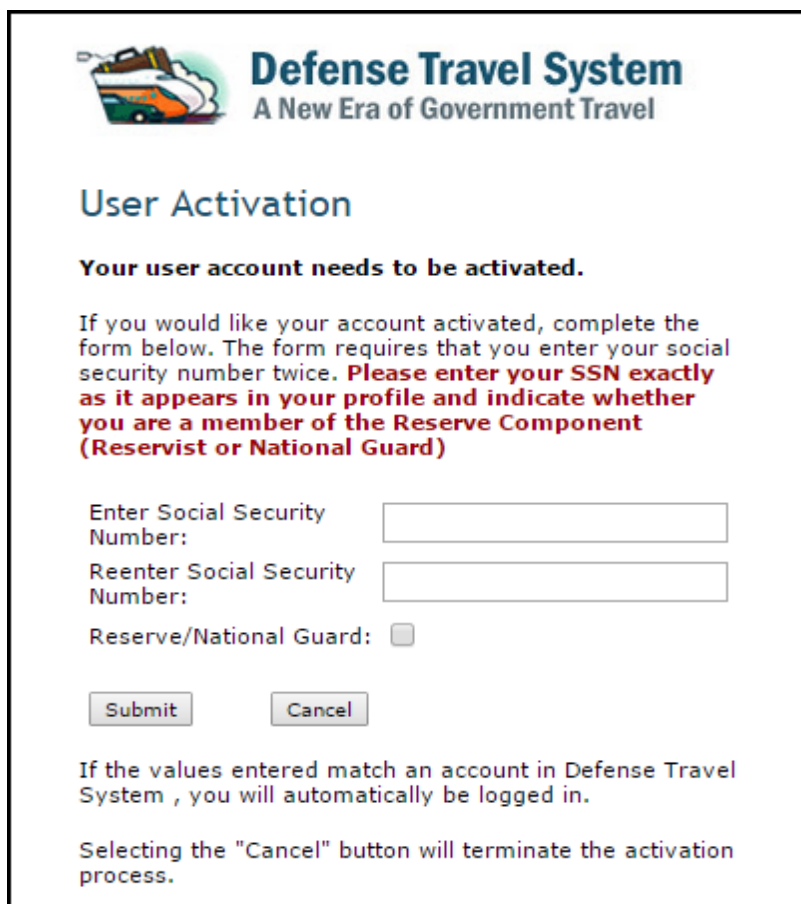
An individual who has not been entered in DTS may need to self-register when they first log in to the system. Follow the below steps to self-register in DTS:


1. Insert the CAC into the CAC reader.
2. Select the green **Login to DTS** button that is located near the center of the DTS Home page.

The DoD Privacy and Ethics Policy statement displays.

3. Read the policy and select **Accept**.
4. Enter the PIN in the **PIN** field.
5. Select **OK**.

The User Activation screen opens (Figure A-1).



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User Activation

Your user account needs to be activated.

If you would like your account activated, complete the form below. The form requires that you enter your social security number twice. **Please enter your SSN exactly as it appears in your profile and indicate whether you are a member of the Reserve Component (Reservist or National Guard)**

Enter Social Security Number:

Reenter Social Security Number:

Reserve/National Guard: ☐

If the values entered match an account in Defense Travel System , you will automatically be logged in.

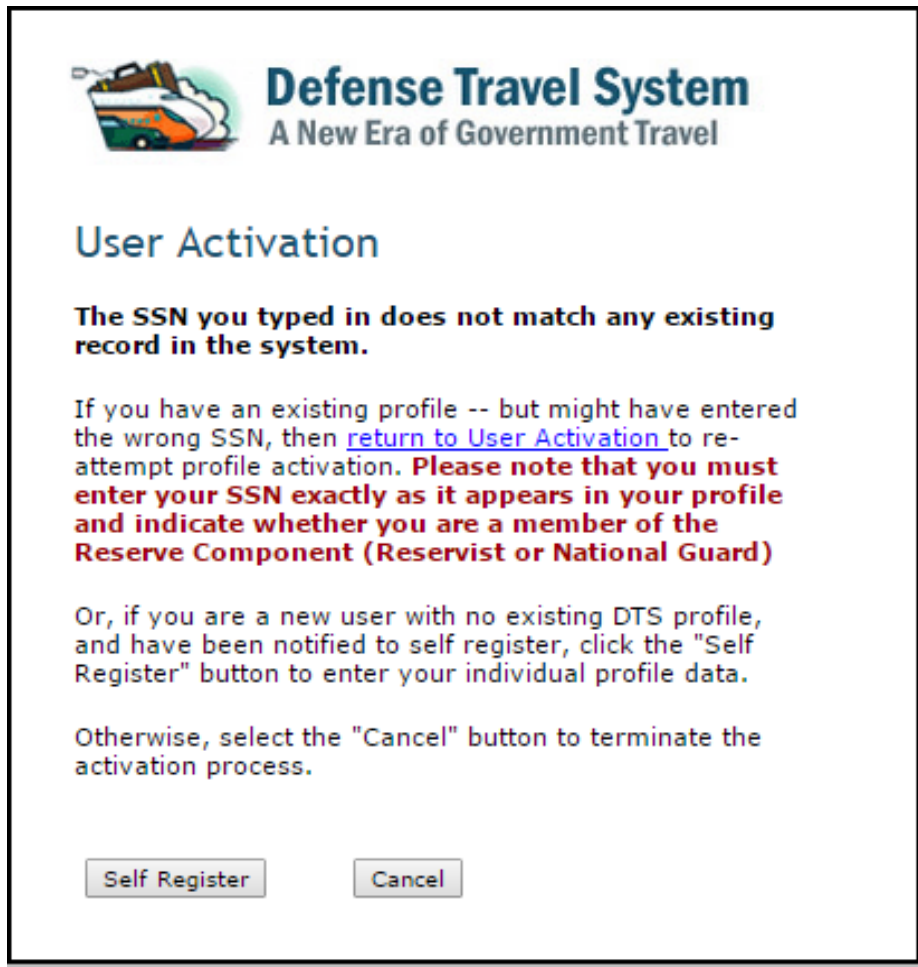
Selecting the "Cancel" button will terminate the activation process.


