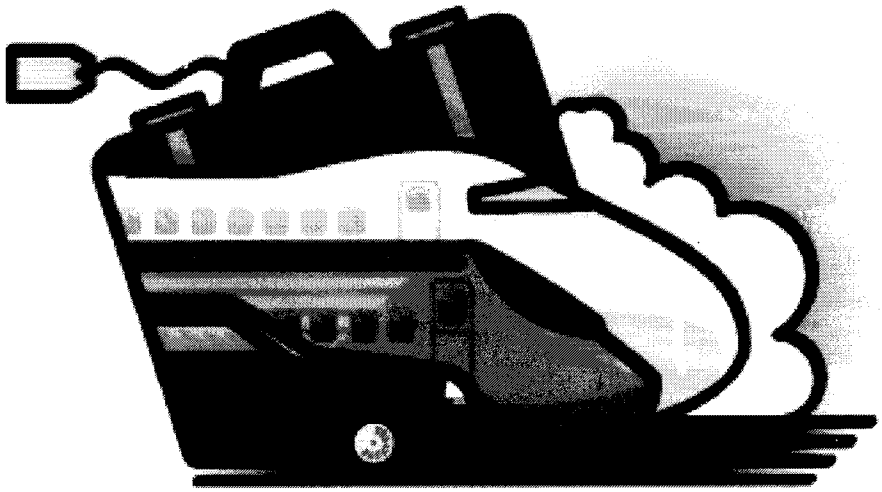


Defense Travel System

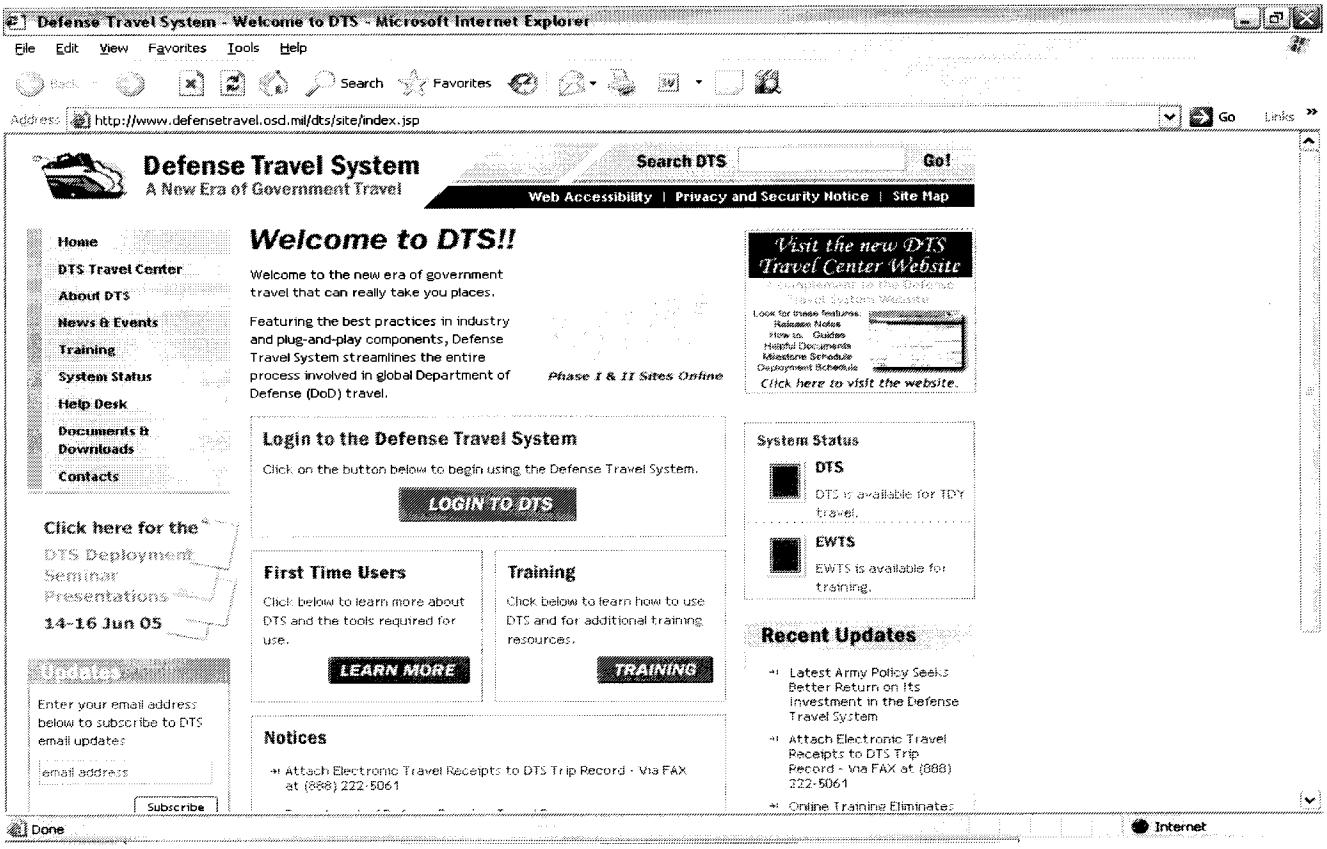
DTS Self Registration Instructions

DTS Self Registration Instructions

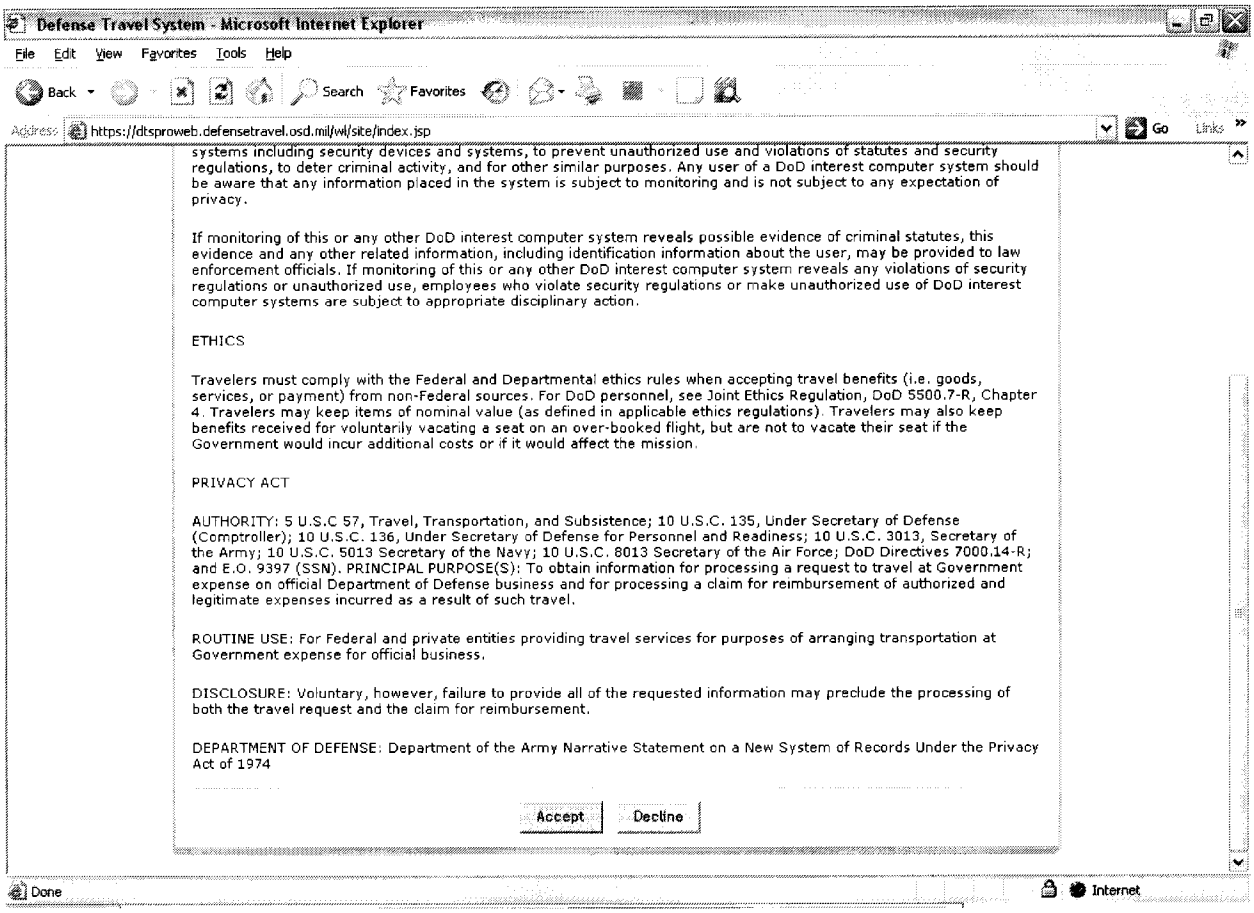
1. TO ACCESS DTS WEB SITE CLICK ON LINK BELOW OR TYPE THAT ADDRESS ON YOUR MICROSOFT EXPLORER ADDRESS BAR..
   http://www.defensetravel.osd.mil/dts/site/index.jsp

