



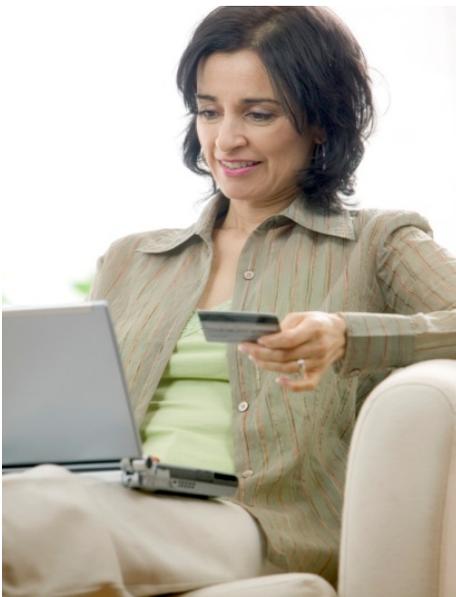
DEFENSE TRAVEL MANAGEMENT OFFICE

Updating Your DTS Profile

It is important for travelers to ensure that Electronic Funds Transfer (EFT), home address, and Government Travel Charge Card (GTCC) information is current in your DTS profile. If this information is not kept up to date, airline and other travel reservations, and/or travel reimbursements may be affected. In addition to the information above, you should periodically check your profile to ensure other information such as rank, organization, phone number, emergency contact and other traveler information is current.

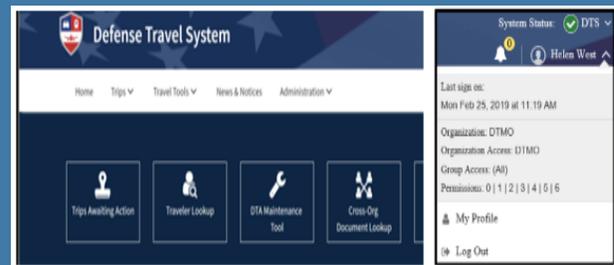
When should I update my profile?

- GTCC expires or is reissued
- New bank account
- New email address
- Moving/Permanent Change of Station
- Promotion/New job



Updating Profile Information in DTS

1. From your **DTS Dashboard** (after login), select your name in the upper right hand corner of the page. A drop-down of options displays. Select **My Profile**.



2. On the **My Profile** screen, select each section to verify and if required update your information. Available sections are **User Profile** (addresses and printing preferences), **Accounting** (GTCC and personal banking), **Travel Preferences** (TSA Information), and **Additional Information** (work details including rank).
3. Select **Save** at the bottom of the screen to the keep changes.

** If you are unable to log in to DTS, contact your Defense Travel Administrator (DTA) to update your profile.*