

## ESTABLISHING LOGIN PASSWORD AND SIGNATURE PIN

---

Establishing the user password and/or the signature PIN is required in the following circumstances:

- A user logs onto Travel Manager (TM) for the first time
- A user forgets his password and has it reset
- A user forgets his signature PIN and has a new one created

### Login Password Basics

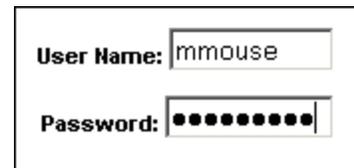
- Passwords are case-sensitive, must be 8-16 characters in length, and contain at least one number.
- Passwords expire every 180 days.

### Signature PIN Basics

- Establishing a signature PIN must be done with a TM Administrator.
- Signature PINs are case-sensitive, must be 8-16 characters in length, and contain at least one number.
- Signature PINs never expire.
- Signature PINs are used to electronically sign documents.

### Establishing the User Password

1. Go to the TM Document Preparation login screen.
2. In **User Name**, type in the traveler's userID. This is not case-sensitive.
3. In **Password**, type newtrav1.
4. Press **Enter**.
5. At the "New user – please enter a password now" prompt, Click **OK**.
6. On the Set Password page, **instruct** user to type current password (newtrav1) and type a new password twice.
7. Click on the **Save** button.



The screenshot shows a login form with two input fields. The first field is labeled "User Name:" and contains the text "mmouse". The second field is labeled "Password:" and contains a series of dots representing a masked password.

If the signature PIN is already established, TM will open to the Document Prep page. If it isn't, the Set Signature PIN page will appear.

### Establishing the Signature PIN

(A TM Administrator must be present to certify the new signature PIN)

1. On the Set Signature PIN page, **instruct** user to complete fields to create in a Signature PIN.
2. Click on the **Save** button.
3. On the Signature Certification page, type your **signature PIN**.
4. Enter your **social security number** with no spaces or dashes.
5. Click on the **Save** button.



The screenshot shows a "Signature Certification" form with two input fields. The first field is labeled "Signature PIN" and contains a series of dots. The second field is labeled "SSN" and also contains a series of dots.

NOTE: These fields are for the TM Administrator signature PIN and social security number.