You will then be taken to DTS home page.
See below.

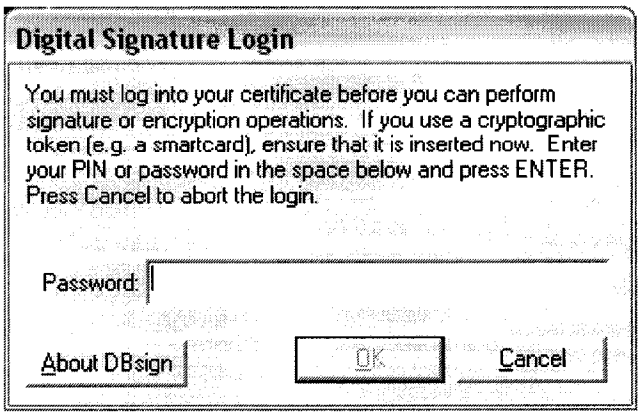
2. ***Insert you CAC card into your computer CAC reader.***



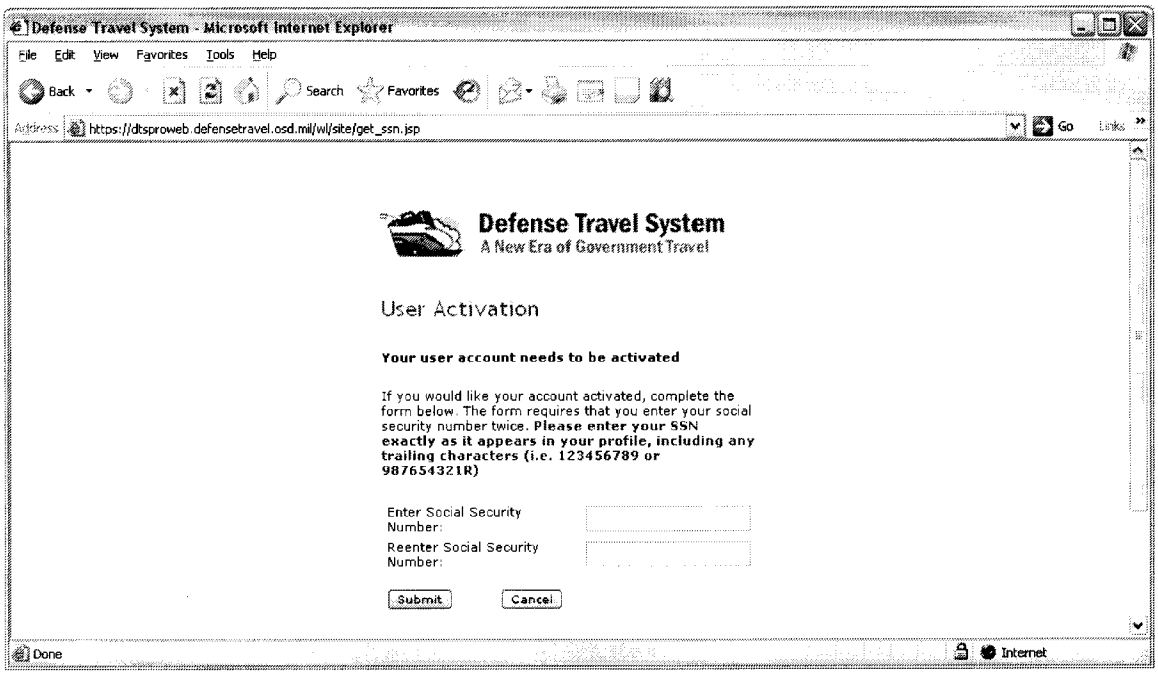
3. Click on the Green button that says ***Login to DTS***. You will then get the Privacy and Ethics Policy. Read and click ***Accept*** *See Below*



