



# E2 USER REQUEST FORM

**Privacy Act (e)(3) Statement**

Authority: 5 U.S.C. 301, Departmental Regulations; 22 C.F.R 71.1; 5 U.S.C. Ch. 57, Travel, Transportation, and Subsistence; 22 U.S.C. Ch. 32, Foreign Assistance, Subchapter I, International Development; and 22 U.S.C. § 4081, Travel and Related Expenses.

Purpose: To manage the official database of USAID direct-hires, Personal Services Contractors (PSCs), consultants and personnel from other government agencies on detail to USAID who are eligible for travel through the E2 Travel Program.

Routine Uses: The personal information requested on this form will be used by USAID management personnel and travel officers to determine eligibility for travel through the E2 Travel Program. Pursuant to Privacy Act System of Records Notices USAID-19 and USAID-34, USAID will share this information only with government agencies that have the statutory and lawful authority to maintain such information.

Disclosure: Disclosure of your personal information is voluntary, but failure to do so may preclude U.S. Government officials or other designated representatives from providing the requested services. Please refer to ADS 522 for guidance.

**\*\*Note: A signed form must be submitted through the "Ask a Question" Feature in E2 Solution on the upper right corner of your screen "Online Help".**

<b>Type of Request: NEW ACCOUNT</b>				<b>CHANGE REQUEST</b>				<b>REACTIVATION REQUEST</b>							
<b>USER INFORMATION</b>															
<b>First Name:</b>				<b>Middle Initial:</b>				<b>Last Name:</b>				<b>Primary Email Address:</b>			
<b>Bureau:</b>				<b>Mission:</b>				<b>Office/Division:</b>				<b>Office Phone Number:</b>			
<b>Have you completed the E2 Creating Travel Documents Workshop?</b> <input type="checkbox"/> <b>Yes</b> , please attach your certificate of completion with this application. <input type="checkbox"/> <b>No</b> , please go to USAID University and register for the next available workshop.															
<b>SECTION A - NEW ACCOUNT</b>															
<b>*If this is a Change Request, skip this section and proceed to Section B and for Reactivation Request proceed to Section C.</b>															
<b>User Type (select all that apply):</b> <input type="checkbox"/> Traveler <input type="checkbox"/> Arranger <input type="checkbox"/> Approver <input type="checkbox"/> Invitational Traveler						<b>Note: If Approver is selected, provide a brief description of approval duties here:</b>  <b>Arranger Access level:</b> <b>Document Approver level:</b>									
<b>Privilege:</b> <input type="checkbox"/> System Administrator <input type="checkbox"/> Document View <input type="checkbox"/> Report Access						<b>Provide the level of access: (Agency, Org, Major or Minor)</b>									
<b>Select One:</b> <input type="checkbox"/> User has or will be issued Travel Charge Card and may/may not have a personal credit card. <input type="checkbox"/> User will not be using a Travel Charge Card or a personal credit card.															
Enter Phoenix Vendor Code – see instructions on page 2 if travel for USAID is not required:															
<b>SECTION B – CHANGE REQUEST</b>															
<b>E2 Username: (Provide E2 username(s) used for each E2 account)</b>						<b>Have ALL travel vouchers been processed?</b>									
<b>Organization Change:</b>															
<b>Move from:</b>				<b>Move to Bureau:</b>				<b>Mission:</b>				<b>Office:</b>			
<b>Actions/ Remarks:</b>															
<b>SECTION C - REACTIVATION REQUEST</b>															
<b>Reactivate from/to (MM-DD-YYYY):</b>															
<b>Justification: (Use separate sheet if necessary)</b>															
<b>Requested by: (Print name)</b>				<b>Signature:</b>				<b>Date: (MM-DD-YYYY)</b>							
<b>Supervisor: (Print name)</b>				<b>Signature:</b>				<b>Date: (MM-DD-YYYY)</b>							
<b>Approval M/MS/TTD (Only necessary if requesting Administrative Privileges and office does not have anyone with the level of access to authorize such)</b>															
<b>This section is to be completed by E2 Helpdesk personnel only</b>															
<b>Date Request Rec'd: (MM-DD-YYYY)</b>				<b>Analyst Assigned to Request:</b>				<b>Date Request Completed: (MM-DD-YYYY)</b>							

# INSTRUCTIONS FOR COMPLETING THE E2 USER REQUEST FORM

## REQUEST INFORMATION

Select type of action/request you are submitting. Select only one. After completing the Basic User Information section, continue with the section of the form that corresponds to the E2 User action/request desired.

## BASIC USER INFORMATION

This section is used to gather personal and organizational information about the user. Complete in its entirety.

First Name – self-explanatory.

Middle Initial – self-explanatory.

Last Name - self-explanatory.

Primary email Address – enter work email address

Bureau – self-explanatory.

Mission – self-explanatory.

Office/ Division – self-explanatory.

*Note: Before a traveler can gain access to E2 Solutions, he/she must complete the E2i Creating Travel Documents workshop. After the workshop has been completed, the traveler must fill out form AID 522-6, E2 User Request Form and attached certificate of completion with the application. (ADS 522.3.25)*

## SECTION A – NEW ACCOUNT

Select the user function you are to perform in E2. (Select all that apply)

Traveler –

Approver – *Please include document approval level e.g: Office, Mission*

Arranger – *Please include a brief description about the access of level*

Document View – *Please include a brief description about the access of level*

System Administrator - SA – *If you check this box, please provide the level of access.*

## TRAVEL CHARGE

Make only one selection from the options provided in this section. Information on the use of Agency Sponsored Travel Card is available at <https://pages.usaid.gov/M/CFO/agency-sponsored-travel-card>.

Enter Phoenix Vendor Code- self-explanatory (*see instructions on page 2 if travel for USAID is not required*).

## SECTION B – CHANGE REQUEST

Enter the E2 Username(s) used by the E2 user for each E2 account that the user might have.

Organization Change – enter the code for the organization the user is leaving or in which the user is moving.

Have all travel vouchers been processed? Select yes or no as appropriate.

Report Access: *Please include a brief description about the access of level*

Actions/Remarks – enter supporting or clarifying information on any of the change request fields.

\*Please note that any documents left open prior to the transfer will continue to route through the previous office. If you need currently open documents to route through the new office, they will need to be deleted and re-created.

## SECTION C – REACTIVATION REQUEST

Enter to and from date(s) to have the user account activated.

Explain why this users account needs to be reactivated and the purpose for doing so.

## COMPLETING ORGANIZATION

Date Request Received – enter the date the form is received.

Analyst Assigned to Request – enter the full name of the person who is assigned the action.

Date Request Completed – enter the date the request is closed.

**\*\*Note:** You may also contact the Helpdesk by using the “Ask a Question” and “Live Chat” capabilities which can now be found in E2 Solutions. Simply navigate to any page within E2, expand the options on the upper right corner of your screen, and select “Online Help.” From there, you can select any of the available contact channels – “Ask a Question (email)”, “Live Chat,” or call the help desk at (1-800-862-2214).