



Enterprise Services Center **eTravel New Profile Request Form Instructions**

Personal Information

Name (First, Middle, Last): Enter the legal name of the person requiring E2 access.

**First Name should be no more than 15 characters*

Government Email: Enter the government email address for the person requiring E2 access.

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

Employee ID/ Delphi Supplier #.: Enter the Employee ID /Delphi Supplier # of the person requiring E2 access. (Employee ID and Delphi Supplier # are the same number)

**Must be established in DELPHI under appropriate Agency to have an Employee ID/Delphi Supplier #*

**Send Encrypted Confidential Travel Vendor request form to 9-AMC-KINTANA-Supplier-Setup@faa.gov to receive an Employee ID/Delphi Supplier No.*

Office Phone: Enter office the phone number for person requiring E2 access. For Invitational Travelers, provide Arranger's office phone number. If the employee does not have a phone number yet, please enter the manager's number. Ex. 555-555-5555.

Home Address information is not required on this form. **When setting up your NEW eTravel profile please add your home address first. Add Travel Charge Card information (if you have one) and then set up Travel Preferences. If your home address is not in your eTravel profile you will not be able to make reservations.**

Organization Information

Minor Customer**: Enter minor customer name. The minor customer name is the organization /department 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.

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 role you will perform within 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.



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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, FAA and DOT users should select Organization Access as it 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. A routing change request must be submitted to add an individual to a specific routing template.

Comments: Type in any additional comments you may have.

Agency Approver

Name: Name of agency POC approver name, 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 completed and approved form to 9-amc-etravel-helpdesk@faa.gov

[OPM E2 forms should be approved by OPM POC's, please contact \[Travel@OPM.gov\]\(mailto:Travel@OPM.gov\) for further instructions.](#)