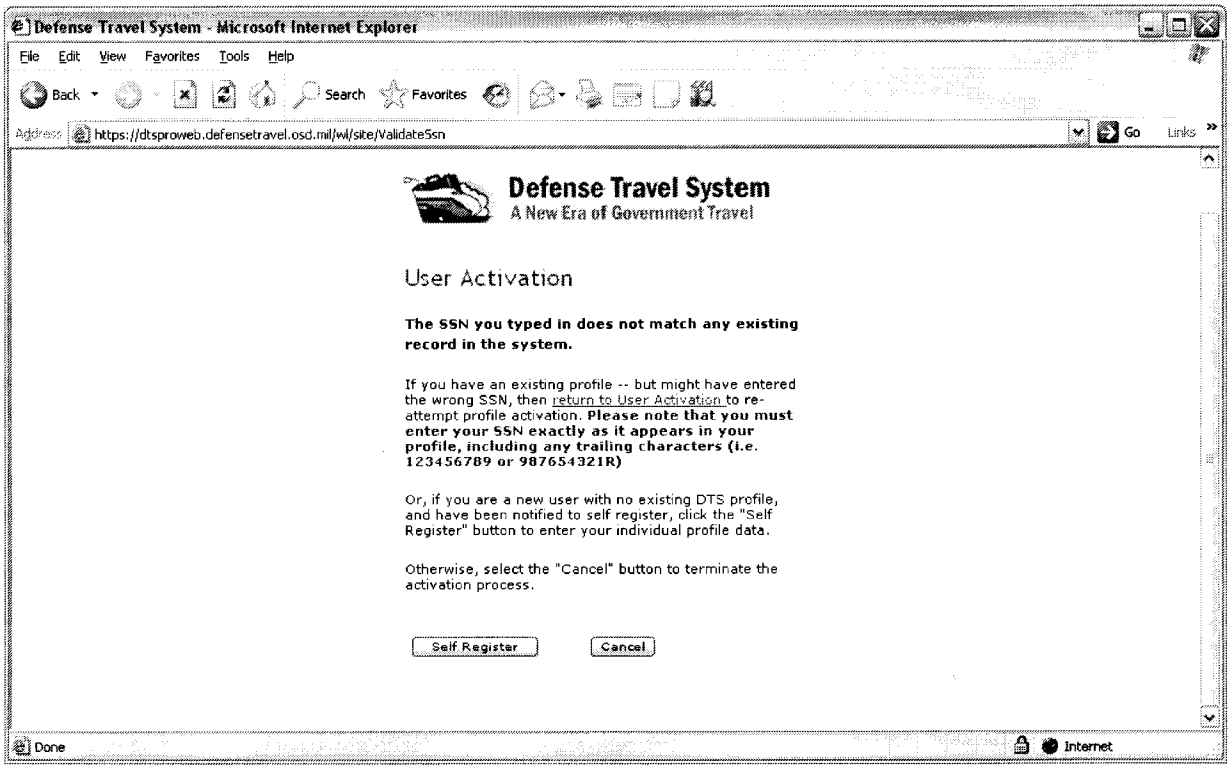
4. You will then be asked to enter your CAC Pin and click Ok.
See Below



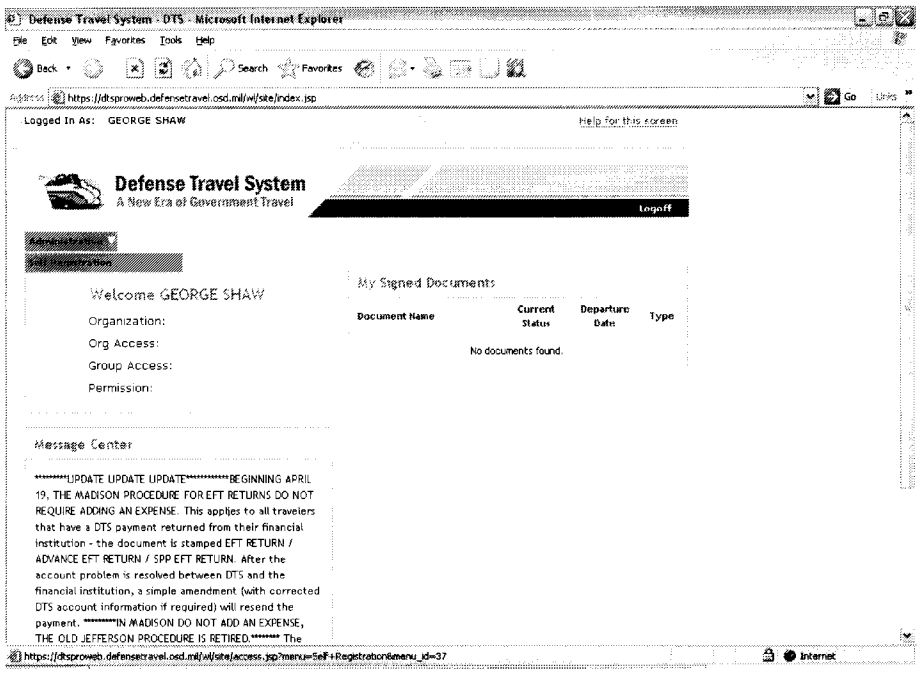
5. Upon your CAC signature being verified you will be asked to activate your user account by entering ***your SSN# twice*** then click submit. *See Below*



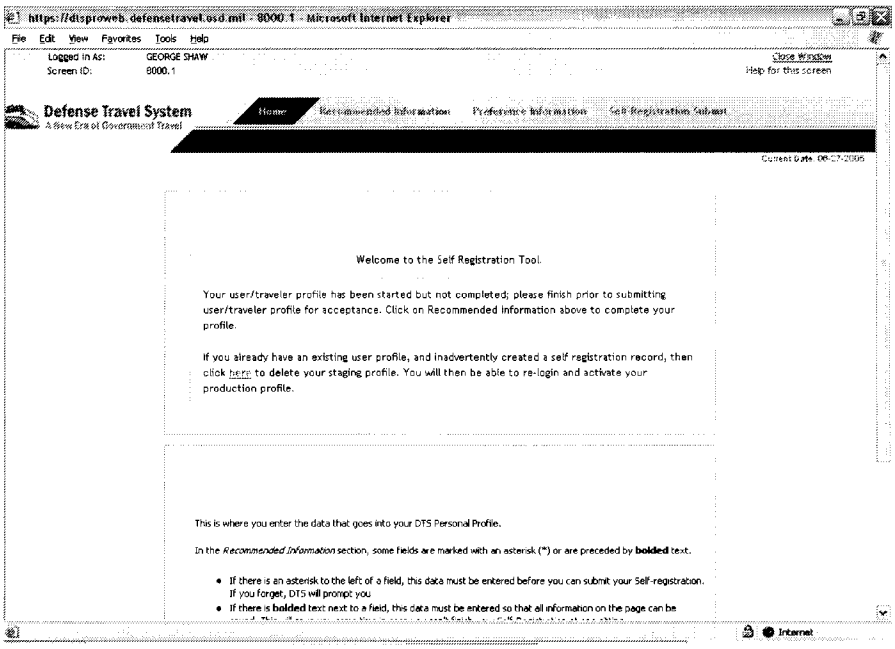
6. If you are not already in the system you will get the screen below. Click on the self register button. *See Below*



7. You will then arrive at the screen below which is your personal homepage. Click on Administrative tab then select Self registration. *See Below*



8. You will then be taken to the self registration tools. Click on the tab for **Basic Information.** *See Below*



Required Personal Information

9. Your name and SS# will be populated in the respective fields. You will complete the following fields:

a. Gender
b. Email Address **(AKO)**
c. Mailing address **(APO)**
d. City will be APO and state AE. Click search icon, place option button to **"ALL"** enter **"AE"** in **CODE,** search and select. *See Below*

https://dtsproweb.defensetravel.osd.mil - 8001.1 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Field with '*' is a required field when you submit on the SELF-REGISTRATION SUBMIT page.

Fields with a **bolded Field Name** are required to save data on the CURRENT page.

