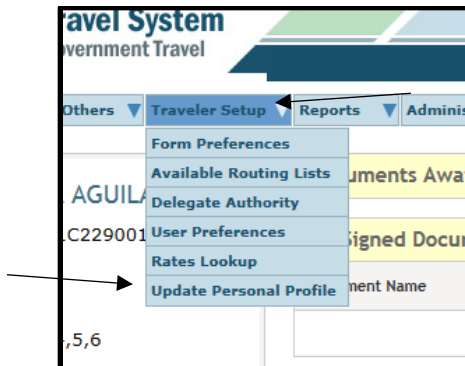


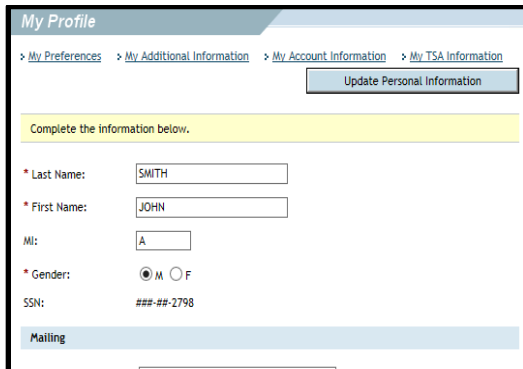
Keeping Your DTS Profile Updated

Updating Profile Information

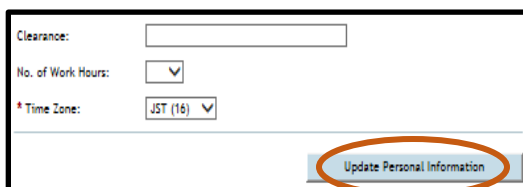
- From your DTS homepage, mouse over Traveler Setup on the top menu bar and select Update Personal Profile.



- Select My Preferences, My Additional Information, My TSA Information, My Account Information tabs and make necessary updates.

A screenshot of the 'My Profile' page. It shows a breadcrumb trail: > My Preferences > > My Additional Information > > My Account Information > > My TSA Information. There is an 'Update Personal Information' button. Below it, a yellow banner says 'Complete the information below.' The form includes fields for: Last Name (SMITH), First Name (JOHN), MI (A), Gender (radio buttons for M and F), and SSN (###-##-2798). A 'Mailing' section is partially visible at the bottom.

- Don't forget to save changes, by clicking Update Personal Information.

A screenshot of the 'Update Personal Information' button, which is circled in orange. The button is located at the bottom right of the form. Above it are fields for Clearance, No. of Work Hours, and Time Zone (JST (16)).

WHEN SHOULD I UPDATE MY PROFILE?

- New Electronic Funds Transfer (EFT) Account
- New GTCC Account Number/ Expiration Date
- Change of:
 - Rank
 - Phone number
 - Address
 - Duty Station
 - Time zone
- TSA Information
 - In My TSA Information tab, enter your EDIPI in the Known Traveler Number block