**Name Changes**

Step 1

**How to complete a name change, that may also include an update to banking information and/or address information in the financial system (DELPHI).**

* **It is important to update your personal information in the financial system (banking, home address and name changes) to prevent any negative impact on future travel payments.**

Please send the Confidential Travel Vendor Request along with a W-9 to [9-AMC-KINTANA-Supplier-Setup@faa.gov](mailto:9-AMC-KINTANA-Supplier-Setup@faa.gov). Both forms will need to be encrypted with the specific passphrase for Supplier Setup.

[About Form W-9, Request for Taxpayer Identification Number and Certification | Internal Revenue Service (irs.gov)](https://www.irs.gov/forms-pubs/about-form-w-9)

If you need the specific passphrase to encrypt these two documents before emailing, please contact [9-amc-etravel-helpdesk@faa.gov](mailto:9-amc-etravel-helpdesk@faa.gov).

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Step 2

**How to complete a name change in E2 for an existing E2 user.**

* **Step 1 must be completed first. The financial system must be updated before E2.**
* Make sure your email address is updated in Outlook to the new name. Your E2 User ID and your email address in Outlook should be the same. If they aren’t you will not be able to login to E2 with your PIV card.
* Complete an Etravel modification profile form with your updated email address/user id and name in appropriate fields.
* Provide previous name in the justification field.
* Email completed and approved form to [9-amc-etravel-helpdesk@faa.gov](mailto:9-amc-etravel-helpdesk@faa.gov)

**How to encrypt the W-9 and Confidential Travel Vendor Request forms**

File has SPII information. • When emailing a form that has SPII, it must be encrypted per FIPS 140-2 using approved encryption program. • The SecureZip application will be used to encrypt the file. • If you do not have this application, use your agency encryption software to encrypt the form before emailing to the supplier team.

The Confidential Travel Vendor Request and the W-9 require encryption before sending to [9-AMC-KINTANA-Supplier-Setup@faa.gov](mailto:9-AMC-KINTANA-Supplier-Setup@faa.gov). A specific passphrase for encryption must be used.

The W-9 form is only needed if this is a Name Change. Link to W-9 [About Form W-9, Request for Taxpayer Identification Number and Certification | Internal Revenue Service (irs.gov)](https://www.irs.gov/forms-pubs/about-form-w-9)

Please contact [9-amc-etravel-helpdesk@faa.gov](mailto:9-amc-etravel-helpdesk@faa.gov) for the passphrase.

**\*Note: Travel arrangers will need to encrypt and send the Confidential Travel Vendor Request form to 9-AMC-KINTANA-Supplier-Setup@faa.gov for Invitational Travelers. Forms will not be accepted unless they come from a government email address.**

How to Encrypt a document

1. Open the form and fill out all required information.

2. Save the file to your desktop or other location.

3. Right click on file to encrypt.

4. Select SecureZIP.

5. Select Add To New Archive

6. Rename to vendor name on the form if desired to have unique name.

7. Click Save. Make sure it is in the location that is desired

8. Passphrase: Enter in the standard required passphrase (Passphrase will be emailed to user) Please contact [9-amc-etravel-helpdesk@faa.gov](mailto:9-amc-etravel-helpdesk@faa.gov) for passphrase if you don’t have it.

9. Confirm passphrase: Enter same passphrase a second time

10. Click OK

11. Enter in PIN and click OK. • Enter PIN a second time and click OK

12. The zip file is created and ready to be emailed to the supplier team.

13. Right click on the zip file just created.

14. Select Send to.

15. Select Mail recipient.

16. Outlook will create a file and add the required attachment.

17. The email address to send the attachment is: 9-AMC-KINTANA-Supplier-Setup@faa.gov.

18. Type in special instruction in the body of the email if required.

19. Click Send and it will email the attachment to the supplier team for processing

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