MANDATORY INFORMATION

GENERAL INFORMATION

First Name › GEORGE

Last Name › SHAW

Middle Initial ›

SSN › 587161677

Gender › N/A

*** Email Address** ›

MAILING ADDRESS

* Mailing Street 1 ›

Mailing Street 2 ›

* City ›

* State / Country ›

Click on the icon to select a value

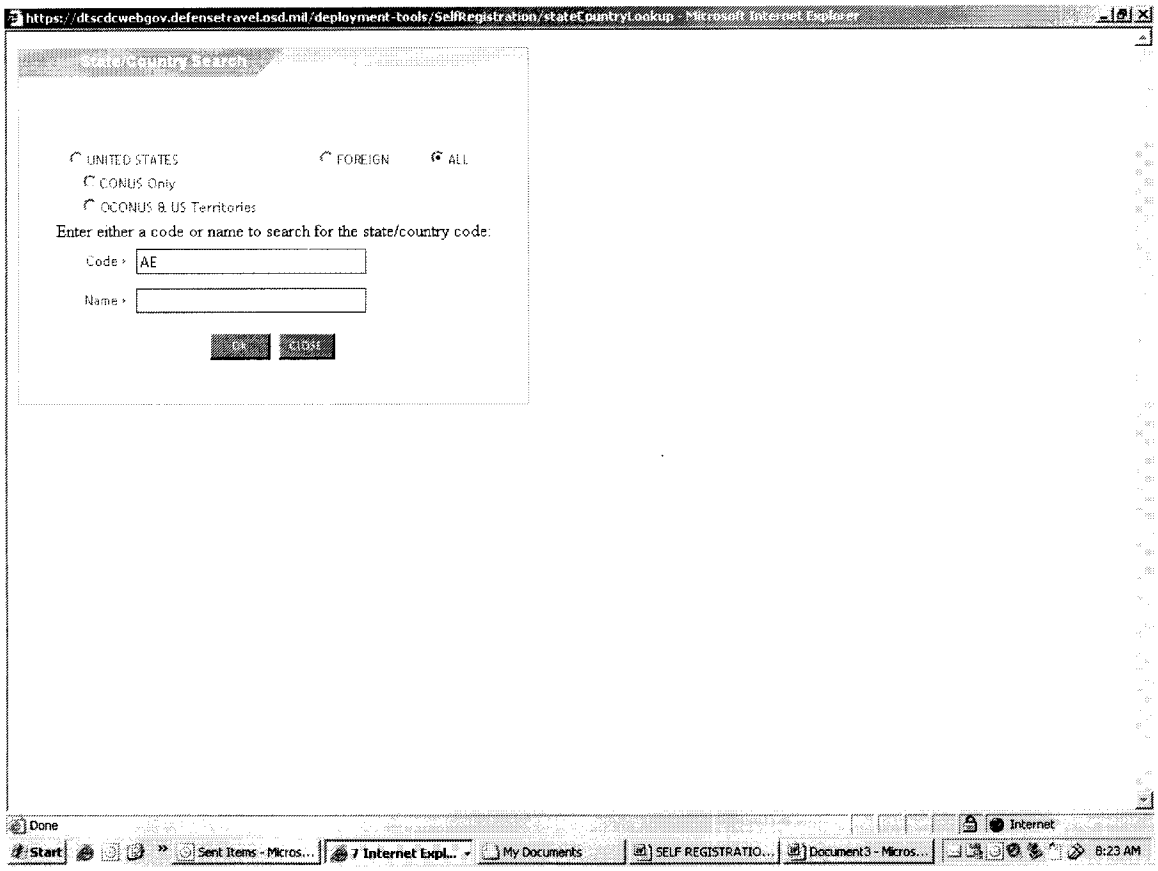
* Zip / Postal Code ›

Is this the same as Residence Address? › Yes / No (If not, we'll ask you for it on the Preference Information page.)