Figure A-1: User Activation Screen

6. Enter the Social Security Number (SSN) in the **Enter Social Security Number** field.

7. Re-enter the SSN in the **Re-enter Social Security Number** field.
8. Place a check in the **Reserve/National Guard** box, if you are in the Reserve or National Guard and want to register your Reserve Component profile.
9. Select **Submit**.

The User Activation screen refreshes (Figure A-2).



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User Activation

The SSN you typed in does not match any existing record in the system.

If you have an existing profile -- but might have entered the wrong SSN, then [return to User Activation](#) to re-attempt profile activation. **Please note that you must enter your SSN exactly as it appears in your profile and indicate whether you are a member of the Reserve Component (Reservist or National Guard)**

Or, if you are a new user with no existing DTS profile, and have been notified to self register, click the "Self Register" button to enter your individual profile data.

Otherwise, select the "Cancel" button to terminate the activation process.

Figure A-2: User Activation Screen - Self Register

10. Select **Self Register**.

The DTS Welcome screen opens.

11. Mouse over the **Administrative** tab and select **Self Registration** (Figure A-3).

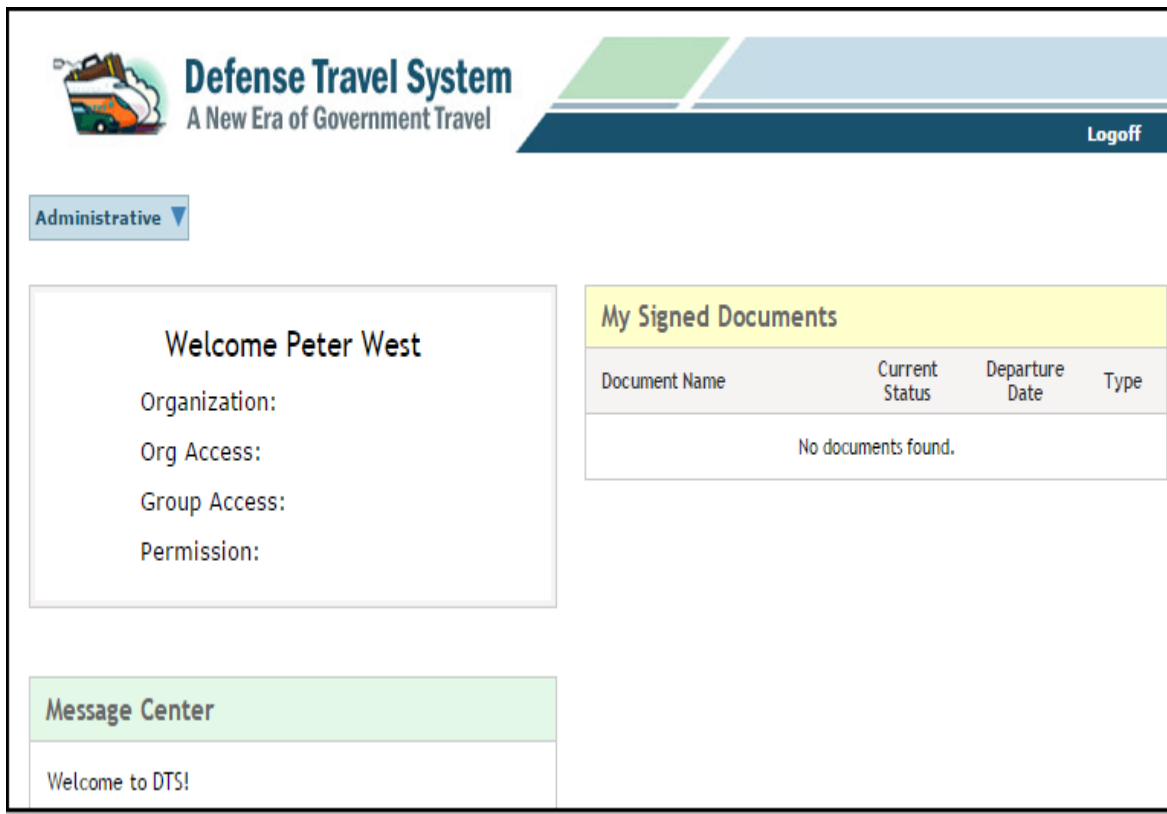


Figure A-3: User Welcome Screen

The Self Registration Tool screen opens (Figure A-4).

tem
vel

Home Basic Information Additional Information Submit Self-Registration

Welcome to the Self Registration Tool.

Your user/traveler profile has been started but not completed; please finish prior to submitting the user/traveler profile for acceptance.

If you already have an existing user profile, and inadvertently created a self registration record, then click [here](#) to delete your staging profile. You will then be able to re-login and activate your production profile.

This is where you enter the data that goes into your DTS Personal Profile.

In the *Basic Information* section, the following fields are mandatory (indicated by an asterisk) and must be provided in order to submit your self registration:

- E-mail Address
- Mailing Address (Street, State/Country, and Zip/Postal Code)
- Organization
- Electronic Funds Transfer (EFT) information (bank account and routing information). Payment by EFT is mandatory per the DOD Financial Management Regulations. If you don't have EFT information, please contact the DTA for assistance to have your profile created.

Click on the [Basic Information](#) above to complete your profile.

The following *Additional Information* is also required in order to submit your self registration:

- Residence Address (Street, State/Country, and Zip/Postal Code)
- Residence Phone

You should have this information available prior to leaving the Self Registration home page and continuing with the self registration process.

