

# Fermi Profile Express -Instruction Highlights

Go to the following URL: <https://owtfermilab.travelprefs.com/>

- Click on create a new account. Enter Fermilab's corporate ID which is **Fermi**.
- Type username (use your FNAL email address) in all 4 boxes.
- Select a secret question, then type your answer. Retype your answer for verification.
- **Click Finish and Close the window** (window must be closed) for link in email to work.
- Check your email. Profile Express has sent an email from [noreply](#).
- Open the email and access Profile Express from the link. Go to change password.
- Type your new password (minimum of 7 characters to include-a Capital letter, a number, & a special character, no repetitions)
- Repeat for verification. Type your secret answer.

Go through each TAB to complete the requested information.

*\*\*\* All traveler arrangers must enter their own travel profile in the system.*

## **DO NOT CLICK *SAVE CHANGES* UNTIL YOU HAVE FILLED OUT YOUR ENTIRE PROFILE.**

- **Personal:** Areas that have a **RED \* Asterisk** must be completed in order to continue to the next TAB. (*Questions typed in RED are links that provide additional information for that field*).
- **Business:** Required fields must be entered. Employee ID must be followed by the alpha characters on your ID. (*e.g., N for Employee or V for Visitor...*).
- **Preferences:** Your personal preferences
- **Payment:** Skip this area.
- **Loyalty:** Enter your Frequent Flyer Number(s) (*Enter and click on ADD*)
- **Documents:** Enter Passport Information. (*Enter and click on ADD*)

Once you have completed all TABS, **SAVE** your profile and logout.

For assistance or Questions on the Fermilab Travel Profile, contact Travel Office at: x3397 or x3398

**THANK YOU FOR TAKING THE TIME TO COMPLETE YOUR TRAVEL PROFILE.**