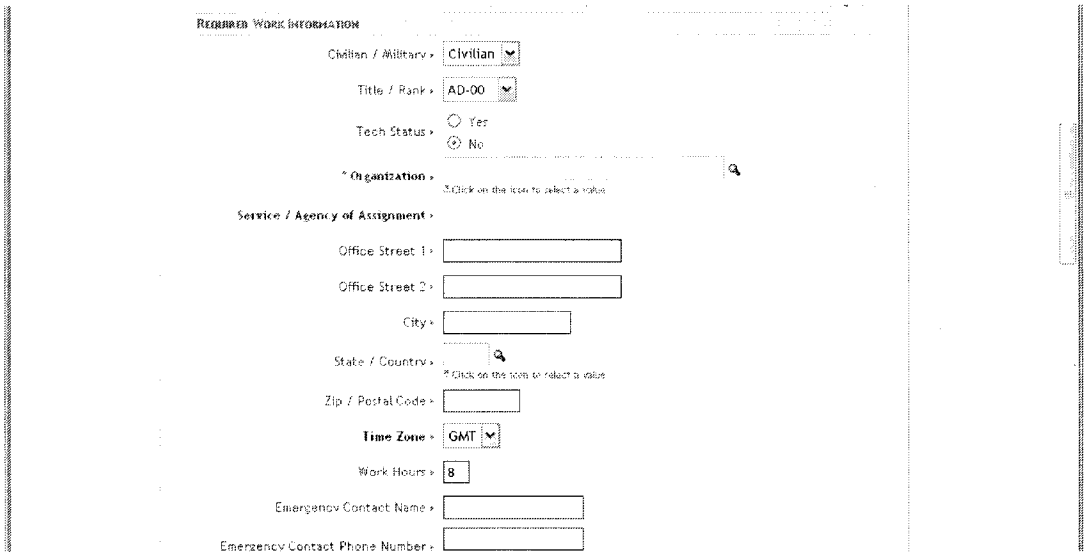
REQUIRED WORK INFORMATION

Civilian / Military › Civilian

Done Internet

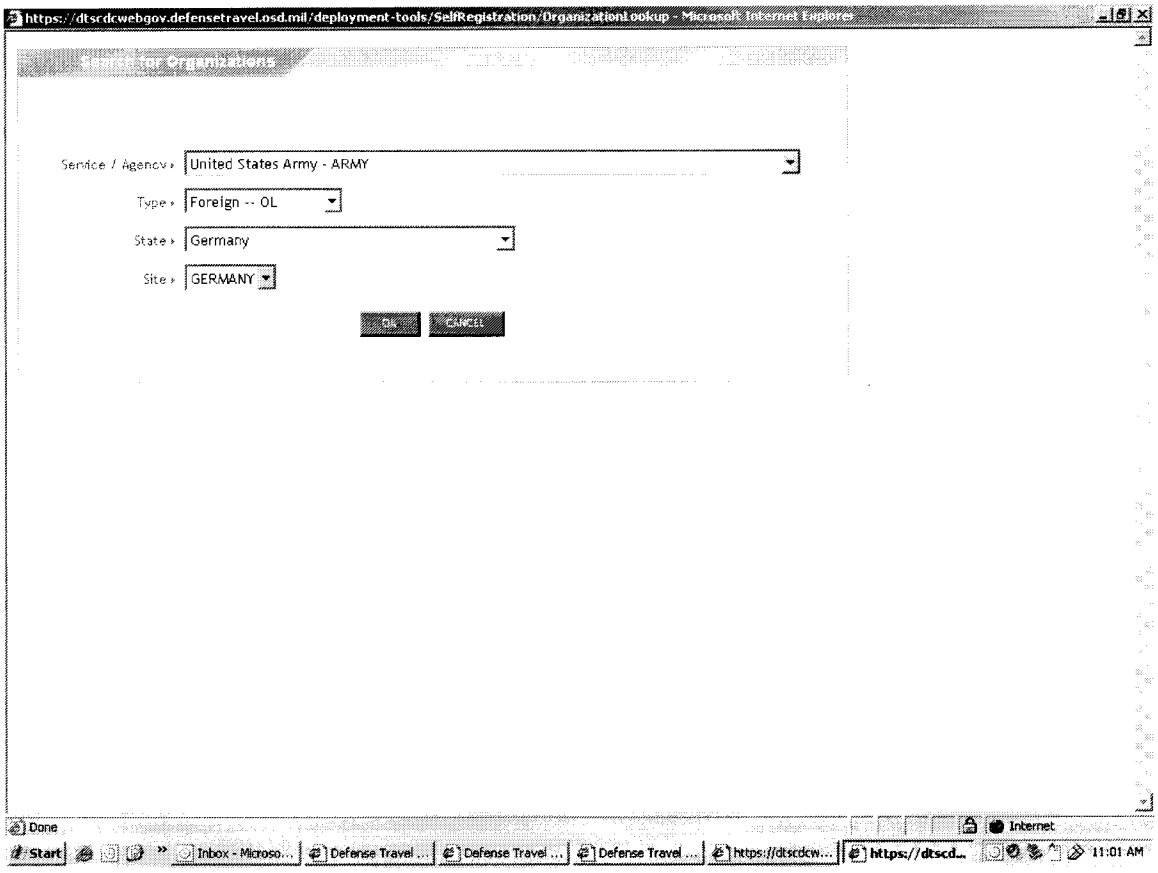


10. Select Civilian or Military followed by rank and status (Active or Reserve) if Military.

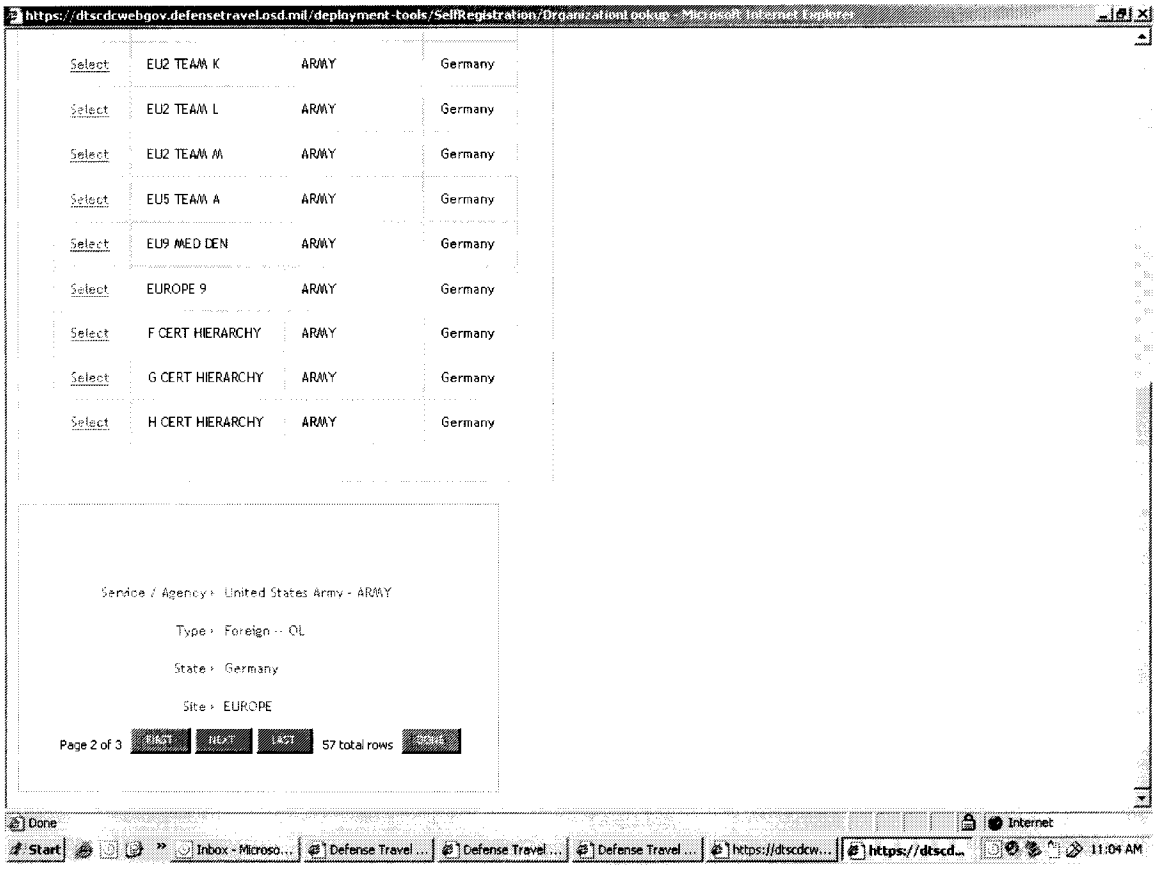


11.Click icon to search for **Organization**

a) Service Agency will be: ***Army*** b) Type: ***Foreign OL*** c) State: ***Germany*** d) Site: ***Germany***



12. You will then get a list of all the Organizations, select the one that corresponds to you. Scroll to bottom and select **"NEXT"** page if necessary. *See Below*



https://dtscdcwebgov.defensetravel.osd.mil/deployment-tools/SelfRegistration/OrganizationLookup - Microsoft Internet Explorer

Select	EU2 TEAM K	ARMY	Germany
Select	EU2 TEAM L	ARMY	Germany
Select	EU2 TEAM M	ARMY	Germany
Select	EU5 TEAM A	ARMY	Germany
Select	EU9 MED DEN	ARMY	Germany
Select	EUROPE 9	ARMY	Germany
Select	F CERT HIERARCHY	ARMY	Germany
Select	G CERT HIERARCHY	ARMY	Germany
Select	H CERT HIERARCHY	ARMY	Germany