The following fields (indicted in **bold**) are required to save the page on which the information is entered. This information is needed, at a minimum, if you wish to abandon the self registration process, but save the information added and then return later to complete the process:

- Gender
- Service/Agency of Assignment (Street, State/Country, and Zip/Postal Code)
- Time Zone (of your permanent duty station)

Figure A-4: Self Registration Tool Screen

12. Select **Basic Information** on the navigation bar.

The Basic Information screen opens (Figure A-5).

Home Basic Information Additional Information Submit Self-Registration

Field with '*' is a required field when you submit on the BASIC INFORMATION page.

Fields with a bolded Field Name are required to save data on the BASIC INFORMATION page.

MANDATORY INFORMATION

GENERAL INFORMATION

First Name › Peter

Last Name › West

Middle Initial ›

SSN › 999977373

Gender › Male ▼

* Email Address ›

MAILING ADDRESS

* Mailing Street 1 ›

Mailing Street 2 ›

* City ›

* State / Country › 🔍
Click on the icon to select a value

* Zip / Postal Code ›

Is this the same as Residence Address? ›

☐ Yes

☒ No (If not, we'll ask you for it on the Additional Information page.)

Figure A-5: Self-Registration Basic Information Screen

13. Complete the fields on the screen.

Note: The CSA/TTR feature is currently not in use.

Important: Ensure you enter the correct organization in the Organization field. Failure to enter the correct organization will route the self-registration request to the wrong DTA.

14. Select **SAVE AND PROCEED**.

The Additional Information screen opens (Figure A-6).

Field with '*' is a required field when you submit on the ADDITIONAL INFORMATION page.

RESIDENCE ADDRESS

* Residence Street 1 >

Residence Street 2 >

* Residence City >

* Residence State / Country > Click on the icon to select a value

Residence Zip / Postal Code >

Miles from Home to Airport >

* Residence Phone > Format: 999-999-9999 x9999; up to 20 characters

Residence Fax > Format: 999-999-9999; up to 20 characters

AIR TRAVEL PREFERENCES

Airport > Click on the icon to select a value

Preferred Seating >

Special Meals >

Special Needs >

FREQUENT FLYER

Figure A-6: Self-Registration Additional Information Screen

15. Complete the fields on the screen.

16. Select **SAVE AND PROCEED**.

The Submit Self-Registration screen opens (Figure A-7).

You are going to submit the traveler profile to DTA.

SUBMIT **CANCEL**

Figure A-7: Submit Self-Registration Screen

17. Select **SUBMIT**.

DTS sends an email to the DTA to inform them of the self-registration request. After the DTA reviews the self-registration, you will receive an email to inform you if the DTA accepted or rejected your request. If a request is rejected, you must correct the information and resubmit the request.

A.2 Traveler Setup Menu

The Traveler Setup menu provides access to the below functions:

- Form Preferences
- Available Routing Lists
- Delegate Authority
- User Preferences
- Rates Lookup
- Update Personal Profile

Beginning on the DTS User Welcome screen, mouse over **Traveler Setup** on the menu bar (Figure A-8).

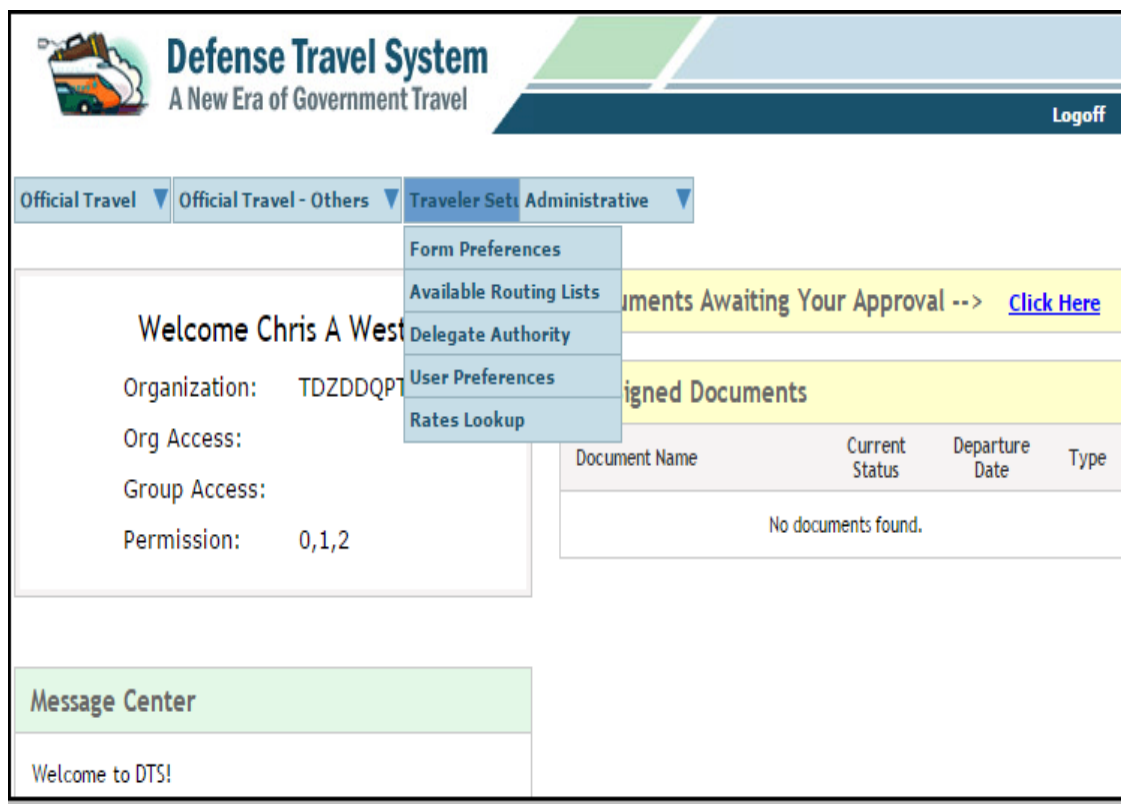


Figure A-8: Traveler Setup Menu Screen

A.2.1 Form Preferences

The Form Preferences screen allows you to change form defaults for your printed documents.

