

QRG15: Initial Logon to E2 Solutions

Before you can log on and use E2 Solutions, you need a user ID and access credentials. These are typically provided by your travel policy manager.

When your account is available, you will receive an email that includes a link to complete your security profile. You must follow the link within 72 hours.

NOTE: *The link expires 72 hours from the date of the email. If you miss the logon window, contact the person who provided you with your E2 user ID and access credentials. They can reinitialize your account and provide you a new logon link.*

Complete the following steps to log onto E2 Solutions for the first time.

1. Click the **Sign In Using This Link** link in your notification email. This displays the Initialize Security Information section of the Password Maintenance page.

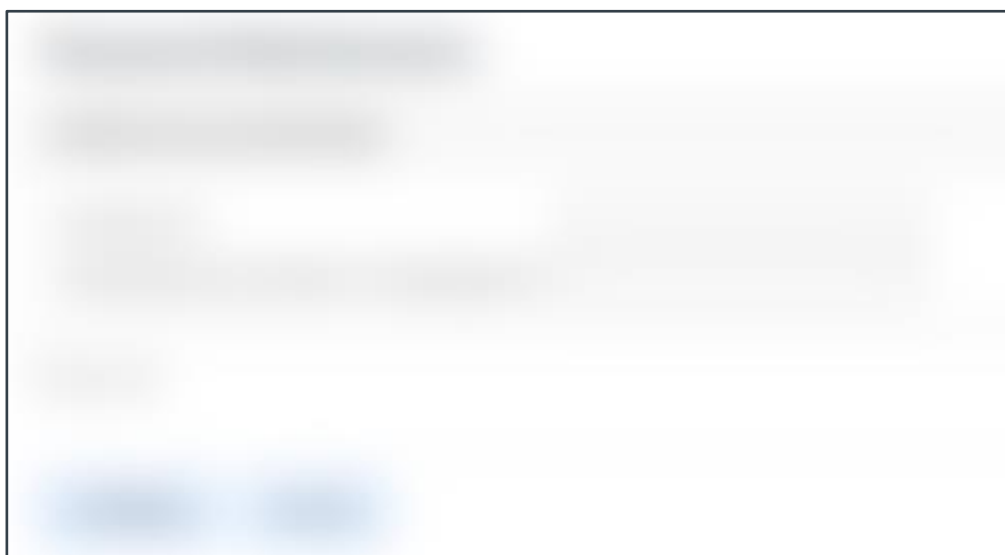


Figure 1: Password Maintenance — Initialize Security Information

2. Enter your E2 user ID in the **E2 User Id** field.
3. Enter your Social Security number (without dashes) or employee ID number in the **Social Security Number or Employee Id** field.
4. Click the **Continue** button. This displays the Edit Password Information section of the Password Maintenance page.