Service / Agency : United States Army - ARMY

Type : Foreign -- OL

State : Germany

Site : EUROPE

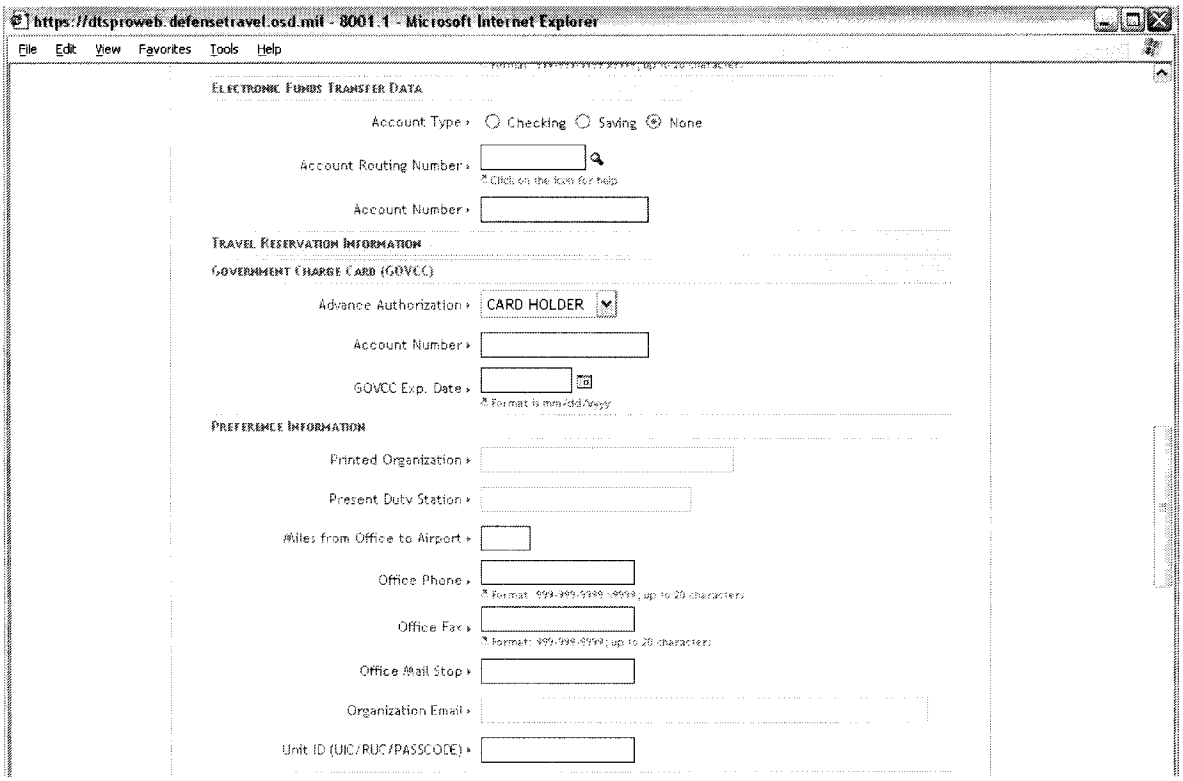
Page 2 of 3 FIRST NEXT LAST 57 total rows DONE

Done Internet

Start Inbox - Microso... Defense Travel ... Defense Travel ... Defense Travel ... https://dtscdcw... https://dtscd... 11:04 AM

Electronic Funds Transfer Data

13. Check Savings or Checking **(Only one)** then input 9 digit ABA number (routing number) followed by account number.
14. If you have a Government Credit Card input that information as well.
15. **Preference information** will be auto filled when you select your organization.



16. Passport information below is ***not required***

FOREIGN TRAVEL INFORMATION

OFFICIAL (NO-FEE) PASSPORT INFORMATION

First Name ›

Last Name ›

Middle Initial ›

Birth Date ›

* Format is mm/dd/yyyy

Passport Number ›

Issuing City ›

Issuing State / Country ›

* Click on the icon to select a value

Expiration Date ›

* Format is mm/dd/yyyy

REGULAR (TOURIST) PASSPORT INFORMATION

First Name ›

Last Name ›

Middle Initial ›

Birth Date ›

* Format is mm/dd/yyyy

Passport Number ›

Issuing City ›

Issuing State / Country ›

* Click on the icon to select a value

Done

Internet

https://dtsproweb.defensetravel.osd.mil - 8001.1 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Birth Date ›