Follow the below steps to update form defaults for printed documents:

1. Select **Form Preferences** from the Traveler Setup drop-down list.

The Form Defaults screen opens (Figure A-9). Table A-1 describes the options that display in each section.

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Routing Lists Reports Additional Setup Rate Lookup Update Personal Profile

Delegate Authority User Preferences **Form Defaults**

Form Defaults

Following information represents the type of form and/or attachment that will print for the various document types (Voucher, Authorizations, Cash Advance).

Authorizations / Orders

Select all forms that apply. When printing a document, see footnote (*) below for explanation.

Print Full SSN: ☒ NO ☐ YES

Authorizations: ☒ Default ☐ Govt + Form ☐ Govt

Cash Advance: ☒ Default ☐ Govt + Form ☐ Govt ☐ None

Group Auth: ☒ Summary ☐ Summary & Individual

☐ Itinerary Listing (Check this box if you want to print itinerary information for reservations.)

Voucher

Select all forms that apply. When printing a document, see footnote (*) below for explanation.

Print Full SSN: ☒ NO ☐ YES

Voucher: ☒ Default ☐ Govt + Form ☐ Govt

☐ Receipt Checklist (Check this box if you want to print a page listing the receipts to be attached to a voucher)

Figure A-9: Form Defaults Screen

2. Select the **radio button** or **check box** next to the options for each document type or attachment to set the preferred form default.
3. Select **Save Form Defaults**.

See Table A-1 for a description of each form default. The Authorizations/Orders section and the Vouchers section display some of the same options; however, Table A-1 shows those items only once under the collective row heading Authorizations/Orders and Vouchers section.

Table A-1: Form Default Screen Options

| FORM DEFAULT SCREEN OPTIONS | |
|--|--|
| OPTION | DESCRIPTION |
| AUTHORIZATIONS/ORDERS AND VOUCHERS | |
| Print Full SSN* | Select No to mask the first 5 digits of the SSN (XXX-XX-6789). Select Yes to display the full SSN (123-45-6789). Default setting is No. |
| Default | Provides more details than the Govt forms provide. Prints all travel data in plain text. |
| Govt + Form | Prints trip information using the DD1610 format. Populates all appropriate fields with information from the travel document. |
| Govt | Prints trip information using the DD1610 format. Printing with this option requires a blank DD1610 to be inserted into the printer. |
| AUTHORIZATIONS/ORDERS | |
| None | Turns off printing of a cash advance. |
| Summary | Prints the group authorization and a cash advance summary of the total advance amount for all travelers combined. |
| Summary + Individual | Prints the group authorization, a cash advance summary of the total advance amount for all travelers combined, and a separate authorization and cash advance for each traveler in the group authorization. |
| Itinerary Listing | Prints itinerary information for reservations. |
| VOUCHERS | |
| Receipt Checklist | Prints a list of receipts that are attached to the voucher. |
| ATTACHMENTS | |
| Document History | Prints the electronic history of a document and shows each step in the electronic approval and/or processing of the document. |
| Accounting Detail | Prints the subtotals of a document's expenses by accounting code and expense category. |
| Privacy Act | Prints the Privacy Act Statement. |
| PRINT DOCUMENT NAME | |
| Block 2 of SF1164 | Not used in DTS. |
| Block 22 of DD1610 | Prints the document name on block 22 of form DD1610. |
| *When a user with permission level 5 prints a DTS document for a traveler, DTS will apply the permission level 5 user's form preference settings for the Print Full SSN option. If the user does not have permission level 5, they cannot print the traveler's full SSN. In this case, the SSN is always masked. | |

A.2.2 Available Routing Lists

The Available Routing Lists screen displays all routing lists that belong to the user's organization. The screen also displays the routing elements for each routing list.

Follow the below steps to view available routing lists:

- 1. Select **Available Routing Lists** from the Traveler Setup drop-down list (Figure A-8).

The Routing List screen opens (Figure A-10).