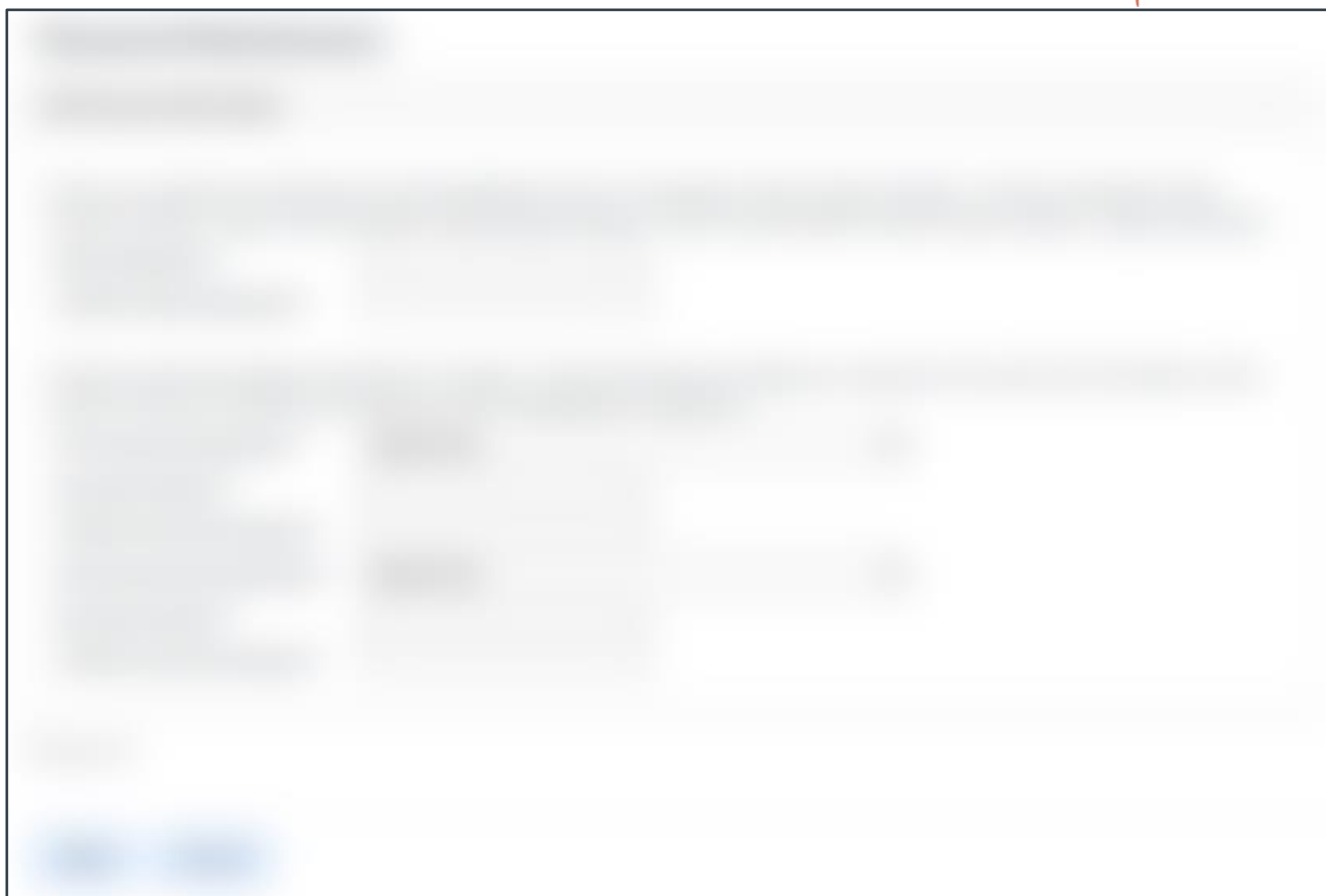


Figure 2: Password Maintenance — Edit Password Information

5. Enter your new password to be used for E2 in the **New Password** field. Passwords must conform to the rules displayed above the field.
6. Confirm your password by reentering it in the **Confirm New Password** field.
7. Select a security question from the **First Security Question** drop-down list.
8. Enter the answer to the security question in the **Security Answer** field.
9. Confirm the answer to the first security question by reentering the value in the **Confirm Security Answer** field.
10. Repeat steps 7–9 for the **Second Security Question** drop-down list and its **Security Answer** and **Confirm Security Answer** fields.

TIP: Each question and answer must be unique.

11. Click the **Save** button. This displays the WARNING MESSAGE AND PRIVACY ACT NOTICE window.
12. Scroll down to read the entire notice and then click the **Accept** button. This displays the Rules of Behavior window.
13. Read the rules and then click the **I have read and acknowledge the Rules of Behavior** button. You are taken into E2 Solutions on the My E2 **At a Glance** tab; you are now logged in and can begin using E2.

E2 User Profile & TMC Travel Profile

Before planning and booking travel, review your E2 user profile for accuracy, add any missing information, and ensure your TMC travel profile has been created (if applicable).

Refer to the following documents for more information: *QRG16: Completing Your E2 User Profile*, *QRG17: Completing Your TMC Travel Profile*, *UG15: First Logon and Profile Updates*, and *UG22: Making Reservations*.