* Format is mm/dd/yyyy

Passport Number ›

Issuing City ›

Issuing State / Country ›

* Click on the icon to select a value

Expiration Date ›

* Format is mm/dd/yyyy

REGULAR (TOURIST) PASSPORT INFORMATION

First Name ›

Last Name ›

Middle Initial ›

Birth Date ›

* Format is mm/dd/yyyy

Passport Number ›

Issuing City ›

Issuing State / Country ›

* Click on the icon to select a value

Expiration Date ›

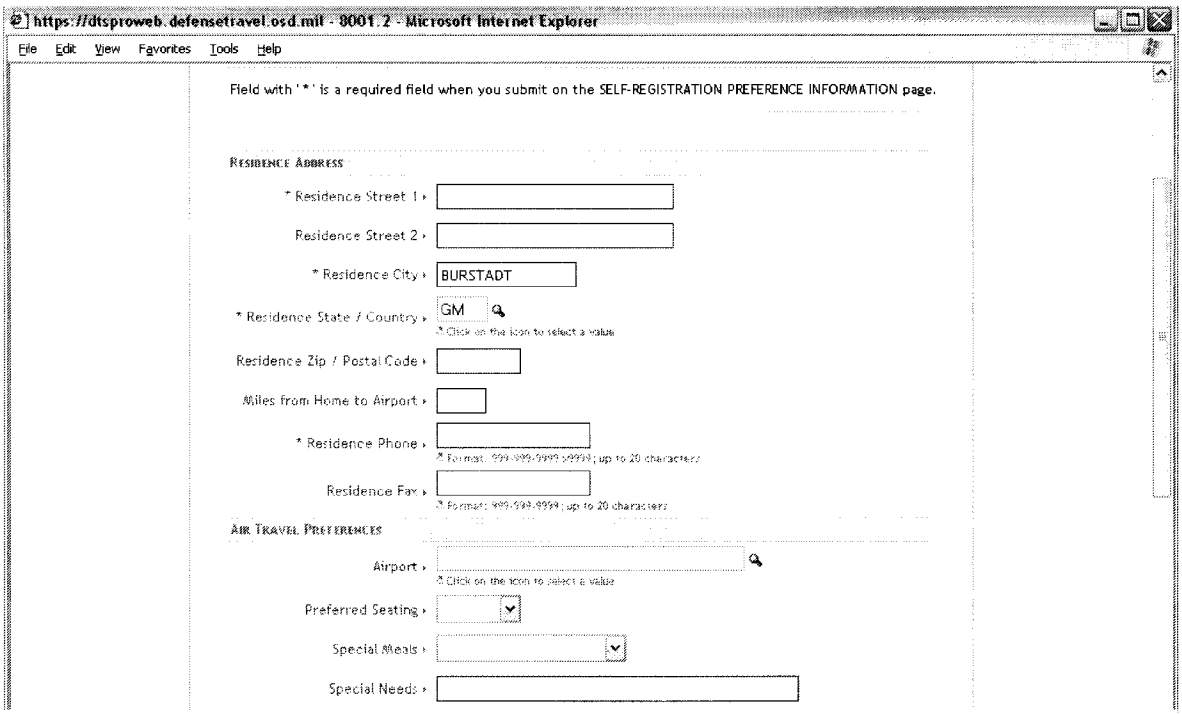
* Format is mm/dd/yyyy

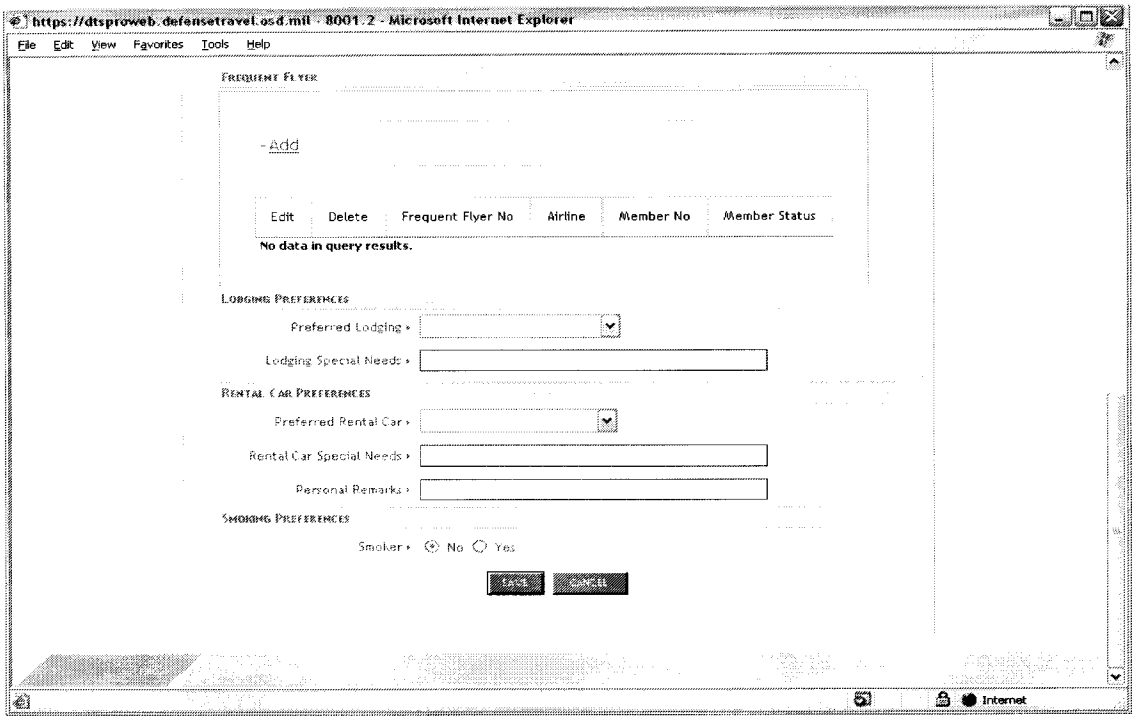
SAVE CANCEL

Done

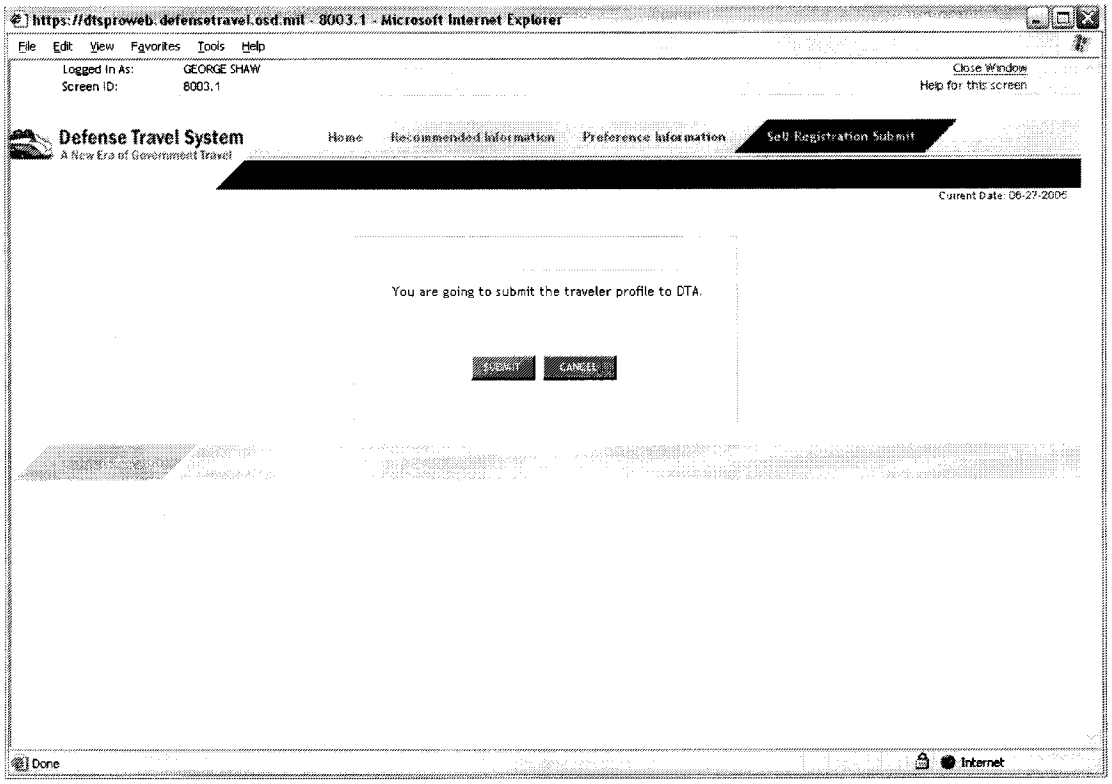
Internet

17. Enter your German street address followed by Residence city and Zip.
Residence State /Country code will be **"GM"**. Click search icon, place option button to **"ALL"**, enter **"GM"** in **CODE**, search and select.
18. Miles from Home to Airport is optional
19 Residence phone is **required.** You may use a cell phone number. Fax number is optional.
20 Air Travel section is not required.