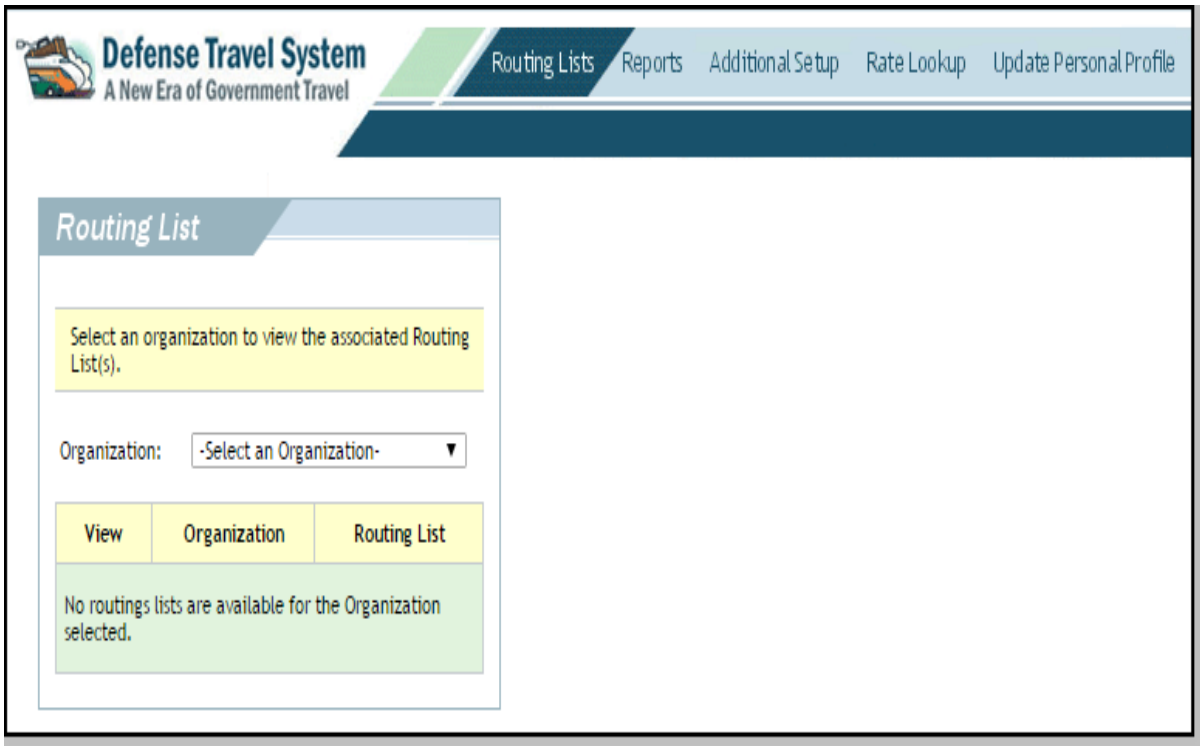


Figure A-10: Routing List Screen

- 2. Select the **Organization** drop-down list and choose the organization.

3. Select **view** next to the routing list to be viewed (Figure A-11).

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Routing Lists | Reports | Additional Setup | Rate Lookup | Update Personal Profile

Routing List

Select an organization to view the associated Routing List(s).

Organization:

| View | Organization | Routing List |
|----------------------|--------------|----------------|
| view | TDZDDQPT | Foreign Travel |
| view | TDZDDQPT | Training |

Figure A-11: Routing List Screen - View Routing List

The screen refreshes. The Signatures section displays the routing elements that are assigned to the routing list (Figure A-12).

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Routing Lists

Reports

Additional Setup

Rate Lookup

Update Personal Profile

Routing List

Select an organization to view the associated Routing List(s).

Organization:

TDZDDQPT

| View | Organization | Routing List |
|----------------------|--------------|----------------|
| view | TDZDDQPT | Foreign Travel |
| view | TDZDDQPT | Training |

Signatures

Signatures for the Routing List - Foreign Travel.

| Doc Type | Document Status | Signature Name | Level | Process Name |
|----------|-----------------|----------------|-------|----------------|
| AUTH | CTO SUBMIT | **CTO SUBMIT | 2 | BYPASS PNR |
| AUTH | CTO BOOKED | **CTO BOOKED | 3 | BYPASS PNR |
| AUTH | REVIEWED | Helen D West | 15 | FOREIGN TRAVEL |
| AUTH | APPROVED | Chris A West | 25 | |
| VCH | REVIEWED | Helen D West | 15 | FOREIGN TRAVEL |
| VCH | APPROVED | Chris A West | 25 | |

Figure A-12: Routing List Screen - Signatures

A.2.3 Delegate Authority

The Delegate Authority screen allows Routing Officials to delegate their authority to other Routing Officials within their organization. When Delegate Authority is selected, the screen will display a list of officials who have permission level 2 and can perform the Routing Official role in DTS. Signature authority can be delegated to one person at a time.

Follow the below steps to delegate authority:

- 1. Select **Delegate Authority** from the Traveler Setup drop-down list (Figure A-8).

The Delegate Authority screen opens (Figure A-13).

| Select | Name | Authority |
|----------|--------------|-----------|
| > Select | Helen D West | |

Figure A-13: Delegate Authority Screen

2. Choose **Select** next to the name of the Routing Official to receive delegated authority.

The screen refreshes. The Assign Authority section displays (Figure A-14).

| Select | Name | Authority |
|----------|--------------|-----------|
| > Select | Helen D West | |

Click OK to delegate your document signing authority. You will be prompted for signature.

Helen D West has permission level 0,1,2,3,4,5,6 and may be delegated.

Cancel OK

Figure A-14: Delegate Authority Screen - Assign Authority

3. Select **OK**. The Digital Signature screen opens.

4. Enter the PIN in the **PIN** field.

5. Select **OK**.

When authority has been delegated, the below events occur:

- The delegated official's name displays in the travel documents Pending Routing Actions list.
- Documents that route to the Routing Official will now route to both individuals.
- Emails sent to the Routing Official will now be sent to both individuals.
- DTS removes documents from both individuals' Route & Review screens after the documents are stamped.

Follow the below steps to remove signature authority:

1. Select **Delegate Authority** from the Traveler Setup drop-down list (Figure A-8).

The Delegate Authority screen opens (Figure A-15).

