# Enterprise Services Center    eTravel Modification Profile Request Form Instructions

**Personal Information – Complete this section for all change request types.**

Name (First, Middle, Last): Enter the legal name of the user requiring the change.

*First name should be no more than 15 characters or it will cause payment issues*

*Name Changes: PROVIDE  PREVIOUS NAME IN THE JUSTIFICATION BOX

**Make sure to complete and email the Confidential Travel Vendor Request and W-9  to 9-AMC-KINTANA-Supplier-Setup@faa.gov BEFORE sending in the eTravel modification profile form to 9-amc-etravel-helpdesk@faa.gov**

E2 User ID: Enter the user ID for the user requiring the change. This is typically the user's government email address.

Employee ID: Employee ID can be found in E2 under Personal Profile, it will look similar to this: 100XXXXXX

Government Email: Enter the government email address for the user requiring the change.

*Note: Invitational Travelers must provide an Arranger's government email address*

Justification for Change Request: Briefly describe the reason you are requesting the change. Please provide previous name in justification box for Name Changes.

**Organization Information – Only enter the fields requiring a change.**

Agency**: Enter agency name. The agency name is the organization for the individual requiring E2 access.

Major Customer**: Enter major customer name. The major customer name is the organization for the individual requiring E2 access.

Minor Customer**: Enter minor customer name. The minor customer name is the organization for the individual requiring E2 access.

Routing Template Name**: Enter routing template name. Routing template is the approval path of the document. Arrangers are not required to provide a routing template name for their E2 account unless they will be traveling on official business.

**If assistance is required to complete minor customer and routing template name information, contact your agency POC, available at https://www.esc.gov/Services/TravelServices/TravelServicesBranch

User Access: Select the user access level(s) that applies.  A user can have multiple access levels, such as traveler and routing list official or traveler and arranger.

Only enter or select fields requiring a change. Leave user access blank to retain current access levels. Select remove from the drop down to remove access

> **Traveler:** An individual traveling at the request of the agency.
> **Routing List Official**: An individual, who reviews, certifies funds, or approves documents. (When you select this box, you must also make a selection from the Approver Access drop down menu.)
> **Arranger:** An individual that creates travel documents on behalf of others. (When you select this box, you must also make a selection from the Arranger Access drop down menu.)

User Type: Select the user role in the User Type drop down. The user type is the type of traveler you will be in E2.

Document View Access: Select the document view access level required (No Document View Access, View to Minor Level, View to Major Level, View to Organization Level, or View to Agency Level). This option provides a user "read only" access to view other travelers' documents at the level selected by using the View Documents Tab.

Arranger Access: Select the arranger access level required (No Arranger Access, Can Arrange Only for Minor Level, Can Arrange to the Major Level, Can Arrange to the Organization Level, or Can Arrange to all Agency Level). This is a required field if the Arranger box is checked under User Access.

Reports Access: Select the level of report access required (Limit to Traveler Reports, Reports for Minor Customer, Reports for Major Customer, Reports for Organization, or Reports for all Agency). If a user needs access to run reports for multiple users, he/she selects one Agency, Org, Major, or Minor Level Access based on the access needed. If a traveler does not need any additional reporting access, then he/she should select Limit To Traveler Reports.

Approver Access: Select the approver access level required (Can Approve Only for this Minor Customer, Can Approve for all in Major Customer, Can Approve for all in Organization, or Can Approve for all in Agency). IMLS, OPM, FAA and DOT  should select Organization level access for approvers as this is the default authorized.  This is a required field if the Routing List Official box is checked under User Access. This access only provides an individual with access to be a routing list official. This access enables approvers to fulfill their duties for the selected agency/ minor/major.  *Note: Approval access is given per this form in an eTravel profile. Approvers will still need to be listed in routing pools in order to approve documents. Routing Pool Approver Modification forms can be found on the ESC Travel Website https://www.esc.gov/tsTravel.asp#Alpha

Comments: Type in any additional comments you may have.

**Agency Approver**

Name: Name of agency travel POC approver is available at https://www.esc.gov/tsTravel.asp.

Government Email: Government email address of agency POC approver.

Approver's Signature: An agency POC approver can sign digitally with PIV card or print and sign the form.

Email approved completed form to 9-amc-etravel-helpdesk@faa.gov

OPM customers should email completed forms to Travel@OPM.gov                                    12.1.22