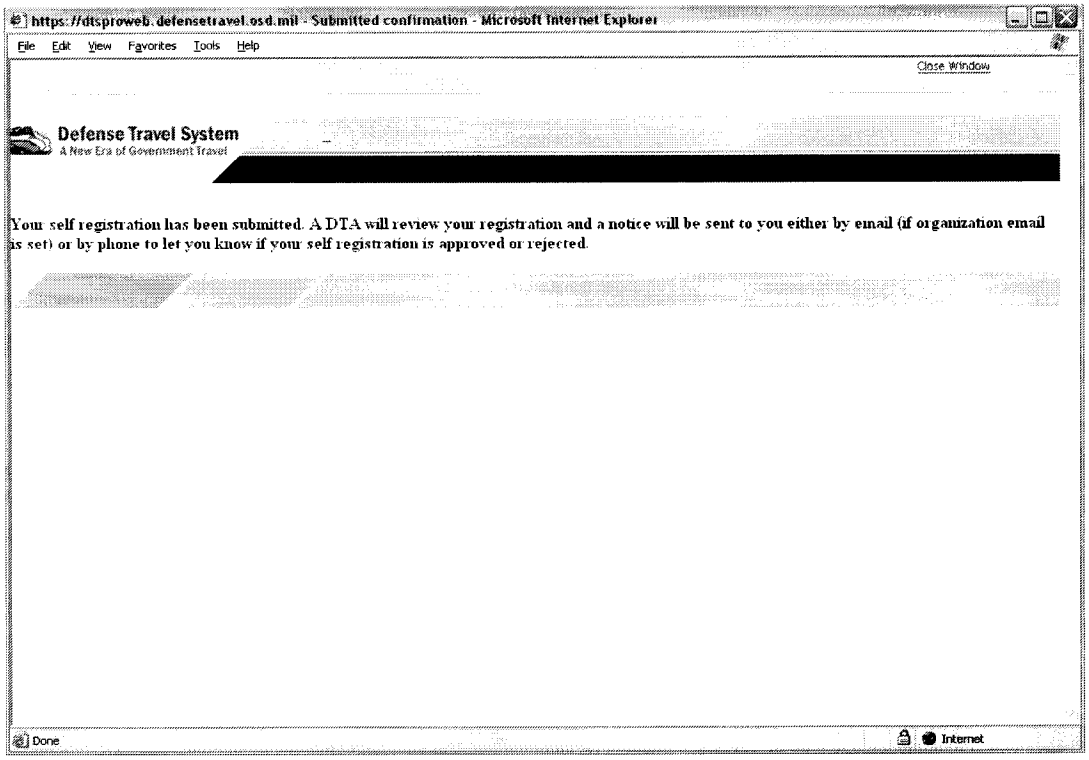




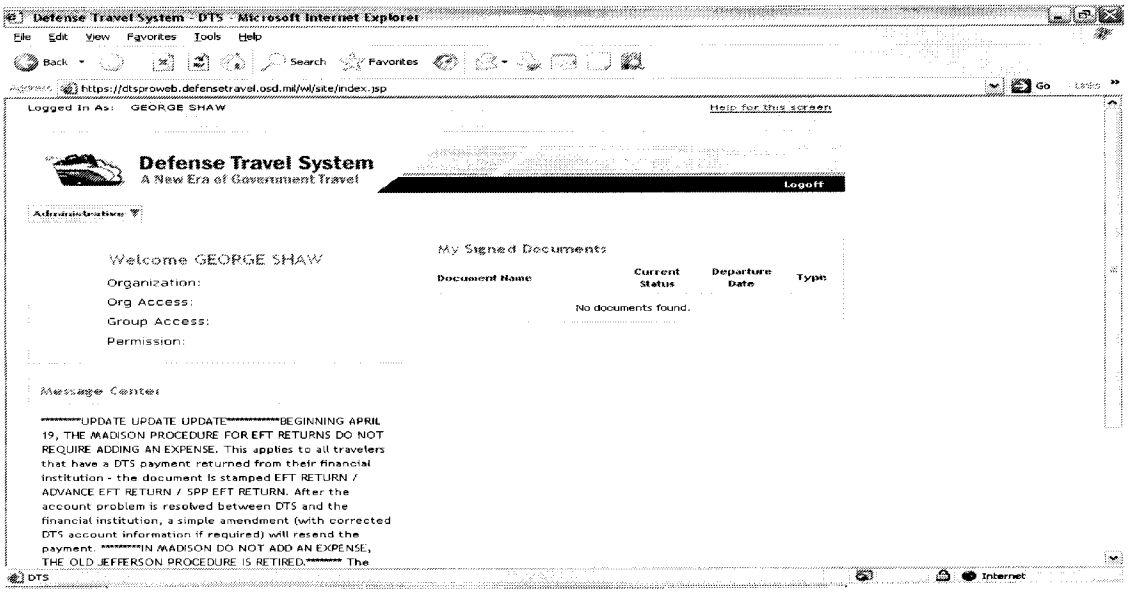
21. Once you have completed all required data click on save button *(see above)* You will see the screen below, click submit *(see below).*

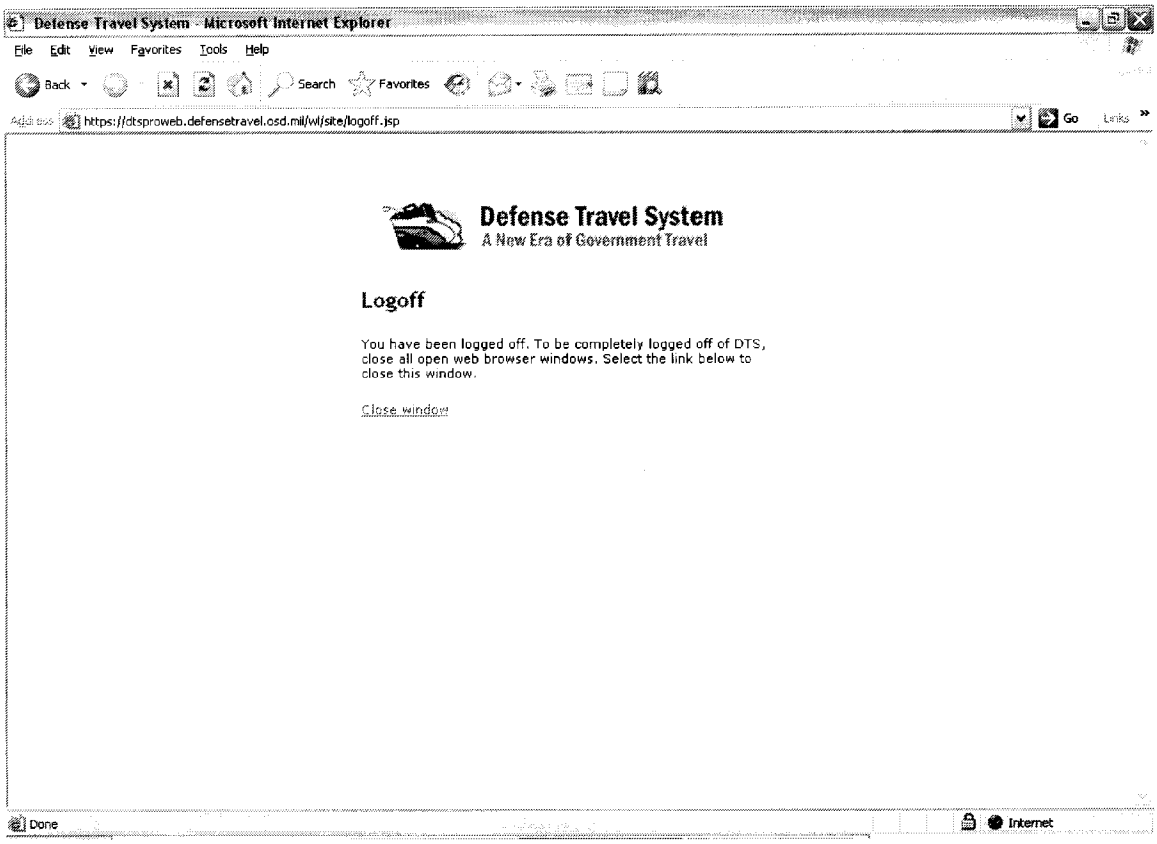


22. When your information is submitted, the system will notify your DTS administrator of your submission and he/she will go in and receive your account request. Once you are received you will get an email notification verifying your account has been established and is ready for use.



23. Click on the close window hyperlink.
24. You will be taken back to your home page. Please click the **Logoff** tab.




Defense Travel System - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://dtsproweb.defensetravel.osd.mil/wl/site/logoff.jsp
Go Links
Defense Travel System
A New Era of Government Travel
Logoff
You have been logged off. To be completely logged off of DTS, close all open web browser windows. Select the link below to close this window.
Close window
Done
Internet