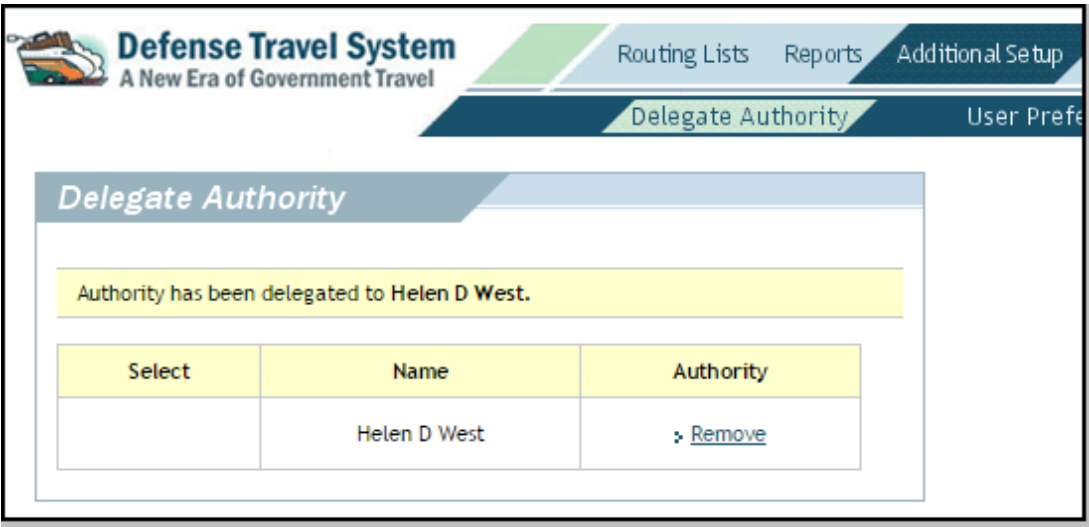


Figure A-15: Delegated Authority Screen - Remove Link

2. Select **Remove** next to the name of the Routing Official whose authority is to be removed.

A window opens for the user to confirm revocation of the delegated signature authority.

3. Select **OK**.

For more information on delegating authority, see *DTA Manual, Chapter 5*.

A.2.4 User Preferences

Whenever a document is accessed, DTS records the time of the occurrence. DTS displays the time of access in places such as the travel arrangements screens, Document History, and the DTA Maintenance Tool. The User Preferences screen allows the user to set the time format displayed in DTS as either 12-hour or 24-hour.

Follow the below steps to set a format displaying time in DTS:

1. Select **User Preferences** from the Traveler Setup drop-down list (Figure A-8).

The User Preferences screen opens (Figure A-16). The time format section offers two options: AM/PM displays time using a 12-hour clock, with AM or PM as appropriate; 24 Hour displays the time in the 24-hour format.

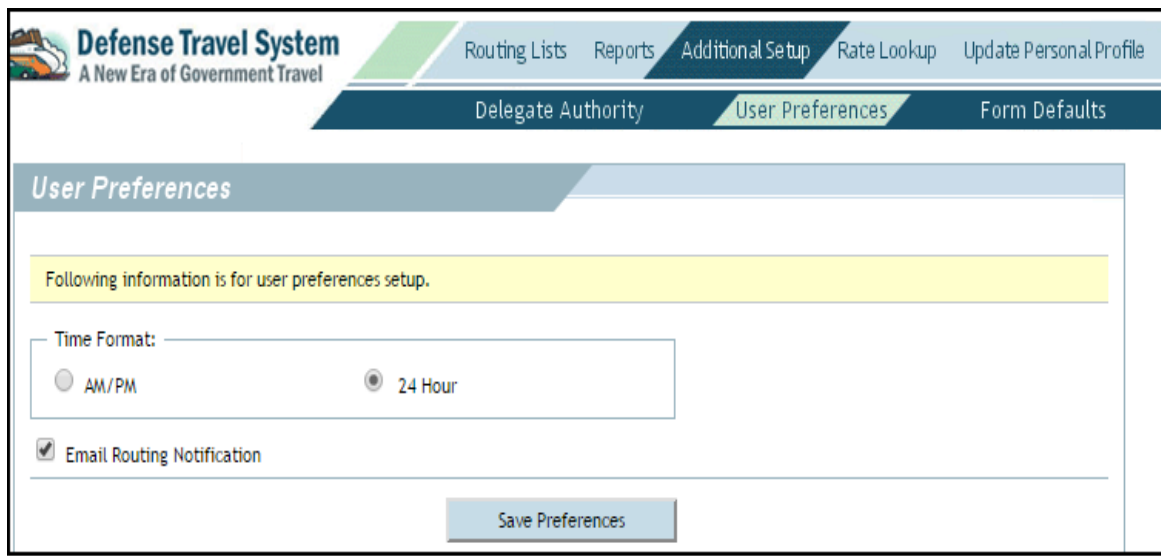


Figure A-16: User Preferences Screen

2. Select the radio button next to the preferred time format, **AM/PM** or **24 Hour**.
3. Select **Save Preferences**.

Email Routing Notification is not functional at this time.

A.2.5 Rate Lookup

The Rate Lookup Menu screen links you to information about per diem rates for locations, the states and countries that have per diem rates loaded in DTS, mileage reimbursement rates, and the Government meal rate (Figure A-17). You may also view a list of special footnotes published by the Per Diem Travel and Transportation Allowance Committee (PDTATAC) staff.

