

Keeping Your DTS Profile Updated

It is important to maintain DTS profiles up-to-date. As a traveler, you should review and update your DTS profile periodically. If the information below is not up to date, travel reimbursements may be affected or your travel reimbursement could go to a closed or old bank account.

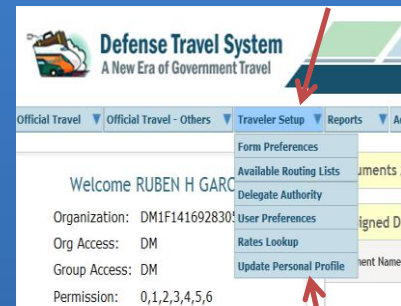
When should I update my profile?

- New Electronic Funds Transfer (EFT) Account
- GTCC Account Number
- Update GTCC Expiration Date
- Unit Address/Phone Number
- Promotion
- Change of Address
- Phone Number
- Emergency Contact Information
- TSA Information
 - ✓ In the **My TSA Information** tab, enter your EDIPI in the **Known Traveler Number** block



Updating Profile Information in DTS

- From your DTS homepage (after login), mouse over to **Traveler Setup** on the top menu bar and select **Update Personal Profile**.



- On the **My Profile** screen, click **My Preferences, My Additional Information, My TSA Information, My Account Information** tabs and make necessary updates
- To save changes, select the **Update Personal Information** button at the bottom of the screen
- **If you are unable to log in to DTS, contact your ODTA**