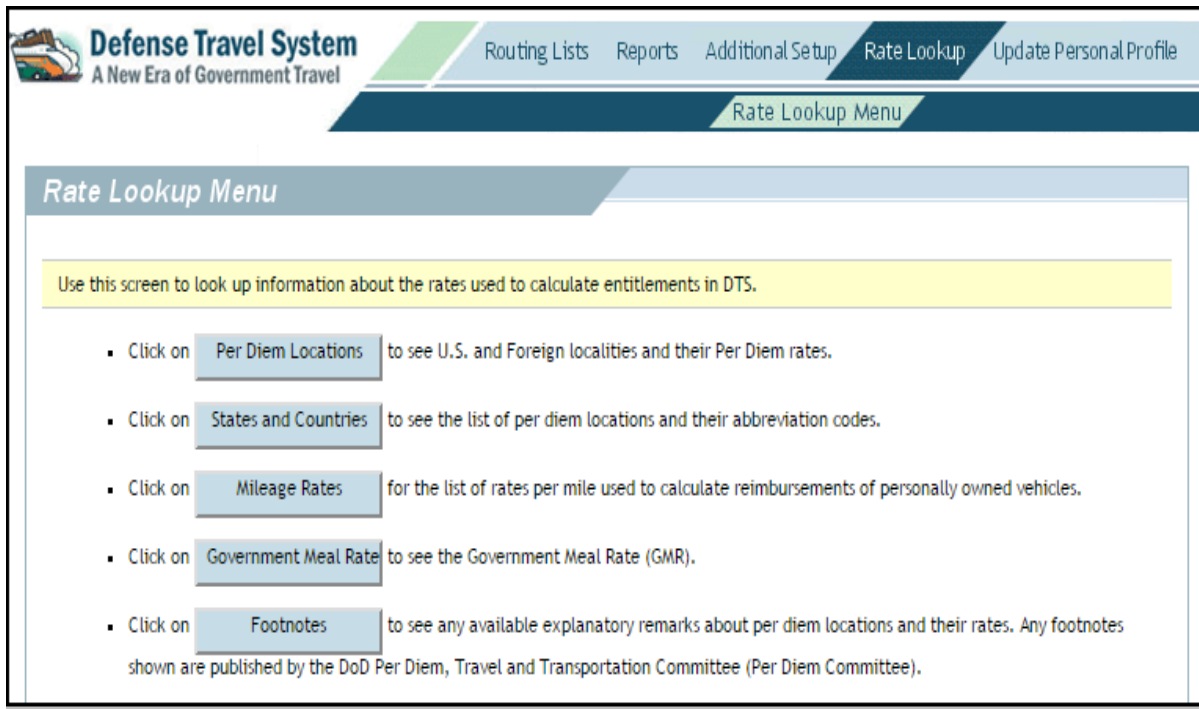


Figure A-17: Rate Lookup Menu Screen

To access the options available on the Rate Lookup Menu screen, begin by selecting Rates Lookup from the Traveler Setup drop-down list (Figure A-8). The Rate Lookup Menu screen opens (Figure A-17).

A.2.5.1 Find Per Diem Rates

Beginning on the Rate Lookup Menu screen (Figure A-17), follow the below steps to find per diem rates for TDY locations:

1. Select **Per Diem Locations**.

The Per Diem Rates screen opens (Figure A-18).

Figure A-18: Per Diem Rates Screen

2. Select the radio button to specify **All Time Periods**, **Effective Now**, or **Specific Period**.

If you selected **Specific Period**, use the calendar icons in the **From** and **To** fields to identify the date range.

3. Select the radio button to specify **United States**, **Foreign**, or **All** and select the **State/Country** drop-down list to choose the state or country.

-OR-

Complete the **5 Digit Zip Code** field with the ZIP code.

-OR-

Select the **State** and **County** drop-down list to choose the state and county.

4. Select **Search**.

The Per Diem Rates screen refreshes. A list of locations that match the search displays at the bottom of the screen.

5. Select the **Show Rates** link for the TDY location.

The Rates screen opens (Figure A-19).

| Per Diem Location Found | | | | |
|------------------------------|-----------------|-----------|--------------|---------------------|
| Location | County | Time Zone | Rate Details | Military Facilities |
| ALEXANDRIA (ALEXANDRIA CITY) | ALEXANDRIA CITY | 6 | ⌵ Show Rates | |
| CAMERON STATION | ALEXANDRIA CITY | 6 | ⌵ Show Rates | |
| GEORGE MASON | ALEXANDRIA CITY | 6 | ⌵ Show Rates | |
| GEORGE WASHINGTON | ALEXANDRIA CITY | 6 | ⌵ Show Rates | |
| POTOMAC | ALEXANDRIA CITY | 6 | ⌵ Show Rates | |
| TRADE CENTER | ALEXANDRIA CITY | 6 | ⌵ Show Rates | |

Figure A-19: Rates Screen

A.2.5.2 View Per Diem Locations

Beginning on the Rate Lookup Menu screen (Figure A-17), follow the below steps to see a list of locations that have per diem rates in DTS:

1. Select **States and Countries**.

The Mileage Reimbursement screen opens (Figure A-21). Rates are listed by type and then sorted according to the effective date of the mileage rate.

| Rate Lookup Menu | | | |
|--|--------------------------------|----------------|-------|
| Mileage Reimbursement | | | |
| This screen shows the reimbursement rates per mile allowed when you used a personally owned vehicle (automobile, motorcycle, plane). The table shows when rates apply, in the Effective Date column. | | | |
| Type | Description | Effective Date | Rate |
| 1ACS | Accession Travel Mileage | 01-Jan-06 | 0.150 |
| 1POC | Privately Owned Vehicle | 30-Jun-91 | 0.250 |
| 1POC | Privately Owned Vehicle | 01-Jan-95 | 0.300 |
| 1POC | Privately Owned Vehicle | 07-Jun-96 | 0.310 |
| 1POC | Privately Owned Vehicle | 08-Sep-98 | 0.325 |
| 1POC | Privately Owned Vehicle | 01-Apr-99 | 0.310 |
| 1POC | Privately Owned Vehicle | 14-Jan-00 | 0.325 |
| 1POC | Privately Owned Vehicle | 22-Jan-01 | 0.345 |
| 1POC | Privately Owned Vehicle | 21-Jan-02 | 0.365 |
| 1POC | Privately Owned Vehicle | 01-Jan-03 | 0.360 |
| 1POC | Privately Owned Vehicle | 01-Jan-04 | 0.375 |
| 1POC | Privately Owned Vehicle | 04-Feb-05 | 0.405 |
| 1POC | Privately Owned Vehicle | 01-Sep-05 | 0.485 |
| 1POC | Privately Owned Vehicle | 01-Jan-06 | 0.445 |
| 1POC | Privately Owned Vehicle | 01-Feb-07 | 0.485 |
| 1POC | Privately Owned Vehicle | 19-Mar-08 | 0.505 |
| 1POC | Privately Owned Vehicle | 01-Aug-08 | 0.585 |
| 1POC | Privately Owned Vehicle | 01-Jan-09 | 0.550 |
| 1POC | Privately Owned Vehicle | 01-Jan-10 | 0.500 |
| 1POC | Privately Owned Vehicle | 01-Jan-11 | 0.510 |
| 1POC | Privately Owned Vehicle | 17-Apr-12 | 0.555 |
| 1POC | Privately Owned Vehicle | 01-Jan-13 | 0.565 |
| 1POC | Privately Owned Vehicle | 01-Jan-14 | 0.560 |
| 1POC | Privately Owned Vehicle | 01-Jan-15 | 0.575 |
| 2POC | POV Used When Govt Vhcle Avail | 21-Jan-90 | 0.180 |
| 2POC | POV Used When Govt Vhcle Avail | 01-Jan-95 | 0.235 |
| 2POC | POV Used When Govt Vhcle Avail | 22-Jan-01 | 0.285 |
| 2POC | POV Used When Govt Vhcle Avail | 01-Jan-04 | 0.375 |

Figure A-21: Mileage Reimbursement Screen

A.2.5.4 Government Meal Rates

Beginning on the Rate Lookup Menu screen (Figure A-17), follow the below steps to view how daily rates are broken down into meals and incidental allowances.

1. Select **Government Meal Rate**.

The M&IE Distributions screen opens (Figure A-22). Rates are listed by effective date.

| Rate Lookup Menu | | | | | | | | | | |
|--|---------------------------------|-----------|--------|--------|------------|-------------------------------|-------------|--------------|--------------------------|-------------------|
| M&IE Distributions | | | | | | | | | | |
| This screen shows how daily rates are broken down into meals (Breakfast, Lunch, Dinner) and incidental allowances. The table shows how much is deducted from the daily rate for military members at a per diem location where some/all meals are available. Deducted incidental rate applies if some/all meals are available, and M&IE rate on base applies if meals and quarters are available. | | | | | | | | | | |
| M&IE Daily Rate | Effective Date for Distribution | Breakfast | Lunch | Dinner | Incidental | Deduction For Meals Available | | | | M&IE Rate on Base |
| | | | | | | Breakfast Avail | Lunch Avail | Dinner Avail | Deducted Incidental Rate | |
| \$8.30 | 01-Jan-04 | \$1.70 | \$3.30 | \$3.30 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| \$8.90 | 01-Jan-05 | \$1.90 | \$3.50 | \$3.50 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| \$9.05 | 01-Jan-06 | \$1.95 | \$3.55 | \$3.55 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| \$9.30 | 01-Jan-07 | \$2.00 | \$3.65 | \$3.65 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| \$9.80 | 01-Jan-08 | \$2.10 | \$3.85 | \$3.85 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| \$10.80 | 01-Jan-09 | \$2.30 | \$4.25 | \$4.25 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| \$11.70 | 01-Jan-13 | \$2.50 | \$4.60 | \$4.60 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| \$11.85 | 01-Jan-14 | \$2.55 | \$4.65 | \$4.65 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Return to Menu | | | | | | | | | | |

Figure A-22: M&IE Distributions Screen

A.2.5.5 Footnotes

Beginning on the Rate Lookup Menu screen (Figure A-17), follow the below steps to view any footnotes published by the PDTATAC staff.

1. Select **Footnotes**.

The Footnotes screen opens.

A.2.6 Update Personal Profile

The Update Personal Profile is a five-screen feature that allows persons with a user/traveler profile to update their personal information. Figure A-23 shows an overview of the profile information on each screen of this feature.

The screenshot displays the 'My Profile' screen within the Defense Travel System. The top navigation bar includes links for 'Routing Lists', 'Reports', 'Additional Setup', 'Rate Lookup', and 'Update Personal Profile'. The 'Update Personal Profile' link is highlighted. Below the navigation bar, there are tabs for 'My Preferences', 'My Additional Information', 'My Account Information', and 'My TSA Information'. The 'My Account Information' tab is selected, and an 'Update Personal Information' button is visible. The main content area is titled 'Complete the information below.' and contains several form fields: 'Last Name' (West), 'First Name' (Molly), 'MI' (T), 'Gender' (radio buttons for M and F, with F selected), 'SSN' (###-##-7344), 'Mailing' section with 'Address Line 1' (1211 Main Street), 'Address Line 2' (empty), 'City' (Warrenton), 'State' (VA with a 'Lookup' button), 'Zip Code' (20187), 'Home Phone' (540-555-1211), and 'Email Address' (molly.west.civ@mail.mil).

Figure A-23: Overview of Update Personal Profile Screens

Note: Changes made using this feature will not update the profile information in existing documents. To update personal profile information in existing documents, see Chapter 2 of the *Document Processing Manual*.

Follow the below steps to update personal profile information:

1. Select **Update Personal Profile** from the Traveler Setup drop-down list (Figure A-8).

The Update Personal Profile screen opens (Figure A-24). The profile has five parts. Each part displays on a different screen that may be accessed and updated through the following links:

- My Profile (This screen opens by default; a link to the open screen will not display.)
- My Preferences
- My Additional Information
- My Account Information
- My TSA Information

Logged In As: Molly T. West Screen ID: 9515.1 [Close Window](#)
 Traveler Name: Molly T. West Document Type: Authorization [Help for this screen](#)

Defense Travel System
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My Profile

[My Preferences](#) [My Additional Information](#) [My Account Information](#) [My TSA Information](#)

[Update Personal Information](#)

Complete the information below.

* Last Name:

* First Name:

MI:

* Gender: ☐ M ☒ F

SSN:

Mailing

* Address Line 1:

Address Line 2:

* City:

* State: [Lookup](#)

* Zip Code:

* Home Phone:

* Email Address:

Figure A-24: Update Personal Profile Screen

2. Select the link to the screen that needs to be updated:
3. Enter or update data.
4. Select **Update Personal Information**.

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